



# Academic Success 101

A guide to making the most of a new student's  
experience at Western Connecticut State University.

Aspire.





# Academic Success 101

## Our Mission

The mission of the Academic Advisement Center (AAC) is to assist all students through their academic, personal and social experience at WCSU.

The primary purpose of the AAC is to support all Exploratory/Undecided students through the pursuit and selection of an academic major. Students will explore a diverse range of subject areas and establish connections to the plethora of campus resources to facilitate this process. Ultimately, this experience will lead to a timely declaration of a major and enhancement of self-assessment methodologies, strong critical-thinking aptitudes, and effective self-advocacy skills.



## Academic Supportive Services

### Math Clinic

Higgins 105A

The Math Clinic provides academic support for students taking 100 and 200 level math courses on a first come, first served, walk-in basis. You can find their schedule at: [wcsu.edu/mat/clinic](http://wcsu.edu/mat/clinic)

### Writing Center

Haas Library 302

The Writing Center offers free, one-to-one support with all aspects of writing skills, projects, and levels of writing. Walk-ins are welcome, appointments are encouraged. You can find their schedule at: [wcsu.edu/writingcenter](http://wcsu.edu/writingcenter)

### Ancell Learning Commons

Young Library, WS

The Ancell Learning Commons provides free tutoring for all courses taught in the Ancell School of Business, including some gen ed courses. Appointments and walk-ins are welcome. The ALC also offers workshops and online resources. Find their schedule and information at: [wcsu.edu/alc](http://wcsu.edu/alc)

### Tutoring Resource Center

Haas Library, 2nd Floor

The Tutoring Resource Center offers tutoring in all subjects offered at WCSU. The TRC provides tutoring and workshops to help support you and reinforce complex concepts and coursework. Tutors are selected for students as requested, please make an appointment as soon as you find yourself struggling with any course. You can make an appointment online and see their workshop schedule by going to [wcsu.edu/TRC](http://wcsu.edu/TRC)

## College survival 7 Steps to Success!

Have you ever wished there was a recipe for how to be successful in college? The truth is, there is – it's just different for each individual student.

1

**Attend your first day of class.**

If not, you'll miss important information.

2

**Establish a routine for study time.**

This way you won't have to "find time."

3

**Study as you go.**  
Cramming doesn't work in college!

4

**Give yourself a break.**  
College should be fun, too!

5

**Exercise and make healthy choices.**  
Help reduce stress naturally

6

**Utilize your resources.**  
Academic advisors, career counselors, and tutoring services are ready to help you.

7

**Get connected.**  
  
emails have the 4-1-1 to find what's fun!

## GEAR UP 4REGISTRATION

### Prepare for advisement

Each semester students meet with their assigned adviser, to review performance and receive information about coursework necessary to complete general education and major requirements. Ideally, this meeting takes place prior to your priority registration date. You can find your assigned adviser and priority registration date in your WestConduit account.

1. Log on to Banner/My Info [conduit.wcsu.edu](http://conduit.wcsu.edu)
2. Click on **Banner/My Info**
3. Enter your WCSU username & password
  - You can set up and reset your username & password at any staffed computer lab
4. Click on **My Registration Status**, then select the term for the upcoming semester
  - View your registration priority date, adviser, class status, and if you have any holds or academic standing issues which may prevent registration

Contact your adviser at least two weeks prior to your assigned registration date to set up an appointment for advisement and receive your registration PIN.

### Important Information & Tools

- Set up your WestConnect email account and check it regularly. You can do this at any staffed computer lab.
- Determine if you need to take the Math or Writing Placement tests, then take the test as soon as possible.
- Priority Registration Date is the first day you're allowed to register, priority is determined by credits earned and cumulative GPA. *Remember registering on-time will give you the best chance of securing courses you want and need!*
- Check your unofficial transcript often, but especially after midterms and finals to keep track of your grades, progress, and academic standing.
- Talk to your adviser about prerequisites, program and graduation requirements, interests, and career goals.
- Declare your major when you're ready, but don't wait too long. The AAC recommends students declare their major within their first 60 credits.

## Registering Online

### How to Register On-Line

1. Log on to Banner/My Info [conduit.wcsu.edu](http://conduit.wcsu.edu)
2. Click on **Banner/My Info**
3. Enter your WCSU username & password
4. Click on **Registration, Add/Drop Classes**
5. Select **Term** from the drop down menu, click **submit**
6. Enter your 6-digit registration PIN

### Adding Courses

*Using a CRN:*

1. Enter 5-digit CRN into the boxes at the bottom of the screen
2. Click **Submit Changes**

### Using the class search option or Open/Close:

1. Click **Class Search**
2. Click **Advanced Search**
3. Select **Subject**
4. Click **Section Search**
5. Click on the check box next the course, then click **Register**

### Tips & Additional Options

*Under Advanced Search:*

Select your subject

- Hint: *Select multiple subjects by holding down the Ctrl key as you click each subject*
- Hint: *Select all subjects by clicking on the first subject, scroll to the bottom of the list, hold down the Shift key, and click the last subject*

Click on **Open** to view only open courses

Click on **Campus** for location-specific search (Midtown, Westside, etc)

Click on **Session** for delivery-specific search (Hybrid or On-line)

Select **Times** or **Days** for searching within time limitations



# Academic Advisement Center Staff & Information

The Academic Advisement Center provides advisement and academic coaching to all Exploratory/ Undecided students at WCSU. The AAC will also provide support to any student seeking additional information about WCSU's programs, policies, academics, and extra-curricular activities. Each academic adviser is trained on all programs to effectively advise any student regardless of their current major or program. We look forward to working with you!



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## Academic Advisement Center

Hours: Monday-Friday, 8 a.m. to 4 p.m.

Phone: (203) 837-8397

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

Online: [wcsu.edu/AAC](http://wcsu.edu/AAC)

 @wcsuadvising

 [facebook.com/wcsuadvising](https://facebook.com/wcsuadvising)



## Selecting a Major

WCSU has many comprehensive programs of study, including the Exploratory Studies option, which allows students the ability to explore coursework and majors before formally committing to a major. The Academic Advisement Center will assist you through exploration by helping you narrow your choices through a variety of techniques and assessment tools to find the major that is right for you!

**Accounting** Financial, Managerial

**American Studies**

**Anthropology/Sociology**

**Art** Graphic Design, Illustration, Photography, Studio Art

**Biology** Bioscience, Ecological, Professional Option

**Business Administration/Undeclared**

**Chemistry**

**Chemistry/Biochemistry**

**Communication**

Communications Studies

**Computer Science**

**Contract Major**

**Cybersecurity** \*

**Digital & Interactive Media**

**Earth & Planetary Sciences**

**Economics**

**Education (Elementary 1-6)**

Interdisciplinary

**Education (Secondary 7-12)**

Biology, Chemistry, Earth Science, English, History w/ Social Studies minor, Mathematics, Spanish

**English**

**Finance** Financial Management, Financial Investments & Markets

**Health Education (PK-12)**

**Health Promotion Studies**

Allied Health; Community Health; Holistic & Integrative; Wellness Management

**History**

**Interdisciplinary studies**

**Justice & Law Administration**

Corrections, Law Enforcement, Legal Studies, Paralegal Studies, Criminology

**Liberal Arts**

**Management** Human Resources, Small Business & Entrepreneurial, Supervisory

**Management Information Systems:**

**Information Security**

**Marketing**

**Marketing: Digital & Interactive**

**Mathematics**

**Mathematics: Computer Science**

**Media Arts** Media Production

**Meteorology**

**Music**

**Music: Audio & Music Production**

**Music: Jazz Studies**

**Music: Performance**

**Music Education (K-12)**

**Musical Theatre**

**Nursing**

**Nursing: RN TO BSN**

**Political Science**

**Professional Writing**

Business/Technical, Creative, Journalism/Public Relations

**Psychology**

**Social Sciences** Anthropology/Sociology, Family, Global, Multicultural

**Social Work**

**Spanish**

**Theatre Arts** Design/Technology, Theatre Studies, Management, Performance

**Undeclared**

\* PENDING FINAL APPROVAL

