

Transitions 2018



Commonly Asked Questions

TRANSITIONS 2018

Information Booklet

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TRANSITIONING TO WESTERN NEW ENGLAND UNIVERSITY

Tentative Program Schedule

SUNDAY, JANUARY 14

Resident Student Arrival and Check-in

1:00 p.m.-4:00 p.m.....Residence Life Office, Campus Center 2nd Floor

MONDAY, JANUARY 15

Transitions Registration and Check-in

8:30 a.m.Center for the Sciences and Pharmacy, 2nd Floor Lobby

Registration and program information are shared. A continental breakfast is provided.

Welcome to Western New England University

9:00 a.m.-9:30 a.m.Center for the Sciences and Pharmacy, Room 200

Dr. Linda Jones, Provost and Vice President for Academic Affairs; Dr. Jeanne Hart-Steffes, Vice President for Student Affairs and Dean of Students; and Kerri P. Jarzabski, Assistant Vice President for Enrollment Management and Retention/Dean of First Year Students, welcome you to Western New England University, providing a snapshot of life at Western New England through a multimedia presentation followed by a student perspective.

Transitioning to Blue and Gold

9:30-10:30 a.m.Center for the Sciences and Pharmacy, Room 200

Are you ready to become a Golden Bear? Getting to know your fellow classmates is the first step in joining our community. This session is led by the Director for Student Success and Engagement. Current students will share their personal experiences and tips for success.

Panel on the Network of Support at Western New England University

10:30 a.m.-11:30 a.m.Center for the Sciences and Pharmacy, Room 200

This panel provides a snapshot of the support services on campus that will assist you along the way on your path to success. Representatives from Health Services, Public Safety, the Career Development Center, Office of First Year Students, Counseling Services, and the Academic Success Center will touch on key services offered to each student here at Western New England University.

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Living on Campus

11:30 a.m. -12:00 noon.....Center for the Sciences and Pharmacy, Room 200

This session provides pertinent information regarding living on campus including the housing selection process for the 2018-2019 academic year.

Commuter Life

11:30 a.m.-12:00 noon.....Center for the Sciences and Pharmacy, Room 304

This session provides information relative to being a commuting student to campus.

Luncheon with Peer Advisor or Transfer Advisor

12:00 noonCampus Center, Dining Room A

Meet your Peer Advisor or Transfer Advisor who will provide you with important information on beginning the semester, such as getting a campus I.D., mail box key pick-up, and course registration.

Meet the Academic Deans

1:00 p.m.Center for the Sciences and Pharmacy Classrooms

Students meet with the academic deans from their respective Colleges. Time will be given to learn more about the Colleges, the services offered by each College, as well as an opportunity to ask any College-specific questions.

Course Registration and Linking to Services on Campus

1:45 p.m.-4:30 p.m.Campus Center, Academic Success Center

This timeframe will be an opportunity for students to finalize their course schedules, take their I.D. pictures, obtain a parking permit, and more.

Dinner

5:00 p.m. -6:30 p.m.Campus Center, Dining Room A

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COMMONLY ASKED QUESTIONS

When does the Transitions Program (orientation) begin?

Residence halls will open on Sunday, January 14 at 1:00 p.m. Monday, January 15 will serve as a traditional orientation program beginning at 8:30 a.m.

If I am a resident student, when can I arrive on campus for the Transitions Program?

Resident students can arrive on Sunday, January 14 between 1:00 p.m. and 4:00 p.m. to pick up their housing key in the Office of Residence Life which is located on the second floor of the St. Germain Campus Center. Please make plans accordingly.

Where should I go upon arrival to campus for the Transitions Program?

When approaching the campus, look for signs directing students to the St. Germain Campus Center. If living on campus, students can pick up their housing key in the Office of Residence Life. Orientation check-in and information distribution will occur on the second floor of the Center for Sciences and Pharmacy beginning at 8:30 a.m. on Monday, January 15.

How early should I plan to arrive on campus for the Transitions Program?

Resident students can arrive between 1:00 p.m. and 4:00 p.m. on Sunday, January 14. Commuting students need not arrive on campus prior to 8:30 a.m. Monday, January 15.

What will happen during the Transitions Program?

Aside from registering for classes, having a student ID prepared, attending meetings on academic resources, and providing time to take care of a variety of personal arrangements, the focus of orientation is on providing information essential to a smooth academic transition and social integration. In many cases, the information shared is available only by attending the particular sessions.

What happens if I cannot attend the Transitions Program?

Realistically, no one is keeping an attendance list. We do know, however, that students who attend orientation generally do better academically and more quickly find a sense of attachment to the campus. This has been proven time and time again so we strongly encourage attendance. Much of the academic and personal service information is available in no other fashion. If, due to extreme circumstances, there is no way to make it, please contact the Office of First Year Students and Students in Transition.

Is the Transitions Program for traditional freshmen only?

No! The Transitions Program is designed for all students new to the University. While it is true that freshman and transfer students have different needs, the fact of the matter remains that a new environment and different sets of expectations need to be negotiated. Recognition is paid to the fact that students are in different life stages and may be continuing their education after a previous absence or are perhaps in the midst of a career change.

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Is there any testing which needs to be completed?

All first year students are required to complete both an English assessment and a math assessment to allow for appropriate English and math placement. Depending on transfer credits, transfer students may still need to take one or both of these assessments. You must have two English courses and two math courses that are being applied to your degree at Western New England University for you to be exempt from either of these assessments respectively. If you are unsure if you fall under this exception, please contact the Office of First Year Students & Students in Transition at 413-782-1312 to determine if you must complete either of the assessment exams.

When will I be able to register for classes?

Incoming students are allowed to register for classes beginning December 4. To be able to register for courses, you must complete the necessary online assessment exams (if applicable) and submit your health forms. Please note, you must allow 24 hours for your placements exams to be processed and for the Office of First Year Students & Students in Transition to receive recommendations to be able to appropriately register you for courses. Assessments must be completed no later than Friday, January 12. Classes begin at 8:00 a.m. on Tuesday, January 16.

As soon as assessments in Math and English are complete (if applicable) and the new student survey has been filled out, a member from the Academic Success Center will be in contact to discuss the registration process. You will also be able to confirm registration for classes in conjunction with orientation activities on Monday, January 15, if you are unable to register prior to orientation. Transfer students are advised to bring a copy of all transcripts of previous college work to orientation on Monday, January 15.

Will the Bookstore be open?

Yes! The bookstore will be open beginning Saturday, January 13. On Saturday, January 13, the tentative hours of operation are 11:00 a.m.-3:00 p.m., Sunday, January 14, from 12:00 noon-5:00 p.m., and Monday, January 15, from 9:00 a.m.-5:00 p.m.

When is the History, Physical Examination, and Immunization form due in Health Services?

The completed form should arrive no later than **January 4, 2018**. Only completed forms are accepted, all others will be returned to students and considered as not submitted. Students who have not provided forms will be prohibited access to Kodiak, the online classroom module where syllabi, class assignments, and other pertinent academic information can be accessed. Those failing to submit completed health forms by February 16 will be administratively withdrawn from the University without financial recourse. Health forms are only required by the University Health Service Office once, even if a student changes major or program of study.

How do I notify the University regarding whether I have my own health insurance or need to buy the policy the University offers?

Health insurance is a requirement of the state and the charge is included on every student's tuition bill until the waiver is completed. **This process must be done every year.**

Students must complete a waiver (I do not need the school insurance) or enrollment form (I would like to purchase the school insurance). Visit www.gallagherstudent.com to waive or enroll. The process will be available on December 1, 2017 and end on January 31, 2018. Students not enrolling or waiving by the deadline will be automatically enrolled.

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Is there a parking fee?

Yes. The parking fee is \$30 for commuting students and \$60 for resident students per semester. Student Parking Permit Applications are available online through the student's Connect2U page. Log in to your Connect2U account and find the box titled "Forms." Fill out the secure online parking permit application and submit the form. After 24 hours, your permit will be available to pick up at the Department of Public Safety. Please bring your Student Identification Card to obtain your permit. Please note: If your car has license plates from outside of Massachusetts, you must also file four copies of the State Non-Resident Student Information Form. (Fill out this form in addition to the Student Parking Application above. Print four copies and bring them to the Department of Public Safety to obtain your parking permit.)

Other questions?

Call the Office of First Year Students & Students in Transition at 413-782-1312, 8:30 a.m.-4:30 p.m., Monday-Friday. The office is located on the first floor of the St. Germain Campus Center. Please note the Office will be closed for the holidays beginning Monday, December 22 and will reopen on Tuesday, January 2

ENGLISH/LANGUAGE AND MATHEMATICS ASSESSMENT

Introduction

Both the English/Language and Math assessments are completed online. Carefully read the instructions that follow for completing both assessments. If special testing accommodations are requested (e.g. extended time), registration with Student Disabilities Services is required. Authorization for accommodations must be secured in advance of the testing. For further information regarding special accommodations, please contact Bonni Alpert, Assistant Dean of Student Disability Services, 413-782-1258. For other questions regarding the assessments, please contact the Academic Success Center at 413-796-2027. We understand that testing of any kind can cause some degree of anxiety. Please be aware that you cannot fail either of these exams; nor is your admissions status impacted. The exams remain important, however, to assist in proper course placement. Our fundamental concern is setting you up for success in the courses you will be taking in the spring. For other questions regarding the assessments please contact the Academic Success Center at 413-796-2027.

Getting Started

Once you have logged into the student portal (Connect2U), look for quick links to both the English and Math exams (located on the left portion of the page under "Navigate Campus"). Click on the appropriate links and proceed when you are prepared to take the exam but avoid the temptation to open an exam just to see what it looks like. If you do, the link on Connect2U will disappear. Please allow yourself adequate time to complete each exam. **Both do not need to be completed at the same time or even on the same day. However, once you begin, you need to finish that exam. You cannot stop and resume later as the system will log you out.** Both the Math and English exam take about 75 minutes.

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Purpose of Assessment

The sole purpose for the English and Mathematics assessment is to help place you in the appropriate introductory English and Mathematics courses at Western New England University. The results of these exams will be used, together with your transcripts, SAT scores, and desired major, to recommend first semester courses or develop recommendations for strengthening foundation skills. When you register for classes, your advisor will have these recommendations.

Statement on Academic Integrity

Personal integrity and honesty in all academic work is highly valued at Western New England University. By asserting yourself as a person of integrity, you agree to complete testing without any unauthorized assistance including textbooks, class notes, formula sheets, dictionaries or grammar guides, other persons, electronic storage and retrieval systems, or any other means that would lead to results that are not originally your own. Please note that you are allowed to use a calculator on the math placement exam.

Assessment Access and General Instructions

- Access to exams is obtained by logging on to www1.wne.edu/connect2u.
- You must have established a student email account. Refer to the cover letter from Dean Jarzabski, which contains your assigned username and default password. Remember you may have already changed that password if you set up a previous Western New England email account. If you did, proceed directly to the Connect2U Portal, and look for the quick links to the English and Math assessments.
- Please note: Your username is the first 8 characters of your University email address; your default password is the number 9, two digits of your birth month, two digits of your birth date, and the last four digits of your Social Security number. If you have any questions, please visit the OIT website www.wne.edu/oit or call the office at 413-796-2200.
- These are multiple-choice exams. Read and consider each question carefully.
- Allow sufficient time to complete the exams. You do not need to complete both exams at the same time, but you do need to finish one exam once you start.
- The quick links for the English and Math placement exams are in the upper left side of the Connect2U portal entry screen.
- If you have a computer "glitch" after you start the exam, please call the Office of First Year Students & Students in Transition at 413-782-1312. Office hours are Monday-Friday 8:30 a.m.-4:30 p.m. Note that testing does not always work well with a dial up connection. If possible, it is recommended you use DSL or broadband connections.

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Specific Instruction for English Assessment (Please read carefully)

- Proceed through the exam and answer questions in sequential order.
- Once you submit an answer to a given problem, your answer cannot be changed. You cannot go back to previous questions, even if the answer is blank.
- When you have finished the exam, the screen will say "Thank you for taking this exam." At this point you will no longer have access to the exam. If you do not see this "Thank you" screen, your exam may have not been submitted.
- If you have a computer "glitch" call the number above right away; you can log back into the exam the same day, and you will be returned to where you left off the exam. Otherwise, you will need to begin again and all previous work will be lost.

Specific Instructions for Mathematics Assessment (Please read carefully)

- Be sure that JavaScript is enabled on your browser. Your browser must support Java.
- When you click on the Math Placement Exam link, you will be taken to a short survey about your math background. Please answer these questions carefully.
- Once you have submitted the survey, you will be sent to a page that will instruct you to start the exam. Clicking on "Do the Exam" will pop open a new window with the actual exam.
- Reminder: You are allowed to use a calculator for the exam, but no other assistance is permitted.
- When you have completed all 45 questions, make sure to click on the "Submit" button to indicate that you are finished with the exam before closing out of the browser.

Deadline for Completion

- All testing must be completed by Friday, January 12, 2018. Remember that course registration is not possible if testing is not completed so the earlier you complete both placements, the sooner you can register for courses.

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RESIDENCE LIFE

If you will be reactivated or readmitted to the University as a full-time, undergraduate student for the next academic semester, returning from a study abroad program, or newly admitted to the University, please read the following information carefully if you are interested in residing in on-campus housing.

General Housing Information

Western New England University offers a wide variety of housing options for students. Windham Hall and The Quad (Berkshire, Franklin, and Hampden Halls) are traditional style residence halls which generally house first year students. Commonwealth Hall is also a traditional style residence hall, and it houses students of all class years, though mostly first year and sophomore students. LaRiviere Center and Plymouth Complex are suite style residence areas which house mostly sophomores, but also can house juniors and seniors. Gateway Village, Evergreen Village, and Southwood Hall are apartment style areas which house mostly upperclass students and students who are 21 and over (as availability allows).

Housing Verification Payment

If you are a **newly admitted** student (confirmed through the Admissions Office), you are expected to submit a non-refundable \$300 housing verification payment. Be sure to thoroughly review the information sent to you through the Office of First Year Students and Students in Transition.

If you are a **returning student**, you are expected to submit a **non-refundable \$500.00 housing verification payment**.

You may submit your housing verification payment utilizing one of the following methods:

- Submit your payment online. Log into Connect2U using your Western New England University user ID and password and click on the "Billing" tab. Select the option to pay a housing deposit. Then pay your deposit with either a credit card or electronic check.
- Submit your payment by check, payable to Western New England University. Be sure to include a letter with your payment that states that the enclosed check should be applied to your housing verification payment for Spring 2018 residency. Payment may be sent to Student Administrative Services, Western New England University, 1215 Wilbraham Road, Springfield, MA, 01119.
- If you have a credit on your student account which you would like to utilize, you must contact Student Administrative Services at 413-796-2080 to apply the credit towards your housing verification payment.

Student Residency

To be considered eligible for residence in University housing, a student must be actively enrolled at Western New England University as a full-time student. Residents, as students, are guided by the rights and responsibilities established by the University and published in the General Bulletin, Student Conduct Code, and Student Handbook, as well as the Resident Student Housing Agreement and other information distributed by the Residence Life Office.

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ROOM SELECTION

For Reactivated or Readmitted Students

If you have been reactivated or readmitted, you may already be familiar with HMA (Housing Management Application). Once you have submitted your housing verification payment, you will be able to log into HMA using your Western New England University username and password. HMA may be accessed through your Connect2U portal. Once you have accessed the system, please complete your profile and questionnaire.

Once you have done that, email Sean Burke, Associate Director of Residence Life for Operations, to let him know you are interested in on-campus housing for the Spring 2018 semester. You can do this using the Contact Res Life link in HMA, or by emailing Sean directly at Sean.Burke@wne.edu. Sean will respond to your email with instructions on how to apply for Spring housing, which will generally include filling out a quick application form with your housing preferences. After your application has been submitted, you will be assigned to housing and you will be informed of this assignment before moving in.

For New and Transfer Students

New students must submit the housing application provided to you in the packet from the Office of First Year Students and Students in Transition. Once the Office of Residence Life receives this application, you will be assigned to a space and you will be informed of this assignment via e-mail before moving in.

Once you have a working login and password for University systems, you should access the HMA system through your Connect2U portal to complete your profile and questionnaire. To access HMA in your portal, click on the "MyHMA" link. Within HMA, there are step by step instructions as well as a tutorial. Though you will not be using HMA to select a room for the Spring, it is necessary for you to complete your profile and questionnaire.

Questions or Concerns

Please contact us if you need assistance or clarification, at 413-782-1317 or via email at Sean.Burke@wne.edu.

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FULL-TIME, UNDERGRADUATE FEES FOR 2017-18

(12 hours or more per semester)

BASIC ANNUAL FEES	ARTS & SCIENCES AND BUSINESS	ENGINEERING
Tuition: (12-17 credit hours per term)	*\$33,338	*\$34,840
Student Activities Fee:	300	300
Comprehensive Services Fee:	2,102	2,102
Total:	35,740	37,242
 Residence Fee		
Room & Board	** 13,442	** 13,442
 Total	 \$49,182	 \$50,684
 Health Insurance Fee (subject to waiver)	 \$2,725	 \$2,725

*Students who select programs of more than 17 credit hours are charged at a rate of \$1,111 per credit hour for each credit hour over 17.

** Freshmen and sophomores normally reside in a residence hall composed of traditional rooms or suites, and they are required to participate in the board (meal) plan. The room and board rates are as follows (all double occupancy rooms) for the academic year:

Berkshire, Franklin, Hampden, and Windham halls—\$13,442
 Commonwealth Hall—\$14,238
 LaRiviere Center—\$14,718
 Plymouth Complex— \$13,982

Juniors and seniors normally reside in the Gateway Apartment complex, Evergreen Village town-houses, or Southwood apartments, all of which have kitchens. Various board options are available, and the room rates (for the academic year) are as follows:

Gateway Village—\$7,506
 Evergreen Village—\$10,598
 Southwood Hall—\$10,848 or \$11,932 for single occupancy bedroom

Consult the current University catalogue on the Student Resources page for additional information regarding Tuition, Fees, and Financial Aid.

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TUITION REFUND SCHEDULE AND POLICY ON RESIDENTIAL FEES

Our refund policy is based on the fact that the University makes commitments in advance to our teaching staff and others who provide vital services to students and the University. Your enrollment may have prevented another student from registering for a course or may have kept us from canceling a course with low enrollment. We must cover costs of these services to you and other students.

Financial aid recipients please note: The University is required to cancel aid and loans using a prescribed formula. Even if charges are covered by financial aid prior to withdrawal, after withdrawal, and cancellation of aid, there is a good chance that there will be a balance due to the University.

Fees are nonrefundable and tuition payments are not transferable.

15-week classes (Typical Traditional Student):
Refund period is for four weeks.

- 100% prior to first class meeting.
- 75% during first week of classes.
- 66 2/3% during second week of classes.
- 33 1/3% during third week of classes.
- 25% during fourth week of classes.
- No refunds after the fourth week of classes.

11-week classes: Refund period is for three weeks.

- 100% prior to first class meeting.
- 75% during first week of classes.
- 50% during second week of classes.
- 25% during third week of classes.
- No refunds after the third week of classes.

8-week classes: Refund period is for two weeks.

- 100% prior to first class meeting.
- 75% through the 3rd day of term.
- 50% through the 6th day of term.
- 25% through the 10th day of term.
- No refunds after the 10th day of term.

6-week classes: Refund period is for one week.

- 100% prior to first class meeting.
- 75% through 1st day of term.
- 50% through 3rd day of term.
- 25% through 5th day of term.
- No refunds after 5th day of term.

Room and Board Refund Schedule

Room and Board refunds are made to students who voluntarily withdraw based on the following 15-week class schedule:

- 100% of the room and board charge, less the housing verification payment, will be refunded if the official withdrawal date is prior to the first day of classes.
- 80% of the room and board charge will be refunded if the official withdrawal date is during the first week of classes.
- 60% of the room and board charge will be refunded if the official withdrawal date is during the second week of classes.
- 40% of the room and board charge will be refunded if the official withdrawal date is during the third week of classes.
- 20% of the room and board charge will be refunded if the official withdrawal date is during the fourth week of classes.

No room and board refunds will be granted after the fourth week of classes.

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Residency Fees

2018 Spring Semester: If the student notifies the office of his/her decision to commute by the deadline stated in the Resident Student Housing Agreement (written correspondence received as of this date) then all room and board charges for the spring semester except the housing verification payment will be credited to the student's account. However, if the student notifies the office of his/her decision to commute after this deadline, all room and board charges for the spring semester will be required to be paid in full by the student.

Complete withdrawal from the University: All room and board charges except the housing verification payment will be credited to the student's account if (s)he has officially withdrawn from the University prior to the first day of classes for the 2018 spring semester.

Board fees are billed on a semester basis and are due and payable by January 2 for the spring semester. Once classes begin, board fees are not refundable either in whole or in part.

Special Notes

- Students who select programs of more than 17 hours are charged an additional \$1,111 per credit for credits over 17.
- Students residing in traditional or suite-style units are required to participate in a comprehensive meal plan.

STUDENT DISABILITY SERVICES

Students with a documented disability may request accommodations through the Student Disability Services Office (SDS). SDS is located in Herman Hall, Room 105. Office hours vary but are typically 8:00 a.m.-4:30 p.m., Monday–Friday. To contact SDS, please call 413-782-1258.

Students with a learning, physical, or psychiatric disability are encouraged to register in order to be eligible for accommodations. To register, a student needs to identify him or herself and offer substantiating documentation. Registration information is available on the SDS webpage (wne.edu/student-disability-services). No accommodations can be provided without appropriate documentation or without being registered.

Disclosure of a disability is strictly voluntary, as is registering with SDS. Remember, however, that accommodations should be requested in a timely fashion, and must coincide with current documentation of a disability. Students may have diagnostic information sent directly to the Student Disability Services Office (1215 Wilbraham Road, Springfield, Ma 01009) or faxed to 413-782-1575. Please address the material to Dr. Bonni Alpert, Student Disability Services. All information, messages, and discussions are confidential, and shared only with relevant persons solely on a need-to-know basis.

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STUDENT EMPLOYMENT

Western New England University's Student Employment program can help you meet your educational and personal expenses. One way to accomplish this is through on-campus student employment. More than 50% of Western New England undergraduates work on-campus in a variety of positions including but not limited to:

Office Assistant

Lab Assistant

Equipment Room Assistant

Peer Tutor

Research Assistant

Facility and Grounds Staff

Service Desk Technician

Mail Clerk

Student Patrol

Interviewer

Circulation Aide

Through student employment you will have the opportunity to contribute to the Western New England community while learning and practicing skills to use in future jobs and internships. The Office of Human Resources, located in Rivers Memorial Hall, administers the on-campus Student Employment program and is available to assist you in your job search should you need their expertise. There are two types of On-campus Student Employment opportunities: Federal Work Study and institutional.

Federal Work Study

The Federal Work Study Program provides funds for jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to each student's course of study. Federal Work Study Program is need-based and requires a completed financial aid application on file with the University. The Federal Work Study wages are partially funded by the federal government, which is why many University offices prefer to hire students who have an award. Federal Work Study funded jobs can be on campus, or in some cases off campus. If a student works on campus, they will usually work for the University. Off campus jobs are with federal programs such as America Reads. Some Federal Work Study jobs involving direct and unmonitored contact with children do require criminal offender record information (CORI) checks.

Institutional Employment

For students not receiving a Federal Work Study award, some University offices have institutional jobs available. Wages for institutional jobs are fully paid for by the University. These are on-campus positions. On-campus private vendors such as ARAMARK hire independently and not through this program.

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Getting a Job

Jobs are posted on the Western New England University Human Resources web page and students are encouraged to search for and apply for jobs electronically. To view and apply for jobs, students must register online at www.myinterfase.com/wne/student. Once the student's information has been reviewed by Human Resources staff, the student's account will be activated and they can then log in to update their profile, upload a résumé, view and apply for jobs by following the application instructions, and save their searches as well as view their activity. Students should actively follow up with their potential employers once they have applied. For further assistance, please contact Myra Quick, Student Employment Coordinator at myra.quick@wne.edu or at 413-782-1529.

IMPORTANT!

All employees are required to complete a Federal I-9 form PRIOR to starting work.

Please bring with you the following documents:

- Original Social Security Card OR Original Birth Certificate

AND

- A valid unexpired drivers' license or state issued picture ID (A valid passport is also acceptable for identification purposes)

Note: If you have lost your Social Security card you may apply for a replacement card. To do so, you must complete Form SS-5 which can be found at www.ssa.gov/online/ss-5.html.



Office of First Year Students &
Students in Transition
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wne.edu/firstyear

