

# new student checklist

WESTERN  
CONNECTICUT  
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UNIVERSITY

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## ACCEPT YOUR OFFER OF ADMISSION (FULL-TIME STUDENTS)

Go to [www.wcsu.edu/EZpay](http://www.wcsu.edu/EZpay) and select "Pay the Admissions and/or Housing Deposit Fee." **The \$200 admission deposit is a one-time, non-refundable payment required in order to register for classes and the payment is applied to your tuition charge. The \$250 housing deposit is a non-refundable deposit and is paid each year that you request on-campus housing. The payment is applied to your housing charge.**

## PARTICIPATE IN ORIENTATION

We are happy and excited to welcome you to our WCSU family and invite you to take part in our Virtual Summer Orientation. This 2-hour program includes a dynamic and interactive session that provides essential information to help you transition to student life at WCSU. Students will hear from WCSU staff and get essential campus information, how to succeed academically and learn how to get involved on campus. No need to register for Virtual Summer Orientation so be on the look out for your invite.

For more information check out our website at [www.wcsu.edu/orientation/summer.asp](http://www.wcsu.edu/orientation/summer.asp)

## SUBMIT CT STATE UNIVERSITY STUDENT HEALTH FORM\*

To download the Health Form, go online to [www.wcsu.edu/healthservices/forms/health-form.pdf](http://www.wcsu.edu/healthservices/forms/health-form.pdf). State of CT regulations require all matriculated students born after Dec. 31, 1956, to provide proof of 2 Measles, 2 Mumps, 2 Rubella and 2 Varicella.

**Note: Individuals born in the USA before January 1, 1980 do not need to provide proof of varicella immunization.**

**Meningococcal (A, C, Y & W-135)** is required if living on campus, and your last vaccination must be within 5 years of your 1st day of entering the residence hall.

**Office Hours:** 8 a.m. – 4 p.m. Monday – Friday  
**Health Services Office Telephone:** (203) 837-8594

\*If you are a student athlete, please note separate forms should be filled out as well at <https://westconnathletics.com/sports/2020/4/28/information-Medical-Clearance-Guidelines.aspx>

## PLACEMENT INFORMATION

All incoming first-time students who were accepted "test optional" or students instructed to take a math or writing placement exam from their new student placement sheet (found in their accept packet) will be placed into an appropriate math and writing course for the fall. Students will be given an assessment in the first week of classes in their math and writing course to adjust placement if necessary

## SUBMIT YOUR COLLEGE CREDITS AND TRANSFER EVALUATIONS

**First Year Students:** If you have taken any college-level courses or Advanced Placement tests, please mail your official transcripts and score reports for evaluation to: **WCSU, ATTN: Undergraduate Admissions, 181 White Street, Danbury, CT 06810**

**Admissions Office Telephone:** (203) 837-9000

## SUBMIT YOUR FINAL TRANSCRIPT

Your admission is contingent upon successful completion of all courses in progress at the time of your acceptance with no significant decline in grades. Upon graduation or completion of your final semester, submit your official final transcript no later than July 15 to:

**WCSU, ATTN: Undergraduate Admissions,  
181 White Street, Danbury, CT 06810**

**Admissions Office Telephone:** (203) 837-9000

## REGISTER FOR EMERGENCY NOTIFICATIONS

You will receive message alerts for closings, delayed openings, or other urgent notifications. **New students will receive an email inviting them to enroll and will be able to sign up family members.**

## SUBMIT A FERPA WAIVER (OPTIONAL)

Waive the FERPA restriction by completing a **Student Consent Form** at [www.wcsu.edu/registrar/forms](http://www.wcsu.edu/registrar/forms) in order to allow university staff to speak with your parents or guardians about academic, billing, financial aid or judicial matters. Students can determine which areas may be discussed with parents or guardians.

**Email:** RequestRegistrar@wcsu.edu **Office Hours:** 8 a.m. – 4:30 p.m.  
**Registrar's Office Telephone:** (203) 837-9200

## REQUEST ON-CAMPUS HOUSING

Sign up for on-campus housing and enjoy the convenience of being close to classes, activities, themed living/learning experiences, and more! **To submit an application for housing online, go to [www.wcsu.edu/housing/forms.asp](http://www.wcsu.edu/housing/forms.asp)** and select the Housing Application link.

**Email:** housing@wcsu.edu **Office Hours:** 8 a.m. – 4 p.m.  
**Housing Office Telephone:** (203) 837-8531

## SIGN UP FOR A MEAL PLAN (RESIDENTS AND COMMUTERS)

Meal plans are available to both on-campus residents and commuter students. On-campus residents are automatically assigned a meal plan but can choose to upgrade. For more information on meal plans for on-campus students, go to [www.wcsu.edu/housing/costs.asp](http://www.wcsu.edu/housing/costs.asp) or contact the **Housing Office** at [housing@wcsu.edu](mailto:housing@wcsu.edu). Commuter students may purchase a meal plan through the Cashier's Office. For more information on available plans, contact the **Cashier's Office** at [cashiers@wcsu.edu](mailto:cashiers@wcsu.edu).

## ACTIVATE YOUR WCSU USER ACCOUNT

Be sure to check the email address you provided to admissions for instructions on setting up your WCSU user account. In addition, download the myWCSU mobile app from either the Apple or Google app store where you can access your student email, stay connected via WCSU social media (Instagram, Facebook, YouTube and Twitter) and find out about campus news, events, athletics and much more. **You may also call the Help Desk at (203) 837-8467**

## OBTAIN YOUR STUDENT ID CARD

**All registered students must obtain a WESTCONNect ID Card.**

Services associated with the card may be found at [www.wcsu.edu/westconnect/new-student](http://www.wcsu.edu/westconnect/new-student). You may upload your photo and ID document online. Cards will be mailed to commuter students, or issued in the residence halls for resident students. Cards are required to be activated upon receipt. Students will also create a 4 digit door security PIN online.

The Card Office in the back of the Old Main Building.

**Email:** request\_westconnect@wcsu.edu

**Office Hours:** Mon. – Fri., 8 a.m. – 4 p.m. (closed 12:30 – 1:30 p.m.)

**WESTCONNect Card Office telephone:** (203) 837-9311

## VISIT THE CAREER SUCCESS CENTER (CSC) VIRTUALLY ([www.wcsu.edu/careersuccess](http://www.wcsu.edu/careersuccess)) OR IN PERSON AND DOWNLOAD YOUR "HANDSHAKE" CAREER PREP APP TO GET START ([HTTPS://WWW.WCSU.COM/HANDSHAKE](https://www.wcsu.com/handshake))

We can help you with self and career discovery, major alternatives, finding experiential learning opportunities, creating connections and activating potential career paths. Handshake is a must for all students; it is WCSU's powerful jobs/connections/opportunities app: full time, part time, summer and internships.

# Financial Aid

## APPLY FOR FINANCIAL AID

Apply for financial aid by completing and submitting a FAFSA online at [www.studentaid.gov](http://www.studentaid.gov). Please be sure to include WCSU's school code: 001380 on the FAFSA. The deadline is March 1.

## RESPOND TO VERIFICATION REQUEST

If you are selected for verification, you will be notified by email of any additional requirements. You (and parent, if required) will be required to create an account and complete the verification process via the Verification Gateway with Inceptia at [verificationgateway.org/wcsu2021](http://verificationgateway.org/wcsu2021). The deadline for verification documents is April 1.

## ACCEPT YOUR FINANCIAL AID AWARD ONLINE

Once all financial aid application requirements are received and your file has been reviewed, you will receive an award email notification from WCSU. The award email will provide you with specific instructions on how to access and accept your award offer. Please read and follow the instructions and all other pertinent information provided, including response dates and deadlines.

## NOTIFY FINANCIAL AID OFFICE OF PRIVATE SCHOLARSHIPS

If you are receiving any private/external scholarships, you must notify the Office of Financial Aid. Please forward a copy of any scholarship award notification or list your scholarship awards on your WCSU student account under the Resources Tab.

## COMPLETE MASTER PROM. NOTE & ENTRANCE COUNSELING

If you accepted a Federal Student Loan or if your parents applied for a Federal Parent PLUS Loan, a **Master Promissory Note and Entrance Counseling must be completed for the appropriate loan type** at [www.studentaid.gov](http://www.studentaid.gov). Please note that loan amounts will not be reflected on your student bill until this requirement is satisfied.

## ASSESS ALTERNATIVE FINANCING OPTIONS

Parents may apply for a Federal Direct Parent Plus Loan at [www.studentloans.gov](http://www.studentloans.gov). Students may also apply for private alternative loans at [www.elmselect.com](http://www.elmselect.com).

### IMPORTANT INFORMATION FOR ALL FINANCIAL AID RECIPIENTS:

Your eligibility for financial aid requires you to be matriculated in a degree-granting program and enrolled at least half-time, in accordance with your program. Financial aid is awarded based on full time attendance and aid will be adjusted consistent with your enrollment status as of the University's Freeze Date. Your financial aid is subject to change if you make changes to your enrollment status, withdraw from the university, drop a class(es), stop attending a class(es), do not initiate attendance in a class(es), inconsistencies between your housing status and financial aid application, or if you are receiving external financial assistance/scholarship. Any changes in your financial aid may result in a balance due to the university.

#### Contact Office of Financial Aid and Student Employment:

Email: [wcsufinancialaid@wcsu.edu](mailto:wcsufinancialaid@wcsu.edu)

Telephone: (203) 837- 8580 Fax: (203) 837 - 8528

Old Main, room 105, Midtown Campus

Office hours: 8 a.m. - 4:30 p.m. Monday - Friday

# Billing

## VIEW, PAY YOUR BILL OR ENROLL IN PAYMENT PLAN

Check your bill online by going to [bannerweb.wcsu.edu](http://bannerweb.wcsu.edu) and click on the "Secure Login" button.

- Enter your WCSU Windows username and password and select the "Login" button.
- Select the "CONNECT Cash and EZPay" option under the Student-Services Tab.
- To view your bill, select "My Account" from the top menu options.
- Then select "Statements" and select the statement date and then select "View."
- To make payment, click on the icon below "Action" and then select "Pay"
- Enter information as prompted and select the continue button to agree to the terms and conditions to complete the payment.
- To enroll in a payment plan select "Payment Plans" from the top menu option and enter information as prompted. For step by step instructions to enroll, visit our website at <http://www.wcsu.edu/cashiers/payment-plan-options/>.

## SET UP AN AUTHORIZED PAYER

If you would like your parent(s) or guardian(s) to have access to view or pay your bill or enroll in a payment plan, set them up as an authorized payer. Go to [bannerweb.wcsu.edu](http://bannerweb.wcsu.edu) and click on the "Secure Login" button.

- Enter your WCSU username and password and select the "Login" button.
- Select the "CONNECT Cash and EZpay" option under the Student Services tab.
- Find the "My Profile Setup" section on the right-hand side of the student view home page.
- Select "Authorized Users" and then Click on "Add Authorized User" and enter the Authorized User's email address and answer the two questions, read the agreement and check the "I agree" box and then select "Continue."
- An email will be sent to the Authorized User and will contain their log-in user name and a separate email will be sent with their temporary password.
- Once an Authorized User receives their log-in credentials, they can access your account by going to [www.wcsu.edu/EZpay](http://www.wcsu.edu/EZpay) and select the Authorized Payer link.

## SIGN UP FOR DIRECT DEPOSIT VIA E-REFUNDS

Excess financial aid is refunded to students by the Cashier's Office. To expedite your refund, sign up for direct deposit/e-refund by selecting the Electronic Refund option under the "My Profile Setup" box from the student view home page. **An email notification is sent to students' WCSU email account when refunds have been processed.**

#### Important dates:

Fall bills are due August 1

Spring bills are due December 15

Summer and Intersession bills are due upon registration

#### Important payment information:

There is no fee to pay online via an e-check using a checking/savings account. Credit/debit card payments (MasterCard, Visa, Discover, and AMEX) are subject to a 2.85%/\$3 minimum convenience fee.

#### Contact the Cashier's Office:

Email: [cashiers@wcsu.edu](mailto:cashiers@wcsu.edu)

Telephone: (203) 837-8381 Fax: (203) 837-9705

Old Main, room 106, Midtown Campus

Office hours: 9 a.m. - 4 p.m. Monday - Friday

Website: [www.wcsu.edu/cashiers](http://www.wcsu.edu/cashiers)