

STUDENT SUCCESS MANUAL 2021-2022

*Presented by
Ansell Commons*



**WESTERN
CONNECTICUT
STATE UNIVERSITY**

**ANCELL SCHOOL
OF BUSINESS**

Welcome to the Ancell Student Success Manual

To make the transition to the Ancell School of Business as easy as possible, we have gathered information about many aspects of student life at WCSU and specifically 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 for information specific to your areas of interest.

The Ancell homepage offers you in-depth info about the [Ancell School of Business](#). Pay special attention to the top drop-down menu on our main webpage labeled "Students", as it contains important resources for your use.

At the WCSU web page, you can learn more about the [University](#) as a whole by exploring "Essentials" and by checking out "[Current Students](#)" from the top drop-down menu.

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. The Ancell Commons offers free tutoring, presentation coaching, TransferMation, and information about opportunities and other resources to help you be the best you can be and to maximize your educational experience at WCSU. 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 great resources at WCSU, from professors to advisors to tutors and beyond 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. See [Calatrello's Highly Unscientific Theory of Halves](#) for more. (Source: Stephen A. Calatrello via "Theory of Halves: A Primer for Student Success" by Dr. Chris Howell).

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.
- ✓ **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.

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 e-tools](#) for job hunters and 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 with [Ansell Clubs Listing](#).
- **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 is 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. Expand your understanding and knowledge of different cultures.
 - ✓ 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 WCSU's [Study Abroad](#) page for more information.
 - ✓ Attending cultural events like plays or concerts. You will be a better networker and a better person.
- **Explore the [Ansell Commons](#)** web pages including [TransferMation](#), [Your Education Dollar](#) and [Study Smarter](#) to learn more about how to maximize your investment in yourself.
- **Fill out an application for graduation.** This is due the semester before you actually graduate. You will find the form and deadline information on the [Registrar's website](#). Ansell students must maintain a 2.3 GPA to graduate from Ansell.

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. Find the policy [here](#).

AccessAbility Services

The Ancell 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 wcsu.edu/Accessability.

Accounts You Will Need

- ✓ **Banner ID:** Your Banner ID number is an eight-digit number beginning with a five. It is used by the university in place of your social security number. You can find it when you log into Banner. For quick access, add this as a note in your phone.
- ✓ **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** – [Download the software](#) before classes begin. The [IT Department](#) is available for support by dialing (203) 837-8467 or emailing 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.

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 (recommended) - 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 on the [Registration website](#). 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.

Download a [program sheet](#) or request one from your department's office staff.

How can I do an unofficial degree audit through DegreeWorks?

If you are not sure where you are on the path to graduation, you may wish to do an unofficial degree audit using DegreeWorks, our registration software. The audit will tell you what course requirements you still need to meet to earn your degree.

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, and ECON 211 & 213.

The Ancell Commons [Presentation Coaching](#) 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.

[TransferMation](#), Ancell's program and resources 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!

To book a free tutor appointment, visit us at our [Tutoring](#) page for more details.

'Before You Graduate' Checklist

Go to page 5 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 WCSU, from service projects to speaker events. Every new experience will make you a better job candidate and a more well-rounded student. Every positive relationship can serve to enlarge your network for future opportunities and can enrich your life.

Blackboard Learn

WCSU 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 provide the tools for faculty to prepare, deliver, and manage their courses. Blackboard has several accessibility tools built in to its interface.

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 your Blackboard 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. The Bookstore will match prices for Amazon and some other competitors. Contact the bookstore for more information.

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 begin typing the name of the person you wish to contact until you see the name of the person you are looking to contact.

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, plan a visit to the center immediately. The CSC offers extensive online services and e-tools, including help finding an immediate part-time job, researching career paths, and accessing national and international job-seeking databases.

Take a look at both [e-tools](#) and the [Career Communities](#) on the Career Success Website. Use these to create a plan and a network 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 co-op](#)? Contact the Career Success Center to find out more, but also 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.

Two ways to use the CSC in your first year are to join [Handshake](#) and build your profile and to take the [Focus 2 assessment](#) available for all students.

You can contact CSC staff on their [website](#) or by phone at (203) 837-8263 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!

Changing Your Schedule

Refer to the [Registrar's Policies & Procedures](#) website for information on adding/dropping courses, withdrawal from courses, pass/fail options, repeating courses, and withdrawal from the university.

Charging Stations

Free phone/electronic device charging stations can be found at both the Student Center and Campus Center as well as in the Robert S. Young Library in the Westside Classroom Bldg. Head to the information desk if you need a secure location to charge your device. Additionally, there are four electric vehicle charging stations on the Midtown and Westside campuses that can charge a car in two hours. Find out more about [electric vehicle charging](#).

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](#). You will receive an immediate email, text, and/or phone call announcing delays and closings. Please check with your professor to find out what will happen in the event of a delay or early closing.

Clubs

Most Ansell academic 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 are invited to 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. The [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. Visit the WCSU [computer lab website](#) for locations and availability if you would like to use a computer lab. You will also find computers in The Ancell Commons, Young Library, and Think Tank, all on the Westside Campus.

Cooperative Education/Internship Program

The WCSU [co-op and internship program](#) administered by the Career Success Center is for undergraduate upper-level sophomores, juniors, and seniors seeking practical work experience related to their career interest or major. Students can find co-op and internship positions available in local businesses, corporations, government, and nonprofit agencies. Co-ops carry elective credit, and, in many cases, also provide a salary. Many internships provide a salary as well. Co-ops and internships provide valuable professional experience and often result in permanent positions for WCSU students.

Copying/Printing

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

Counseling Services

[Counseling Services](#) provides confidential and free individual and group counseling as well as psycho-educational workshops. Crisis intervention and couples' and family counseling is also available. The professional staff can help you to address a variety of concerns ranging from anxiety to stress and beyond. Click [here](#) to make an appointment.

COVID-19 Information

Guidelines and instructions surrounding the COVID-19 pandemic are constantly changing. Keep up to date with the latest rules, regulations, and recommendations on the [COVID-19 informational website](#). Please note: all residential and commuter students MUST be fully vaccinated and proof of vaccination must be provided to [Student Health Services](#).

Day of Service Volunteer Opportunity

We encourage you to participate in WCSU's [Day of Service](#). On this day, students engage in community service projects ranging from landscaping to cleaning to reading to children. Volunteering not only helps the community and adds to your resume, but also helps you to feel good about yourself and offers an opportunity to network and make friends.

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 and important department and university information. Use this email account for all university-related communications. Other e-communication suggestions 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 ensure that you receive all university emails.

Emergency Notification System (ENS)

The WCSU 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. You can access the registration page [here](#). You can ask that notifications be sent to your home phone, cell phone, and/or email account.

Financial Aid

Visit [Financial Aid](#) to learn about the many financial aid options students have and visit [financial aid](#) to learn more about grants and scholarship awards/requirements. To check on the status of your financial aid, you sign into Banner. [Financial Aid](#) offers help to students filling out the FAFSA application and [posts student jobs](#) on campus among other services for students. Make sure you fill out the [university scholarship application](#) by the deadline each year for a chance to win additional scholarships.

Financial Literacy

Are you good with your money? Visit the [WCSU financial literacy website](#) or the [Library Guides website](#) to learn about building good credit, protecting your identity, and living within a budget. Hard copies of useful

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 Westside Classroom Building. View [meal plan information](#) and find more detailed information on [all dining services](#) on both campuses.

First Year Experience (FYE) Program

The FYE (First Year Experience) Program is designed to help students bridge the gap between high school and college by offering classes and a series of resources to help you make the transition. Check out the [FYE website](#) and scroll halfway down the page for many Learning Modules that will help you know what to expect from your university experience, give you information about living on campus, and help you develop good study habits, among other topics.

Gab & Grow Podcast

The [Gab & Grow podcast](#) is a series of recorded episodes led by Housing & Residence Life Director, Maribeth Griffin. She talks to students, staff, and faculty about various topics to better connect students to WCSU campus life. 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 on this [podcast](#) as they talk about what you can do to make your WCSU experience great from the very start to the very end!

HELP IS HERE

Rest assured! Whenever you see a HELP IS HERE sign either on campus or on a WCSU website, you know you're in a safe place that can help you academically. The [support website](#) links you to a variety of on-campus services such as AccessAbility Services, tutoring services like The Ansell Commons, Math Clinic, The Tutoring Center, and The Writing Center, and library resource services where you can find assistance with research. Help is available both in-person and often virtually.

Helpful Hints

The [Helpful Hints website](#) provides important information for all students.

Incomplete Grades

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 the remaining coursework is not completed and the "INC" is not removed by the sixth week of the next semester the student attends or after one year if the student does not return to the university. Students choosing the INC option 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 finish your coursework and resolve the "INC", may prevent you from resolving it.

Institute for Holistic Health Studies

The [IHHS](#) is located in White Hall Room 114 and offers a variety of services including meditation sessions, yoga classes, and private Reiki sessions (upon appointment). The center focuses on helping students to combat the stressors they face in daily campus life.

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 on their [website](#) or call (203) 837- 9139 to speak directly to a librarian. You can even text questions to a librarian at (203) 340-0616 or visit the library website and use their chat feature to connect.

Maps

Be sure to check out [maps](#) of both campuses.

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. It is first-come first-serve and located in Higgins Hall 108. 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.

Math Emporium

The [Math Emporium](#) is an interactive computer-equipped tutorial learning center that enables a new way of teaching/learning [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.

Mid-term Check-In (See the Checklist in Appendix I)

So, This Happened:

You got a bad grade.

Or maybe you're worried you may not pass a course.

Don't worry, you may be able to turn this around.

See Appendix I for a checklist that can help you.

Ministries

There are two [ministries](#) on campus: The Catholic Campus Ministry, which operates the Newman Center and the WCSU Campus Ministry, located in the Midtown Student Center Room 207.

myWCSU Mobile App

The [myWCSU](#) mobile app is your key source for mobile access to all technologies used by the university including email, Banner, and Blackboard. It also provides you with the latest university news and links you to important resources on campus such as Career Services as well as allowing you to stay up-to-date with WCSU events on social media. Download the app on the Apple App store for iPhone IOS devices and Google Play store for Android devices.

Open/Close

[Open/Close](#) is WCSU's online class schedule management system. When you visit, you will be able to see what classes are being offered, find detailed information about each, and see how many seats are available.

Orientation

Be sure to attend [orientation](#) prior to your freshman year. MEET PEOPLE. HAVE FUN. You'll learn a lot about WCSU in general, including expectations of you as a student, and opportunities to get involved on campus. MEET PEOPLE. HAVE FUN.

Parking

Student vehicles do not need parking permits, however, students do have designated parking areas for their use as well as parking 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 a.m. 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 [Western Recreation](#) for more information on available services and class times. All programs are free to students and staff and check out the [Wellness at Western](#) pages for more activity options.

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.) See Appendix II at the end of this document for a registration checklist. Also, the [Registrar's Office](#) can offer additional information.

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](#)

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! Take a practice run before your classes start in order to determine how much time you will need to budget.

The [shuttle website](#) provides 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 operating one hour before classes begin. If classes are cancelled, the shuttle will operate for one hour after classes are cancelled. You can add the [Find My Ride](#) app so you always know when to expect the shuttle at your stop.

Student Code of Conduct

[The Student Code of Conduct](#) can be found in the university's Student Handbook. Please pay special attention to Part D: Prohibited Conduct.

Student Employment/Working on Campus

There are a variety of [student employment opportunities](#) on campus across departments for both students awarded Federal Work Study through their financial aid packages and those who have not been awarded FWS. Students awarded FWS are not guaranteed a job and must go through the same channels as non-FWS students to obtain a position. Students should follow the link to the job they are interested in pursuing and follow the application instructions.

Working on campus comes with important benefits. Students who work on campus get to know more about the university and often find out about important opportunities and deadlines that help them further their career goals. campus employers understand college life and can provide mentoring and

support for their student employees and provide networking opportunities. There is no commute time or cost, and students can often schedule their hours for times that are convenient for them.

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 WCSU's information on FERPA.

Study Resources Online

A study resource web page has been created for Ancell students. If you are looking for information, you may find it here: [Ancell Commons](#). Check out the [Study Smarter](#) page for major specific study resources, test taking tips, time management tips, and information on creating effective study groups. The first year learning modules on the [FYE website](#) are perfect resources for students at any level in their education. Finally, anywhere you see the "[Help is Here](#)" logo, you'll know you're in a safe place that can offering you help through tutoring, library resources, and more. If you don't find what you are looking for, contact the Ancell 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 toward my grade? Does homework count? Does class participation count? What happens if work is late? **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 the [directory website](#). You can also dial (203) 837-9411 for a phone-based directory.

Tutoring Resource Center

Need help with non-business courses? The [Tutoring Resource Center \(TRC\)](#) is a CRLA certified peer tutoring center located on the 2nd floor of the Haas Library on the Midtown campus. The TRC offers free, one-to-one peer tutoring in a wide range of courses in the Arts & Sciences, Visual & Performing Arts, and

Professional Studies. Tutoring is available by appointment in over 10 subject areas including: Biology, Chemistry, Music, Nursing, Psychology, Social Sciences, and Spanish. Special requests available for courses not currently offered.

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 presence. This approach eliminates the guesswork involved with determining eligibility for VA educational benefits and how to best use such benefits to earn one's degree. WCSU also maintains a student Veterans' organization.

Website (Ansell School of Business)

The [Ansell School 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 the Ansell School.

Wellness at WCSU

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 by building partnerships with the greater community, all through the [WCSU wellness program](#). WCSU offers a variety of programs ranging from counseling and substance abuse to intramural activities and holistic health.

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), and 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. To learn how to obtain your card and much more, visit or Call (203) 837-9311 with your questions or visit the [WESTCONNect Card website](#) to learn how to obtain your card, for more information, and to get your questions answered.

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 Ancell (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 WCSU

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. Two very important services here are the 24-hour hotlines: The Sexual Assault Hotline (203) 731-5204 and the Domestic Violence Hotline (203) 731-5206.

Writing Center

The Writing Center is located on the 3rd floor of Haas Library, Room 302 (right before the glass elevators). 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 and APA citations). Getting feedback benefits writers at all skill levels and in all courses. Writing consultants can work with you for 45-50 minute sessions. Some appointments will be conducted in-person, some synchronous online, and some asynchronous. The sessions focus on one project (or a portion of the assignment) in each session. For more information, visit the [Writing Center website](#) or email Coordinator Dr. Kelli Custer at custerk@wcsu.edu.

Appendix I: So, This Happened: I Got a Bad Grade

Don't panic! Use the checklist below to help.

- Meet with your professor and explain your concerns. Ask for extra help. Your professors want to help you and want to see you succeed. Specifically, ask your professor what you need to do to pass the class. Immediately start attending every class and handing in all your assignments. If you and your professor don't think you will be able to meet the requirements for passing the class, see the instructions below.
- Utilize tutoring resources on campus. Check out the [Help is Here](#) resource page.
 - [The Ansell Commons](#)
 - [Math Clinic](#)
 - [Tutoring Resource Center](#)
 - [The Writing Center](#)
- Limit your participation in extra-curricular activities and utilize extra support services on campus if necessary:
 - [AccessAbility services](#)
 - [C.H.O.I.C.E.S. \(Drug/alcohol counseling\)](#)
 - [Counseling services](#)
 - [Institute for Holistic Health Studies](#)
 - [Women's Center](#)
- If you can, try not to retake a course. Retaking a course is expensive and time consuming. Make every effort to get on track immediately.

If you cannot pass the course:

- Consult with your advisor. They want to help you.
- Be aware of the ramifications of failing a course, for example: academic probation and/or potential suspension/dismissal from the University. An "F" on your transcript will harm your GPA; A "W" grade will not.
- Talk to the [Registrar](#) and [Financial Aid](#) departments to make sure withdrawing from the course will not result in financial aid penalties. In some instances, if you drop below a certain number of credits for the semester, you could lose your financial aid. Make sure you won't get penalized for withdrawing.
- Make sure you withdraw before the withdrawal deadline.
- If you can't pass a class, you will need to retake it. Remember: failing a class is not the end of the world.

F.A.I.L. = First Attempt In Learning.

Appendix II: Register Like a Boss

My registration date is: _____

Key info:

- Full time = 12 or more credits
- Part time = less than 12 credits
- Registrar's website: wcsu.edu/registrar

Registration Prep:

- Check for holds on your Banner account BEFORE your assigned day to register. These might include cashier holds, overdue library books, etc. You will not be able to register if you have any holds. Don't be afraid to contact the cashier. They want to help you get holds resolved so that you can register. Work with them to create a plan.
- Use program sheets for your major to map out your college plan through graduation, especially for the coming semester. Be aware of prerequisites. Have a plan in place before meeting with your advisor. Have a back-up plan in case you are unable to get into certain classes.
- Meet with your advisor before your registration date. Make an appointment. Don't just show up. It is **very** important that you meet with your advisor. It is their job to help guide you through the educational process at WCSU.
- Ready, set, go! You will receive your assigned registration date in an email or can find it on Banner. Mark this date on your calendar. Make sure you have everything ready to go for when your registration date and time arrives. If your time is at midnight, get up and register at midnight.
- Don't lose hope: if you don't get the classes you need, join the waitlist. Check Open/Close on a regular basis, especially near the beginning of the next semester to see if seats have opened up.
- Be aware of tuition/fee payment deadlines.

You may register in-person or online. We **strongly** encourage you to register online

- To register online, wait for your assigned registration day, then use your WCSU username and password to log into: <http://wwwwestconduit.wcsu.edu>. Use the PIN Number obtained from your advisor to register.
- Some courses require a waiver or special permission from the department chair. Once approved by the chair, Ancell administrative staff will place an override in the system and let you know that you are set to register.
 - Need help? Visit the Midtown Computer Center (Haas Library, Main Level), Westside Computer Center (WS 117) or Student Technology Training Center (SC 225).
 - For more information, visit the Registrar's Office, located in Old Main, or the [Registrar's website](#).