

YOU CAN GET ANYWHERE.
START HERE.
GRADUATE AND CONTINUING EDUCATION

Welcome to Orientation!

GoBackNow.com ■ WestfieldOnTheWeb.net
dgceadmissions@westfield.ma.edu

Westfield
STATE UNIVERSITY
— Founded 1838

Congratulations on your acceptance into our online completion program!



This presentation will cover:

The course catalog
MyWestfield login info
Registering for classes
Financial Aid
Course Offerings
Withdrawal Policies
Tuition and Fees
Plan ahead calendar
Online course information
Student Services
Tutoring
Getting Books
Advising
Important things to remember

The Course Catalog contains important information such as:



- ❧ Registration Information
- ❧ Financial Aid Information
- ❧ Course Listings
- ❧ Policies and Procedures
- ❧ Online Course Information
- ❧ Registration form
- ❧ Plan-Ahead Calendar
- ❧ Campus Map
- ❧ Important Phone Numbers
- ❧ Academic Calendar
- ❧ MyWestfield Online Portal Login Information
- ❧ Find the course catalog [here](#)

MyWestfield Online Portal Login



Registration, grades, and email
are available through the portal

- ✓ Login using your first initial, last name, and last 4 digits of your college-wide ID (A#)
- ✓ Password will be your student ID number

Example Login: jsmith1234

Example Password: A90001234

Log In [Here](#)

How do I register for classes?



- ☞ Online through the [MyWestfield Portal](#)
- ☞ In person at the Horace Mann Center
- ☞ Fax (413)572-5227
- ☞ [More Registration Information Here](#)

What about financial aid?



- ❧ The Financial Aid Office is located in the Horace Mann Center.
- ❧ Financial Aid can be reached at (413)572-5218
Or financialaid@westfield.ma.edu
- ❧ Financial Aid Office Hours: M-F 8:30-4:30
- ❧ Visit the financial aid website [here](#)

When and Where Can I Find Course Offerings?



- ❧ Course Offerings come out roughly two months before each semester and can be found online
- ❧ Tentative schedules are also available online early to help you plan ahead
- ❧ Find current and upcoming course offerings [here](#)

How do I withdraw from a course?



- ☞ You must withdraw in writing
- ☞ If you withdraw after the second class meeting, you must obtain the signature of the faculty member.
- ☞ Withdrawal forms can be found [here](#)

Class Withdrawal Date	% of Refund
Before Semester	100%-\$75 Registration Fee
Before First Meeting	100%-\$150 Fees
Before Second Meeting	75%
Before Third Meeting	40%
After Third Meeting	None (\$25 fee)

****Please note, online and brick and click courses are deemed to begin “meeting” on the first day of the semester at 9am. They will be considered “meeting” as the other in-person courses that begin the first day of the term. This refund and withdrawal schedule follows this “meet” schedule and is effective regardless of individual student login.**

**How much will
classes cost me?**



All Students:

\$250/Credit

Total: \$750/3 Credit Course

Are there any additional fees?



- ⌘ Service Charge for past due accounts: \$10
- ⌘ Delayed Payment Fee (non-refundable):
\$100
- ⌘ Lab Fee: \$10

Plan Ahead Calendar for Spring 2012



- Nov. 19-Jan.8: General Registration
- Jan. 9: Late Registration begins
- Jan. 16: MLK Day, University Closed
- Jan. 23-27: Add/Drop, Cross Registration
- Jan. 23: Classes Begin*
- Feb 20: Presidents Day, University Closed
- Feb 21: Classes Follow Monday Schedule
- Feb 27: Last Day to select pass/fail option
- March 12-16: Spring Break
- April 16: Patriots Day, University Closed
- April 17: Last Day to Withdraw
- May 2-8: Last Classes
- May 9,10: Make-up days
- May 19: Undergraduate Commencement
- May 22: Grades Due

Online Course Info



- ❧ Online classes start the first day of the semester at 9am
- ❧ To sign in, go here: www.westfield.ma.edu/plato
- ❧ There is also a link for Plato on the main site
- ❧ Students must login within the first 48 hours of the class start date

Example Plato Login:

Username: jdoe1234

Password: A00001234

Student Services



☞ Reading and Writing Center:

<http://www.westfield.ma.edu/prospective-students/academics/academic-resources/reading-writing-center/>

☞ Career Services:

<http://www.westfield.ma.edu/offices-services/career-center/>

☞ Ely Library:

<http://lib.westfield.ma.edu/>

☞ Bookstore:

<http://westfieldstate.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65065&catalogId=10001>

We also offer online and in-person tutoring



☞ **In-person tutoring:**

<http://www.westfield.ma.edu/prospective-students/academics/academic-resources/tutoring-program/>

☞ **Smart thinking online tutoring is FREE tutoring for all Westfield Students:**

<http://cit.westfield.ma.edu/smarthinking/?institutionid=167/>

How do I get my books?



- ❧ The Barnes and Noble campus bookstore is located in the main lobby of Ely Campus Center
- ❧ View textbooks for your classes through the “bookstore” link on the WSU main page or,
- ❧ Click on the Barnes and Noble Booksellers link in the Academics Tab of the MyWestfield portal
- ❧ You can purchase your books and have them shipped to you, or you can pick them up
- ❧ Visit the bookstore and purchase your textbooks, school supplies, and WSU memorabilia
- ❧ E-textbook application (Nook Study) available through the bookstore
- ❧ Textbook rental also available
- ❧ [Bookstore Website](#)

How do I see my advisor?



- ❧ All students should speak to their advisor before registering for classes to ensure that you are pursuing the appropriate course of study
- ❧ Online students can contact their advisors via email or phone
- ❧ To find out who your advisor is and their contact information, please call (413) 572-8020

Things to Remember



☞ Health Insurance waiver (9+ Credits)- You must waive insurance fee if insurance is not needed.

Waive your insurance here:

<http://www.universityhealthplans.com>

- Immunization Requirement (9+ credits)
- Check campus email
- Grades
- Online students are not affected by weather closings

**Thank you for attending our
online orientation!**



**If you have questions, please feel free to contact us at
(413) 572-8020 or dgceadmissions@westfield.ma.edu.**