

# New Student Checklist

Congratulations on choosing the Ancell School of Business at WCSU!  
We are busy preparing for your arrival on campus but there are a number of things we suggest you do now.

## ☐ Accounts you will need:

- ✓ **Banner ID** – for quick access add this as a note in your phone.
- ✓ **Windows/WCSU Email Account** – Set up your [account](#) and check emails on a daily basis.
- ✓ **Microsoft Suite** – [Download the software](#) before classes begin. The [IT Department](#) is available for support if you need assistance by dialing (203) 837-8467 or emailing [requestit@wcsu.edu](mailto:requestit@wcsu.edu).
- ✓ **Emergency Notification System** - [Register for free](#) today. You will receive immediate alerts via phone, email, or text when school is delayed or closed or there are emergencies on campus.

## ☐ 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 you know what guidelines you will need to follow in the upcoming semester like GPA and credit requirements.

## ☐ Your Advisor

- ✓ Find out your advisor's name. This info is on [Banner](#). Introduce yourself via email or in-person. Note their office hours and how to make an appointment with them. In order to register for future classes, you will need a pin number from them.

## ☐ Your Classes

- ✓ Print a physical copy of your class schedule. Check where your classes will be held and make a note of location, professor's name, and their contact info for each course. Do a walk through before classes begin.

## ☐ Your Car or Shuttle Ride

- ✓ Students do have designated parking areas on campus although parking permits are not necessary. You can plan for your parking needs by consulting the [campus maps](#). Check the [shuttle bus schedule](#) and download the [Find My Ride app](#) 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. Also, the [bookstore](#) will match prices from Amazon and some other competitors. Visit the store for more details.

## ☐ 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 [Ancell Commons](#) which has free tutoring for students taking business, justice and law, and economics 211 and 213 courses. It is located in the Young Library, Westside Classroom Building, Suite 433.
- ✓ Help Is Here – Click this [logo](#) anywhere you see it to find out more about tutoring and library services on campus including the [Tutoring Resource Center](#) (Midtown Library), [Writing Center](#) (Midtown Library), and [Math Clinic](#).
- ✓ Connect with the [Career Success Center](#) (Westside) as early as possible by signing up for [Handshake](#) and taking the [Focus 2 Inventory](#). Use the many [e-tools](#) available to help you reach your goals.