

New Student Checklist



Congratulations on choosing the Ansell School of Business at WCSU! We have been busy preparing for you, but we also want you to be ready for Western Connecticut State University!

Accounts You Will Need

Do these things on-line:

- ✓ **BannerID** For quick access add this as a note in your phone.
- ✓ **Windows/WCSU Email Account** – [For account information](#). Plan to check email on a daily basis!
- ✓ **Microsoft Suite** – Set up [Office 365](#) on your desktop, tablet, and/or phone with email before classes start. The app version has more capabilities than the web version.
- ✓ **Emergency Notification System** – [Register for free](#). 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 it has been processed properly. Did you accept any grants, scholarships, or work study funds? 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. 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 note location or how you'll meet if you are on-line, professor's name and 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 between the Westside and Midtown campuses.

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 the [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 business, and justice and law courses. It is located in the Young Library, Westside Classroom Building, Suite 433.
- ✓ Checkout the [Career Success Center](#) (Westside) and the [Academic Support website](#) for resources free to all WCSU students.