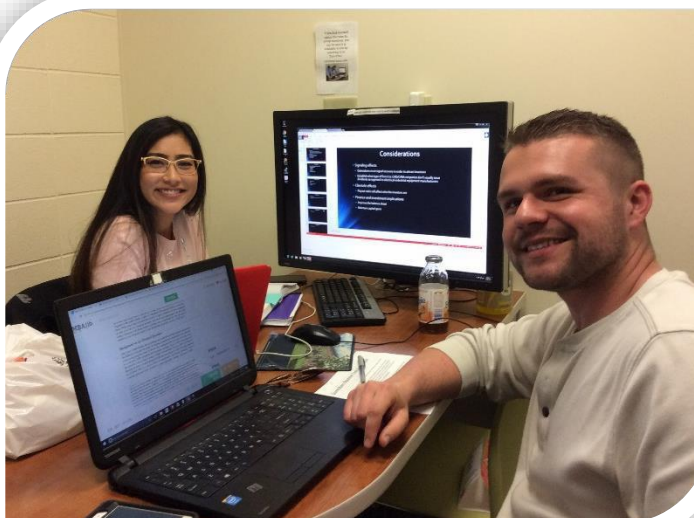
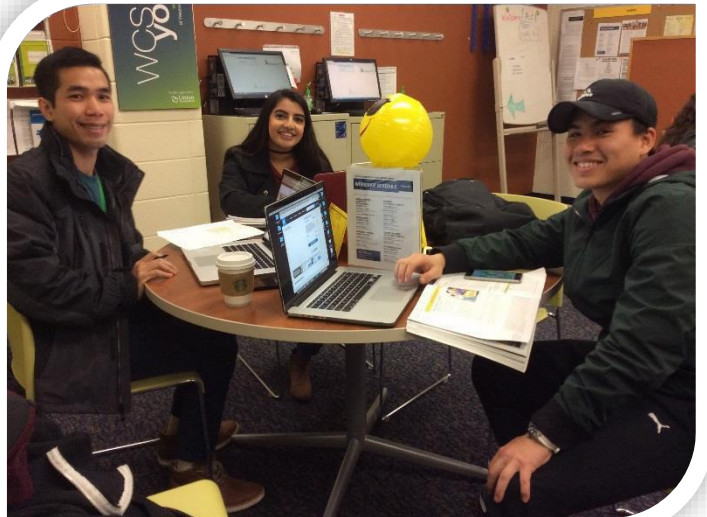


Ancell Student Success Manual

2019 - 2020



wcsu.edu/asb

Welcome to the Ancell Student Success Manual

How to use this guide

To make the transition to the Ancell School of Business as easy as possible, we have gathered information about many aspects of student life here on the Westside campus. This guide is designed to supplement the Student Handbook and the Western Connecticut State University's homepage.

Tip: You don't have to read the whole manual, just skim the headings or information specific to your areas of interest.

The Ancell homepage (wcsu.edu/asb) offers you in-depth info about the School of Business. Pay special attention to the top drop down menu labeled "Students", as it contains resources for your use.

At the WCSU web page, learn more about the University as a whole by exploring "Essentials" and "Current Students".

But really, the most important advice we can give you about being a student at the Ancell School of Business is to:

1. **Focus** on your education. You are investing considerable time and money in yourself. Make it count!
2. **Network** with other students.
3. **Visit the Ancell Commons**, which offers resources to help you make the most of your education. At the Ancell Commons there is free tutoring, study groups, Practice Presentation Center, TransferMation, and information about opportunities and other resources to help you be the best you can be! You can even reserve a small meeting room for group projects. The Commons is a relaxing place to meet people, study, and hang out.
4. **Take advantage** of the opportunities provided for you at WCSU. If there is an event, GO!
5. There are many professionals available to help you, but you have to **ASK!**

College is . . . where you will learn to think critically, nurture your intellectual curiosity, and gain an appreciation of how you might contribute to your community.

Take responsibility for your education. **Show up!** That means go to class, be prepared for class, pay attention in class and participate in class (Calatrello's Highly Unscientific Theory of Halves).

New Student Checklist

Congratulations on choosing the Ansell School of Business at WCSU. We are busily preparing for your arrival on campus in August, but there are a number of things we suggest you do to be Colonial Chuck ready!

Accounts You Will Need

Do so on campus, by phone, or online

- ✓ **Banner ID** – for quick access add this as a note in your phone
- ✓ **Windows/WCSU Email Account** – check on a daily basis
- ✓ **Microsoft Suite** – download on your desktop, tablet, or phone with email before classes start
- ✓ **Emergency Notification System** - Register for free at www.wcsu.edu/ens. You will receive immediate alerts via phone, email or text when school is delayed or closed.

Financial Aid

- ✓ If you receive financial aid, check [Financial Aid Office](#) to make sure all has been processed properly. Accept any grants, scholarships, or work study? Be sure to know what guidelines you will need to follow in the upcoming semester like GPA requirements.

Your Advisor

- ✓ Find out your advisor's name. This info is on [Banner](#). Introduce yourself via email or in-person. Begin to get to know him/her. Write down their office hours and review academic program sheets together. In order to register for future classes, you will need a pin number from them too

Your Classes

- ✓ Print a physical copy of your class schedule. Check where your classes will be held and jot down location, professor's name, and their contact info for each course.

Your Car or Shuttle Ride

- ✓ Cars do not need to be registered, however, students have designated parking areas. You can plan for your parking needs by consulting the campus maps: www.wcsu.edu/campustour/
- ✓ Check the shuttle bus schedule (www.wcsu.edu/shuttle/schedule/) and take a test trip from the Westside to Midtown campus

Your Books

- ✓ Purchase your books before classes begin. Keep your receipts. Don't open anything shrink-wrapped until you get to the class. If your professor allows it, consider purchasing electronic books or renting – it can save you money.

Accommodations

- ✓ If you have a documented disability, please contact [AccessAbility Office](#) to set up accommodations before your classes begin
- ✓ If you believe that you have a disability that has not yet been documented, you should also contact AccessAbility.

Resources on Campus:

- ✓ Visit the [Ansell Commons](#) which has free tutoring and academic support for Ansell students. It is located in the Young Library, Westside Classroom Building, Suite 433.
- ✓ [Career Success Center](#) (Westside), [Writing Center](#) (Midtown Library), [Tutoring Resource Center](#) (Midtown Library), and many more are all available with free of charge services

Before You Graduate

Education is important but opportunities to learn and to experience new things go far beyond the classroom. There are so many opportunities to maximize your investment in your education. Here are just a few . . .

- Visit the [Career Success Center](#) early and often, both online and in person. You will find a wide variety of [online tools](#) for job hunters but also for planning your career path.
- **Join a club.** Strengthen relationships with classmates, build your resume and gain valuable personal and/or professional experience. Enrich your education. You are investing in yourself. Make the investment count.
- Go to **Ancell Day** on Wednesday, September 11, 2019 from 11:30 am to 1:30 pm, at the South Plaza outside the Campus Center (the rain date will be Wednesday, September 18, 11:30 am to 1:30 pm, rain or shine.) – Get connected and become an Ancell Insider!
- **Learn about internships and co-ops** from the [Career Success Center](#). Many companies use internships as their main recruiting source.
- Attend business and career events *as often as you can*. Each business-related experience will better prepare you to succeed after graduation. These experiences allow you to expand your business vocabulary and enrich your knowledge about the world of business.
- **Create a LinkedIn Account** - It is recommended that students open a LinkedIn Account and begin building a professional profile as soon as possible. LinkedIn offers a free webinar to get started and other webinars to build networking skills. The [Career Success Center](#) also offers LinkedIn seminars. LinkedIn provides a professional identity and not a social forum. It is always important to conduct yourself in a professional manner on this site.
- **Build Intercultural/Global skills** by:
 - ✓ Investigating global/intercultural learning opportunities within the university, through the courses you take, the clubs you join, and the events in which you participate.
 - ✓ Investigating options for travel abroad either through shortened educational trips or full semester student exchanges, such as student exchanges through [ISEP](#) (WCSU is a member). Visit Western's [Study Abroad](#) page for more information.
 - ✓ Attending cultural events like plays or concerts. You will be a better networker and a better person.
- Fill out an **application for graduation**. This is due the semester before you actually graduate. This is due the semester before you actually graduate. You will find the form and further information at: wcsu.edu/registrar/graduation.asp. Deadlines can be found on the form. If you are an Accounting, Finance, Management, MIS or Marketing major, you will not graduate if your GPA is below a 2.3.

WCSU Success from A to Z

This is a comprehensive listing of services, offerings, and important information about WCSU campus. Each category has live links attached. Simply click to go to WCSU website and learn more.

Academic Honesty Policy

A student has an obligation to demonstrate honesty in carrying out his/her academic assignments. Students are responsible for maintaining the academic integrity of the university by following the academic honesty policy. The full policy can be found at <http://www.wcsu.edu/catalogs/undergraduate/academic-services-procedures/>

AccessAbility Services

The Ansell School is committed to providing reasonable accommodations for students with documented disabilities on an individualized and flexible basis. AccessAbility Services determines reasonable accommodations through consultation with the student. Students requesting accommodations should visit AccessAbility as early as possible in the semester to obtain a letter which describes approved accommodations. The student must have their professors sign the letter and return it to AccessAbility.

Faculty need not allow accommodations retroactively. This means that students must take responsibility for arranging necessary accommodations *before* an assignment is due. Some students become disabled or are diagnosed after a semester starts, in which case they may present an accommodation letter during the course of the semester. Should your professor decline to sign your letter, contact AccessAbility promptly.

AccessAbility Services is located on the Midtown campus, White Hall Rm. 005. The phone number is (203) 837-8225 and the website is www.wcsu.edu/accessability.

Accounts You Will Need

- ✓ **WestConn ID:** Your WestConn ID number is an eight-digit number beginning with a five. It is used by the university in place of your social security number. It is also referred to as your Banner ID.
- ✓ **Windows Account:** Your windows account consists of a username and password. You must have an account in order to log onto the university system.
- ✓ **WCSU Email Account:** Your email account is essential to your success. This is how the university will contact you with financial aid, registration and other opportunities. All university communications should go through your university email account. We strongly recommend that you frequently access your university email account for university communications. The format of this email address will be username@wcsu.edu.
- ✓ **Microsoft Office 365:** support.wcsu.edu to learn how to get started with your Microsoft account.

Add/Drop – (See Changing Your Schedule)

Advisement

Why do I need an advisor?

- To ensure that you are taking the right courses at the right time.
- To provide advice on your academic and future professional career.

Prior to registering for classes, you must meet with your academic advisor who will check your proposed program to ensure that it fulfills your degree requirements. If you wish to register online (and you should!), you must obtain a registration PIN from your advisor. PINS are not required for summer, intersession and spring-break courses, but you should still check your choices with your advisor.

Besides assisting you with course registration and planning, academic advisors are able to help with questions about academic policies and procedures, speak to concerns about coursework, provide contacts for tutoring or other campus services and advise about careers related to your major.

Do I have to do anything before I see my advisor? Is there anything I should bring with me?

Make an appointment by calling or emailing the professor, or go to see them during their posted office hours. Use your program sheet to identify requirements you have already met and those you haven't. Have a plan for finishing requirements and graduating. Create a proposed schedule using Open/Close. Know your registration date. You can learn more about advising at wcsu.edu/registration/current. Your advisor or academic departments may have different processes; make sure that you are familiar with them.

What is a "program sheet"? How do I get one?

All matriculated students should have a program sheet which outlines courses you must take to fulfill your academic requirements. As you take courses at the university, update the program sheet to indicate your progress and determine which requirements you still need to fulfill. Think of your program sheet as a "roadmap" toward your degree. Students should have received a program sheet from the Admissions Office if they transferred from another school. This program sheet will indicate courses for which credit will be granted.

You can download a program sheet from the WCSU website at: wcsu.edu/academics/programsheets/default.asp?school=asb or request one from your department's office staff.

How can I do an unofficial degree audit through DegreeWorks?

You may access DegreeWorks through BannerWeb.

Ancell Commons

Located in the Westside Classroom Building, Suite 433, inside the Robert S. Young Library, the Commons offers a variety of resources and opportunities for Ancell students. Our warm, casual environment provides students with a great place to study plus free tutoring in Justice and Law Administration (JLA) and Business courses, MAT 118, and ECON 211 & 213.

The Ancell Commons **Presentation Practice Center** is here to help students improve the quality and effectiveness of their presentations. Presentations will be reviewed according to content, organization, delivery, and visual aids and our Peer Educators will provide suggestions for you where they see opportunities for improvement. Learn more at wcsu.edu/asb/student-pages/.

TransferMation, Ancell's program for transfer students, will help you gain insight and appreciation for the Ancell environment and help you create a plan for success. Get a quick start so you don't miss out on what you need to know to be successful at WCSU, and to get the professional edge you need before graduation! Find us at wcsu.edu/asb/transfermation/.

The Commons provides an array of computers and printing services, and is the only place on the Westside campus that offers small-group meeting rooms that can be reserved in advance. To book a free tutor appointment or a small meeting room online, visit us at wcsu.edu/alc for more details.

Ancell Day

Ancell Day will be held on Wednesday, September 11, 2019, from 11:30 am to 11:30 pm, on the South Plaza between the Westside Campus Center and University Blvd. The rain date will be Wednesday, September 18, 2019, rain or shine, either on the plaza or in the Campus Center Ballroom. This is a great opportunity to become an Ancell Insider, get connected and find your tribe!

Have fun, meet fellow students, get your free, limited-edition "Ancell Leads" t-shirt, and enter our free raffle! You will be able to meet club representatives, staff from the Career Success Center, librarians from Westside's Robert S. Young Library and many, many more of the people who will help shape your future. This event is open to all Ancell students.

Blackboard Learn

Western currently uses Blackboard Learn 9.1 as its E-Learning course management system. Its primary usage allows professors to supplement their on-ground courses with online components, or to use for fully online courses. With a standard Web browser (although Google Chrome works best), you can login from anywhere

in the world to access class materials and interact with fellow classmates. Blackboard includes a virtual course environment built to support different teaching styles and learning needs, and is designed to provide the tools for faculty to prepare, deliver, and manage their courses.

In addition, Blackboard can be used as an 'Organization', which is similar to a Blackboard course, but designed for use by non-academic community groups. Organizations provide a collection of web-based tools, making it easy for group members to participate in online activities.

Please note:

Not all professors use Blackboard Learn. If you do not see your course listed, or the course contains no content, please check with your instructor to verify if they are using Blackboard Learn, and/or when the course will become available to the class. Most courses are not available until the first day of classes, but instructors control when they want their content available to students.

Bookstore

The WCSU campus bookstore is located in the Student Center, behind Old Main, on the Midtown campus. Products offered at the bookstore include, but are not limited to, textbook rentals, books for purchase, school supplies, health and beauty aids, postage stamps and WCSU merchandise. You can explore the website, including information about required textbooks at wcsu.edu/campuscenter/bookstore.htm.

Business Student Checklist

Go to page 4 in this manual to find a checklist of activities we strongly recommend you complete 'Before you Graduate'. You are making a big investment in yourself with both time and money. Make that investment count. Take advantage of the many opportunities here at WestConn, from service projects to speaker events. Every new experience will make you a better job candidate and a better-rounded student. Every positive relationship can serve to enlarge your network for future opportunities and can enrich your life.

Campus Directory

A campus telephone directory is available on the WCSU homepage under "Contact". There is also an automated directory at WCSU that can be accessed by telephone at (203) 837-8200. Both faculty and students are listed in the university email directory. To find someone's email address, from your email account, click on "To" on a "new email" page and the full directory will be displayed. By default, the directory is alphabetized by first name. By clicking on "more columns", searches by last name can be performed.

The Career Success Center

The first thing to know about the Career Success Center is that you should make your initial visit during your first year on campus. If you are a transfer student with 30 or more credits, do so immediately. The CSC offers extensive services, including help finding a part-time job now, researching career paths, and accessing national and international job-seeking databases.

Take a look at e-tools (www.wcsu.edu/careersuccess/e-tools/) and information pages for each major (www.wcsu.edu/careersuccess/students/majors/ancell-majors/) on the Career Success Website. Use these to create a plan for your college years so that you can graduate with the important skills and experience that employers are looking for, and better yet, a great job!

Considering an internship or coop? Contact the Career Success Center to find out more but do your research early so that you can complete your internship when it is convenient for you and so you build it into your college plan.

The CSC has just launched [Handshake](#) as their new career software for this fall. More information will be coming soon!

You can contact CSC staff at (203) 837-8263 or www.wcsu.edu/careersuccess/ for additional information. If you wait too long, you will miss out on all kinds of opportunities. So don't wait until junior or senior year; do it NOW!

Class Cancellations and School Closures

WCSU has a system in place for notifying students of delays, closures and cancellations. In case of inclement weather or other emergencies, students can check the WCSU homepage and/or sign up for the Emergency Notification System at www.wcsu.edu/ens, you will receive an immediate email and/or phone call announcing delays and closings.

If the university announces a delayed opening, the student will be responsible for the information that would have been covered in class. Delayed openings mean that activities beginning before the announced start time are *delayed* in terms of when the activity will begin. **A delayed opening does not mean that the activity is cancelled**, but rather that the activity will begin at the announced start time and conclude at the time it would normally end. For example, if classes are delayed until 9 a.m., a class scheduled from 8 a.m. - 11 a.m. would now begin at 9 a.m. but still conclude at 11 a.m. With early closings, activities that would normally run past the early closing time will end at the set early closing time, and activities that would normally begin after that time are cancelled. For example, if the early closing was set for 3 p.m., a class normally running from 2 to 5 p.m. would end at 3 p.m., a class scheduled to begin at 4 p.m. and run to 7 p.m. would be cancelled.

Clubs

Most Ansell departments have active clubs. It is highly recommended that you join the club in your professional field as you will gain marketable expertise through club activities, earn a listing for your resume, network with others in your field and become a source of information for other students.

Important: Students can join any university club, regardless of their major. This is a good chance to enjoy your hobbies and special interests.

CHOICES (Cultivating Healthy Opportunities in College Environments)

The Substance Abuse Prevention Office (CHOICES) provides information and help for students experiencing problems related to alcohol or other substance use and abuse. All services are strictly confidential. Their services include information about the symptoms and early warning signs of abuse and dependence, resources and treatment available on campus or within the community, screening and assessment, peer support groups, and counseling. CHOICES also provides WCSU students online self-assessment tools called E-CHUG and E-TOKE. They also have a resource library filled with current literature and brochures on many health related topics. Students can browse or borrow any of the materials, which are excellent resources for personal or academic use. Visit: www.wcsu.edu/choices/ CHOICES Office is located in the Midtown Student Center (Room 211).

Their telephone: 203-837-8898 and e-mail: choices@wcsu.edu

Computer Access

Both campuses are completely wireless; however, you will need a university account to access the network. If you would like to use WCSU a computer lab, visit wcsu.edu/iti/computers/ for locations and availability. You will also find computers in the Ansell Commons, Young Library and Think Tank at Westside Campus.

Cooperative Education/Internship Program

This program is for undergraduate juniors, seniors and upper-level sophomores seeking practical work experience related to their career interest or major. Co-op and internship positions are developed in local businesses, corporations, government and nonprofit agencies. Co-ops carry elective credit, and, in many cases, also provide a salary. Some internships provide a salary as well. For the application and more information visit: www.wcsu.edu/careersuccess/students-old/coop/

Copying/Printing

Printers are located in the Ansell Commons (wireless printer) as well as the Robert S. Young Library. The Young Library also has a scanner, copier, printer so you can scan documents and then either save or print them out. The computer lab in the Westside Classroom (Westside Classroom Building Room 117) also has printers.

E-Communication

Use your university email account for all communications related to your education. Messages will be sent out to you via this account; if you are not using it, you will miss opportunities. Use this email account for all university-related communications. Other e-communications you should be aware of:

- ✓ Review your Facebook page and Facebook history for anything employers might find objectionable. They check.
- ✓ Sign up for LinkedIn as a way to connect with classmates, faculty, potential employers and professional groups.
- ✓ Connect your WCSU email account to the personal email application on your cell phone or tablet to insure that you receive all university emails.

Emergency Notification System (ENS)

The WestConn Emergency Notification System (ENS) is used to convey important information to the campus community. Emergencies, weather-related closing/delay or other hazardous situations are announced via this system. Each student needs to register for this service. To access the registration page, go to wcsu.edu/ens. You can ask that notifications be sent to your home phone, cell phone and/or email account.

Financial Aid

Click on this link, wcsu.edu/finaid to find out more about financial aid and requirements to receive aid. To check on the status of your financial aid, you go to WestConduit.

Financial Literacy

Are you good with your money? Visit libguides.wcsu.edu/c.php?g=316326 to learn about building good credit, protecting your identity and living within a budget. Hard copies of information are available in the Ansell Commons, Suite 433 of the Westside Classroom Building, within the Robert S. Young Library.

Food Services

The cafeteria and the Daily Grind café are located in the Westside Campus Center, next to the classroom building. Cafeteria and Café hours may vary during the semester. Vending machines are in the “Think Tank” located on the third floor of the Classroom Building. You can view more detailed information at wcsu.sodexomyway.com/dining-near-me/westside. For more information on dining services on the Mid-town Campus, please visit wcsu.sodexomyway.com.

Gab & Grow Podcast

Gab & Grow podcast is a series of recorded episodes led by Housing & Residence Life Director, Maribeth Griffin. She talks to several students, staff, and faculty about various topics to better connect students to WCSU campus life. Simply listen to this podcast and others broadcasted through WCSU Media Services on [Sound Cloud](#). New to campus? Hear from several of our own WCSU student leaders as they talk about what you can do to make your experience great from the very start to the very end! Check out this link: soundcloud.com/wcsumedia/gab-grow-advice-for-new-students

Helpful Hints

Check out this link: wcsu.edu/orientation/helpfulehints.asp for important information for all students.

Incomplete

What does an incomplete grade mean and what do I do if I get one? Per the undergraduate catalog, the policy for students to receive an incomplete grade (“INC”) in a class is that they must request it from the instructor by completing a Request for Incomplete Grade form. The policy also notes that the “INC” grade will become an “F” if it is not removed by the sixth week of the next semester the student attends or after one year if the student does not return. Students should make sure that they promptly contact their professor to determine how and when the missing work is to be made up. Waiting until the end of the six-week period to resolve The “INC” may prevent you from resolving it.

Library Services

There are two libraries at WCSU; The Haas Library, which is the main library located on the Midtown campus, and the Young Library, located on the Westside campus.

The Robert S. Young Library, at Westside, is the Business/JLA library which offers electronic reserves, research assistance, individual consultations, and much more. There are extensive online journal databases, reference materials and a business book collection available to students. A copier and a printer are also available for student use.

The Young Library is located on the fourth floor of the Westside Classroom Building.

You may view information about library services at library.wcsu.edu or call (203) 837-9139 to speak directly to a librarian. You can even text questions to a librarian at 203-340-0616.

Maps

Maps of both campuses can be found at wcsu.edu/campustour.

Math Clinic

The Math Clinic is a traditional math tutoring center, where students who have done well in the undergraduate level math courses serve as tutors to assist their fellow students with homework problems, projects, or preparing for quizzes and exams. There is no one-to-one tutoring sessions available (like the Ansell Commons has for MAT 118), but the Clinic it is more of a place a walk-in and ask questions. It is first-come first-serve located in **White Hall 323**. Dr. Stavros Christofi serves as its director and can be called at: (203) 837-9351 or emailed: christofis@wcsu.edu if you have any questions regarding math tutors or their services. (wcsu.edu/math/Clinic/index.htm)

Math Emporium

The Math Emporium is an interactive computer-equipped tutorial learning center that enables a new way of teaching/learning the remedial math courses MAT 100 and 100P. It combines software-based learning, some traditional lecture instruction, and one-on-one tutoring, with faculty and teaching assistants available to assist students. The Math Emporium is located in Higgins Annex 105. Tom Grant, (203) 837-9370, granttt@wcsu.edu serves as its coordinator.

Motorist Assistance Program

The Motorist Assistance Program (MAP) is free of charge and will help stranded motorists on both of WCSU's campuses, particularly at night or in adverse weather. Services available under this program include retrieving keys from a locked car and jump-starting dead batteries. MAP does not employ trained mechanics, but will help you get on your way or find someone else who can help. To summon the services of MAP, call the university police department at (203) 837-9300.

Parking

Vehicles do not need to be registered, however, students do have designated parking areas for their use as well as ones for dormitories on the Westside campus. You can plan for your parking needs by consulting the [parking rules and regulations](#). Enforcement and appeals are conducted by the WCSU University Police Department at 203-837-9300. You may visit them on Roberts Avenue, Midtown Campus. Please note that the Fifth Avenue garage closes at 12 am.

There is no overnight parking in the Fifth Avenue garage. However, overnight parking is allowed in the White Street garage and the Westside garage.

Recreational Facilities

As a WCSU student, you are able to attend free fitness classes and utilize recreational facilities on campus. These include the Midtown Colonial Fitness Zone, the Westside Colonial Fitness Zone in Pinney Hall, and the pool at the O'Neill Center. Visit wcsu.edu/recreation for more information on available services and class times. All programs are free to students and staff.

Registration

Registration is a very important process. It is critical that you prepare in advance, meet with your advisor, choose courses wisely, and register early. (By early, we mean as early as possible on the earliest day you are allowed to register.) Here is the link for the Registrar's Office: wcsu.edu/registrar/

Before you can register, you must:

- Find your assigned earliest registration date. Go to [WestConduit](#), click the [Banner](#) tab, then Student Services, then Check My Registration Status.
- Meet with your primary advisor to get your signed course approval card or registration PIN.
- Pay all past due balances.

Registration resources

- The Registration home page is the best place to start: wcsu.edu/registration
- [Course Offerings \(Open/Close\)](#) - check up-to-the-minute class schedules and available seats for your courses.
- [Course Registration Important Dates](#)
- [Undergraduate Program Sheets](#)
- [eCashier - WestConn's online payment plan](#)

Safety Escort Services

This service is available to all students and guests of the university. To obtain a safety escort, please call the police dispatcher at 203-837-9300. The dispatcher will request your name, present location, and the location to which you wish to be escorted.

Shuttle Bus Service

How do I get from campus to campus? How long does it take?

It takes time to travel between the two campuses, even using the shuttle bus system. We have included the link to the shuttle bus schedule here below. Be sure to allow plenty of extra time!

Visit wcsu.edu/shuttle for information on the shuttle, including the schedule. If classes are cancelled for the entire day due to inclement weather, the shuttle does not operate. If classes are delayed, the shuttle will begin one hour before classes begin. If classes are cancelled, the shuttle will operate for one hour after classes are cancelled.

Student Code of Conduct

The Student Code of Conduct can be found in the university's Student Handbook wcsu.edu/studenthandbook/ and also at wcsu.edu/stuaffairs/forms/StudentCodeofConduct16.pdf. Please pay special attention to Part D: Prohibited Conduct. Student Involvement

Student Privacy Rights (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. Click [here](#) for Western's information on FERPA.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

For more information on FERPA, please visit the U. S. Department of Education's website at ed.gov.

Study Resources Online

A study resource web page has been created for Ansell students. If you are looking for information, you may find it here: wcsu.edu/asb/learning-commons/student-resources. If you don't find what you are looking for, contact the Ansell Commons by emailing budnicke@wcsu.edu or calling 203-837-8567

Syllabi

Every instructor will give you a syllabus for their class. The syllabus is **your contract** for each course. In it you will find course information including **test dates**, grading policies, contact information, and textbook requirements. After reading your syllabus and listening to your

instructor's introduction to the class, you may want to ask some of the following questions: What are the main learning goals of the course? How much does each assignment count towards my grade? Does homework count? Does class participation count? **Remember: It is the STUDENT's responsibility to check due dates and to make sure assignments are handed in on time.**

Telephone Directory

You may need to call certain offices on campus. To access the telephone directory online, go to the WCSU homepage or wcsu.edu/contact.asp. You can also dial (203) 837-9411 for a phone-based directory.

Tutoring Resource Center

Need help with a non-business course, a writing assignment or your math homework? You can visit the Tutoring Resource Center located on the Midtown Campus on the 2nd floor of Haas Library. The Tutoring Resource Center is a free resource for students that offers one-to-one peer tutoring sessions in over 15 subjects primarily in the Arts & Sciences. Their aim is to empower students to think critically about their coursework and to discover effective study strategies that lead to independent and strategic learning. They are open in the Fall and Spring semesters Monday to Thursdays from 9:00 am–8:30 pm, Fridays from 10:00 am–3:30 pm as well as Sundays 3:00 pm–8:30 pm. To schedule an appointment and learn more, visit: <http://www.wcsu.edu/trc/>.

Vending Machines

The O'Neill Center, Residence Halls, Westside Campus Center and the Westside Classroom Building "Think Tank" all offer vending machines for drinks and/or snacks.

Veterans

The VA Coordinator oversees all WCSU services for student-veterans in order to provide a consistent and unified voice. This approach eliminates the guess-work involved with determining eligibility for VA educational benefits and how to best use such benefits to earn one's degree. For more information visit: wcsu.edu/veterans and wcsu.edu/veterans/pdfs/StudentVeteransGuide.pdf

Website (Ansell School of Business)

Please visit the Ansell School website at wcsu.edu/asb. This website provides a wealth of information about the six departments that make up the Ansell School: Accounting, Finance, Justice and Law Administration, Management, Management Information Systems (MIS) and Marketing. Take a moment to review the student resource links specific to Ansell School.

Wellness at Western

Western Connecticut State University (WCSU) promotes organizational and individual wellness and respect among members of its campus community by fostering a wellness culture across the university's campuses, and also by building partnerships with the greater community. WCSU offers a variety of programs ranging from counseling and substance abuse to intramural activities and holistic health. Visit their website at

WestConnect Card Offices (Student ID card)

WESTCONNect Card (Student ID) is literally your access to a world of services here at WCSU including physical door access, meal plans, the debit card program (CONNect Cash), ConnectPrint credits (for on campus printing). It also helps with entry to campus fitness facilities, access to special events, and the ability to participate in supplementary programs. You will also need your WESTCONNect card to check-out books or other resources from WCSU libraries. All registered students, faculty, staff and university affiliates must obtain a WESTCONNect ID Card and can do so by visiting the WESTCONNect Card Offices located in the back of Old Main Monday through Friday (8:00 AM-4:00 PM) or by calling: (203) 837-9311. If you need a replacement card, please fill-out a request form found at the Card Offices website: (www.wcsu.edu/westconnect/card-services/). Replacement fee is \$15.00.

Where are my Classrooms?

If your course schedule lists the classroom as "WS" it means your class is at the Westside Campus, in the Westside Classroom Building. We suggest that you take some time to walk around the Ansell (Westside) Classroom Building and map out a route to your classes. The building is difficult to navigate, and if you know where to go on the first day of class, your stress level will be lower.

Women's Center of Greater Danbury at WestConn

Located on the Midtown campus in White Hall 003A, the Women's Center provides individual and group counseling, advocacy, crisis intervention, and risk assessment at the hospital, police station, court or on campus. The Women's Center serves men, women and children. All services are free and confidential. Here's a link to the resources available (wcsu.edu/womenscenter).

Writing Center

Located on the 3rd floor of Haas Library, Room 302 (right before the glass elevators) is the Writing Center. The Center offers one-to-one tutoring services that address everything from brainstorming and developing outlines to writing strong sentences and documenting sources (including help with MLA citations). Getting feedback benefits writers at all skill levels and courses. Writing consultants can work with you for up to 45-minutes and focus on one project (or a portion of the assignment) in each session. For more information, visit the Writing Center website at wcsu.edu/writingcenter, or email Coordinator Dr. Kelli Custer at custerk@wcsu.edu.



Final Words

Our best suggestions:

- Attend your classes, be prepared for them, and participate in them. Take responsibility for your own education.
- Join a professional club.
- Participate in some service projects like WCSU's Day of Service. Meet and make the effort to connect with other students.
- Join a study group at Ancell Commons or start your own.
- Attend events. Every event is an opportunity to network and to reach out. Complete an internship or co-op.

