ANCELL SCHOOL OF BUSINESS
WESTERN CONNECTICUT STATE UNIVERSITY

Graduate Student Success Manual

2016-2017

ANCELL**LEADS**

Quality, personalized learning

Find this guide online at www.wcsu.edu/graduate/mba/

Table of Contents

Welcome to the Ancell Graduate Student Success Manual!

How to Use This Guide

This manual will provide information about many aspects of student life here on the Westside campus and is specifically targeted to our Ancell grad students. The goal of this manual is to make the transition to the graduate program at Ancell School of Business as easy as possible. The manual is designed to supplement the Student Handbook www.wcsu.edu/studenthandbook/, the Graduate Catalog, www.wcsu.edu/catalogs/graduate/, and the www.wcsu.edu web site, including the graduate program pages at www.wcsu.edu/graduate/.

Tip: If you don't have time to read this manual right now, skim the headings to look for specific areas of interest.

The Graduate web page at www.wcsu.edu/graduate/, the MBA page at www.wcsu.edu/graduate/mba/ and the MHA page at www.wcsu.edu/asb/grad/mha/ will provide the information you need about our programs, policies, and requirements. Forms are also available on these pages.

The Ancell web page at www.wcsu.edu/asb, offers you in-depth info about the School of Business, including student resources. **The Ancell Learning Commons** located on the 4th floor of the Westside Classroom Building in the Robert S. Young library (www.wcsu.edu/alc) is another great resource for students, providing free tutoring, the Ancell Mentor Program and other academic and professional supports both online and face-to-face.

At the WCSU web page, learn more about WCSU, as a whole, by exploring "Campus Essentials" and "Inside WCSU".

Your graduate education is an investment in yourself and your future. Here are some tips for your success:

1. **Focus** on your education.

2. **Network** with other students.

3. **Visit** the Ancell Learning Commons for free tutoring and a welcoming place to meet people, to study, and to learn about opportunities to help you get ahead.

4. **Take advantage** of the opportunities provided for you. If there is an event, GO!

There are countless professionals here to help you, so don't be afraid to ASK!

Welcome to the WCSU graduate program, where you can stay near and go far!

New Ancell Student Checklist

☐ **YOUR CAR:** Cars do not need to be registered, however, students have designated parking areas for their use. You can plan for your parking needs by consulting the campus maps at www.wcsu.edu/campustour/.

☐ **ACCOMMODATIONS**: If you have a documented disability, contact **AccessAbility** to set up accommodations. If you believe that you have a disability that has not yet been documented, you should also contact AccessAbility (www.wcsu.edu/accessability/).

☐ **ACCOUNTS:** Open your important accounts. See **"Accounts You Will Need"** in this manual (page 6).

☐ **YOUR CLASSES:** Check your course schedule on **WestConnduit** to be sure you have the right courses. Find out where your classes will be held and jot down location, professor name, and contact info for each course. Courses are almost always held in the Westside Classroom Building, but alternatives are possible. Enter contact info into your phone. Keep the information in an alternate place as well, in case your phone is lost or broken.

☐ **YOUR BOOKS:** Purchase your books before classes begin. Keep your receipts. Don't open anything shrink-wrapped until you get to class. If the professor allows it, consider purchasing electronic books - they can save you money!

☐ **FINANCIAL AID:** If you receive financial aid, check **WestConnduit** to make sure everything has been processed.

☐ **YOUR ADVISOR:**

- MBA: Dr. Jim Donegan, doneganj@wcsu.edu and 203-837-9035; located at WS Classroom Bldg. 139

- MHA: Dr. Stan Bazan, bazans@wcsu.edu and 203-837-9238; located at WS Classroom Bldg. 202

- MSJA: Dr. George Kain, kaing@wcsu.edu and 203-837-8514; located at WS Classroom Bldg. 347

☐ **YOUR ACADEMIC PROGRAM:** Understand course sequences required for your degree. Complete courses in a reasonable order and have prerequisites finished, as needed. Ultimately, you are responsible for your academic program, so stay in contact with your advisor and ask questions if you have concerns.

☐ **RESOURCES** such as **tutoring** and the **Ancell Mentor Program** are free for students**:** Visit the **Ancell Learning Commons** at the Robert S. Young Library, Westside Classroom Building, 4th floor, or online www.wcsu.edu/alc.

☐ **HELPFUL HINTS:** other useful tips from WCSU for all new students: www.wcsu.edu/orientation/HelpfulHints.asp.

☐ **EMERGENCY NOTIFICATION:** Register for the **free** Emergency Notification System (www.wcsu.edu/ens). You will receive *immediate alerts* via phone, email or text when school is delayed or closed.

☐ **SOCIAL MEDIA:** The Ancell School is social and you can find us on **Facebook, Twitter, Instagram, Pinterest and YouTube.** Connect with us by visiting www.wcsu.edu/alc and scrolling down to our social media icons. Click on any icons to see what we post.

Suggested To-Do List - Before You Graduate!

☐ Visit Career Services (www.wcsu.edu/career-services/). They can help you research career paths, build a resume, copy/edit your cover letters and find jobs, both now and when you graduate. They offer workshops that cover everything from networking skills to interviewing skills and they have a wide variety of online tools for job hunters.

☐ Consider a graduate internship. These are not plentiful in the Danbury area, but if you are looking for a job change, this is often a good way to learn about a new industry. As you are probably aware, some companies use internships as their main recruiting source.

☐ Find out about the Ancell Mentor Program at www.wcsu.edu/asb/mentoring. Don't miss out on this very important opportunity to build a life-long relationship with a supportive professional.

☐ Attend professional panel discussions and speaker events while you are here. Each business-related experience will better prepare you to succeed after graduation. These experiences allow you to expand your business vocabulary, enrich your knowledge about the world of business, and offer networking opportunities.

☐ Attend WCSU cultural events like plays and concerts, to expand your world. You will be a better networker and a better person for making the effort.

☐ 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. 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.

☐ Create an e-portfolio you will be proud to take into the job market. Design this to showcase the learning and knowledge gained from your education and to reflect critical job market skills.

☐ Fill out an application for graduation. **This is due the semester before you actually graduate**. You will find the form and further information at: www.wcsu.edu/registrar/graduation.asp. Deadlines can be found on the form. To graduate you must have a **3.0 GPA**, or better. No academic distinctions are made for graduates.

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. The full policy can be found at www.wcsu.edu/facultystaff/handbook/forms/honesty-policy.pdf.

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, Higgins Annex 017. The phone number is (203) 837-8225 and the website is www.wcsu.edu/accessability/.

Accounts you will need

- **WestConn ID:** Your WestConn ID number is an eight-digit number beginning with a five. It is used by the university in place of your social security number. It is also referred to as your Banner ID.

- **Windows Account:** Your windows account consists of a username and password. You must have an account in order to log onto the university system.

- **WestConnduit Account:** This is the university portal. Students can access WestConnduit from the WCSU homepage at www.wcsu.edu by clicking on essentials, the WestConnduit link on the bottom of the page, or below "contact us." Your username is the same as your Windows username and your password is the same as your Windows password.

- **WCSU Email Account:** Your email account can be set up through your WestConnduit account. 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 www.username@connect.wcsu.edu.

Add/Drop – (See Changing Your Schedule)

Advisement

Graduate Advising
- 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 you are on track to fulfill your degree requirements. The following professors are the current Ancell graduate advisors:

- MBA: Dr. Jim Donegan, doneganj@wcsu.edu and 203-837-9035; located at WS Classroom Bldg. 139.

- MHA: Dr. Stan Bazan, bazans@wcsu.edu and 203-837-9238; located at WS Classroom Bldg. 202.

- MSJA: Dr. George Kain, kaing@wcsu.edu and 203-837-8514; located at WS Classroom Bldg. 347.

You can register in several ways: online, via the WCSU Graduate Studies Office (Room 100 in Old Main at the Midtown Campus) or via Fax: 203-837- 8326. The Associate Director of the Graduate Studies office is Christopher Shankle who can be reached at 203-837-9005. The office secretary is Ms. Barbara Selvaggi, and she can be reached at 203-837-8244.

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, or go to his/her 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.

What is a "program sheet"? How do I get one?
All matriculated students complete a program sheet which details 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.

You can download a blank program sheet from the WCSU website or you can request one from your advisor or the Graduate Studies Office. Only the one signed by your advisor is official.
MBA: www.wcsu.edu/graduate/mba/
MHA: www.wcsu.edu/graduate/program/MHA.pdf
JLA: www.wcsu.edu/graduate/program/Justice.pdf

Alumni Mentor Program

This program is open to graduate and undergrad Ancell students in good standing. The website for the Ancell Mentor Program is www.wcsu.edu/asb/mentoring/. Students will meet one-on-one with an alumni mentor who can help them set a path for their career, increase their professional network and/or work on specific goals or activities. The Mentor Program is a career building tool, not a job-placement program. Once students are paired with a mentor, we highly recommend at least two meetings per semester but suggest that pairs stay in regular communication as they work towards goals they will set together.

Ancell Day and Ancell Week

For one midday in September (Ancell Day) and during a three day consecutive period in the Spring semester (Ancell Week), Ancell is host to clubs and organizations of interest to our students, as well as a rich suite of events, forums and activities that is geared to providing you with insights and opportunities for getting ahead in your career with the right tools and perspectives. Be on the lookout for more information on both of these programs, personalized for the Ancell Student.

Ancell Learning Commons

Located in the Westside Classroom Building within the Robert S. Young Library www.wcsu.edu/alc, The Learning Commons is committed to offering every Ancell student the tools needed for academic and professional development.   Free tutoring is available to all students, mostly focused on core business skills and study skills. You can make an appointment with a tutor or reserve a small group meeting room at the website above. The Ancell Mentor Program is also run by this facility. Please contact Elise Silkowski at silkowskie@wcsu.edu or (203) 837-8567 if you have further questions.

Blackboard Learn

Western is currently using Blackboard Learn as its E-Learning course management system. It allows faculty to deliver course content to online and hybrid courses, as well as to supplement on-ground courses with online components. Please note, **not all professors use a course management system**. If you access a course that does not contain any content, please verify with your instructor to see if they are using Blackboard Learn and/or if the course has been made available to the class yet. For access see WestConnduit or www.wcsu.edu/ithelpdesk/frames/index.asp?url=/technology/elearning/

Other helpful information:

- Explore Blackboard Learn through the On Demand Learning Center, which includes short videos, Getting Started Guides, and other documentation. Also check Blackboard's Knowledge Base: Student

- Send email to the WCSU IT Help Desk at RequestIT@wcsu.edu, or call **203-837-8467**. The hours of operation are: Monday through Friday 8:30am-4:30pm.

- Visit our FAQ's page at www.wcsu.edu/ithelpdesk/elearning/.

Bookstore

Although the main Campus Bookstore is located in the Midtown Student Center, there is a Westside campus bookstore located adjacent to the WS 117 computer lab. You must exit the Westside classroom building to enter the store. 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. You can explore the website including information about required textbooks at: www.wcsu.edu/campuscenter/bookstore.htm.

Campus Centers

The Midtown Student Center and Westside Campus Center offer many services for students and you can take a look at www.wcsu.edu/campuscenter/index.htm to see what they offer. If you are just here for class and need a cup of coffee or a light meal or snack, stop by the Daily Grind in the Westside campus center.

Campus Directory

A campus **telephone directory** is available on the WCSU homepage. There is also an automated directory at WCSU that can be accessed by telephone at (203) 837-9411. 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 the full directory will be displayed. By default the directory is alphabetized by first name. By clicking "add columns" searches by last name can be performed.

Career Services

Career Services offers extensive services including help finding a part-time job *now*, help researching career paths, and help accessing national and international job-seeking databases. Career Services has an Internship/Cooperative Education Program that is normally for undergraduate juniors and seniors seeking practical work experience related to their career interest or major, but this program is available to graduates who would like to get work experience in a new field.   You can contact CS staff at (203) 837-8263 or www.wcsu.edu/career-services/ for additional information.

Specifics regarding some CDC services can be found below:

1. **Career counseling** is by appointment. "Drop-in" hours are also held for quick questions around career or job search issues. An online career interest tool (SIGI3) is available for students to explore career interests and provides career information.
2. **Cooperative Education/ Internship Program** for students seeking work experience related to their career interest. Co-op positions are developed in area businesses, corporations, government and nonprofit agencies. Co-ops carry elective credit, and in many cases also provide a modest salary.
3. **An on-line job referral system** that includes both full- and part-time employment opportunities is available for students and alumni. An **on-campus recruiting** program is also available to seniors who are seeking full-time employment upon graduation. An **Annual Career Fair** is held each spring for full-time professional positions, as well as part-time, summer and co-op internship opportunities.
4. **A career library** in the CDC is available to students, staff and alumni containing materials on career opportunities, graduate school and company information. The CDC also has on-line career library resources accessible through WestConnduit, under Academic Tools, and the University Services tab. "Career Insider" has a wealth of career, industry and job search information, as well as the ability to download books on career fields. "Going Global" provides career and employment

information on international careers, as well as employment and company information on organizations in major U.S. cities.

5. **Career development workshops and seminars** are offered on a regular basis to inform students, staff and alumni of the career opportunities available and to teach techniques needed to conduct a successful job search. Special career programs on networking, professional etiquette, career speakers and other events are conducted throughout the year.

<u>Changing Your Schedule</u>

Rules for changing your schedule are specific and listed online at: www.wcsu.edu/registrar/schange.asp. This applies to add/drop, withdrawing from a class and withdrawal from the University.

<u>Adding and Dropping a Course:</u>

Students may change their schedules throughout the registration period.

You may add or drop a class without the latter appearing on your permanent transcript record, before the fourth class session (if the class meets three times per week), before the third class (if the class meets twice per week), and before the second class (if the class meets only once per week). <u>As Graduate classes usually meet only once per week, this means you should make changes to such classes before a class meets for the second time.</u>

<u>Withdrawing from a Course:</u>

Students may withdraw from a full-semester course, without penalty, until the end of the tenth week of the semester. For five-week courses, it is the last day of the third week; for three-week courses, it is the last day of the second week. Contact the Registrar's Office for specific dates for each semester. Withdrawals are recorded on your transcript with a grade of "W". There is no GPA penalty attached to this grade.

Part-time students pay tuition for each credit for which they are registered. If they drop/withdraw from a course within the refund deadlines, they will receive the appropriate refund as indicated on the academic calendar inside the front cover of the registration booklet. Full-time students are eligible for a refund only if they withdraw from school. The refund deadlines for full-time students can also be found in the academic calendar.

It is possible to withdraw without penalty from a course through the withdrawal deadline by coming to the Registrar's Office and completing the necessary procedure. Withdrawal "without penalty" refers only to academic penalty (i.e., failure). Withdrawal may affect the

attainment of satisfactory progress as defined by financial aid, housing, athletic eligibility and other policies.

If you wish to withdraw without penalty from a course after the deadline, you can do so only with the written approval of your instructor. Otherwise, you will receive a WF, a failing grade. NOTE: You must officially withdraw from a course to avoid receiving a failing grade. If you just stop attending the class without following the necessary procedure, you will be given a failing grade.

Withdrawal from the University

To officially withdraw from the university and/or request a leave of absence, you must go to the Dean of your school. You may still be responsible for payment unless you withdraw by the deadline.

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 or listen to or watch the following media for information on delays, cancellations or closings. If you sign up for the Emergency Notification System at www.wcsu.edu/ens, you will receive an email and/or phone call announcing delays and closings.

If the university announces a delayed opening, the student will be responsible for the information that would have been covered in class. Delayed openings mean that activities beginning before the announced start time are _delayed_ in terms of when the activity will begin. **A delayed opening does not mean that the activity is cancelled**, but rather that the activity will begin at the announced start time and conclude at the time it would normally end. For example, if classes are delayed until 9 a.m., a class scheduled to begin at 8 a.m. and run to 11 a.m. would now begin at 9 a.m. but still conclude at 11 a.m. With early closings, activities that would normally run past the early closing time will end at the set early closing time, and activities that would normally begin after that time are cancelled. For example, if the early closing was set for 3 p.m., a class normally running from 2 to 5 p.m. would end at 3 p.m., a class scheduled to begin at 4 p.m. and run to 7 p.m. would be cancelled.

Closings and delays are also broadcast as follows:

TV Stations:
- WVIT-TV 30 Hartford, CT

- WFSB-TV 3 Hartford, CT
- WTNH-TV 8 New Haven, CT
- WTIC-TV Fox 61 Hartford, CT

AM Radio Stations:
- WLAD 800 Danbury, CT
- WCBS AM 880 New York, NY

Websites:
- CTWeather.com

FM Stations:
- WXCI FM 91.7 WCSU

Computer/Network Access

Both campuses have wireless capability, but you will need a university account to access the network. If you would like to use hardwired WCSU computers, visit www.wcsu.edu/ithelpdesk/frames/index.asp?url=/technology/students/hardware.asp for locations and availability.

Where are WCSU's Computer Labs?
WCSU has three Computer Labs on its Midtown Campus and one computer lab on its Westside Campus, as well as multiple computer study rooms located around both campuses.

The main four Computer Labs, also known as Computer Centers, are listed below:

The Midtown Computer Center (MTCC) located in the Midtown Haas Library (HAAS) on the 1st Floor.
The Student Technology Training Center (STTC) located in the Midtown Student Center (SC) in room 225.
The Westside Computer Center (WSCC) located in the Westside Classroom Building (WS) in room 117.
The Campus Center Computer Center (CCCC) located in the Westside Campus Center (WSCC) on the 3rd floor.

Additional computers are available in the Ancell Learning Commons and the Robert S. Young Library. Westside Classroom Building, 4th floor.

The Midtown Student Center and the Westside Campus Center labs are 24 hour labs for student convenience. For more information regarding lab hours, please contact the labs via phone at (203) 837-9232.

How can I receive technology help from IT?
The WCSU ITI Main Office and the WCSU IT Help Desk are located in the Midtown Old Main (OM) building on the 3rd floor, room 303. The Help Desk can be contacted by emailing requestIT@wcsu.edu, and by phone (if email is inaccessible) at 203-837-8467. Emailing the Help Desk is the best way to receive help as an email will automatically create a ticket for you that will be reviewed by Help Desk staff.

The Help Desk is open Monday – Thursday from 8:30am to 8:30pm, and Fridays from 8:30am to 4:30pm during spring and fall semesters while classes are in session, and Monday – Friday from 8:30am to 4:30pm over the seasonal breaks.

The WCSU ITI Main Office can be reached by phone at 203-837-8307, and walk-ins are always welcome. The ITI Main Office is open Monday – Friday from 8:30am to 4:30pm all year long.

The ITI Main Office and Help Desk are closed on Holidays and according to weather related cancelations.

WCSU ITI does not offer technical support for personal owned computers and software.

Can I get Free Software as a student at WCSU?
Yes! WCSU offers a variety of software for students on the Software Digital Download Portal for free. Offers include Windows Operating Systems, Microsoft Office for PC and MAC, Security Software and more! Just go to www.webapp.wcsu.edu/sddp/app/landing.do to learn more.

To access the Software Digital Download Portal, you'll need your student username and password, so be sure to set up your account at one of the WCSU Computer Centers.

How do I reset my password?
Students can go to www.wcsu.edu/password to reset their password. Simply provide your Student I.D. number (an 8 digit number beginning with 50), your birthdate, and your zip code to change your password.

Be aware that student passwords automatically expire every 60 days for security purposes, and students will automatically be prompted to change their password when they attempt to login to a University Computer after their password as automatically expired.

Otherwise, a student can simply use the method above to reset their password anytime.

How do I use WCSU's Wi-Fi Networks?
WCSU provides free Wi-Fi to all students on campus. There are two main networks for Students: WestConn and WestConn-Student.

In order to connect to either of these networks, you must login in using your Student Username and Password. In order to reach the login portal, connect your device to the

network. Depending on the device, device operating system, and device browser, the login portal may automatically appear once you have connected to the network or you may need to open a browser and type in wcsu.edu in the web address bar and press enter to manually prompt the portal's activation. Once you have reached the login portal, simply input your student credentials and click login.

If you experience issues reaching the login portal or connecting to either network, please contact the IT Help Desk at requestIT@wcsu.edu.

You will need to login through the portal every time you wish to connect to the WestConn Network, but the WestConn-Student Network automatically registers your student credentials the first time you login on either campus, so you will not need to login to WestConn-Student every time.

If you would like more information, check out the link on WCSU's support site: www.support.wcsu.edu/customer/en/portal/topics/822946-internet-wifi/articles.

Cooperative Education/ Internship Program

The Cooperative Education and Internship Program of WCSU is open to all students who would like to get work experience in a chosen field. "Co-op" and intern positions can be developed in area businesses, corporations, government and nonprofit agencies. These opportunities carry elective credit, and, in many cases, also provide a small salary. See "Career Services" for more information.

Copying/Printing

Printers are located in the Ancell Learning Commons and the Robert S. Young Library. The Young Library also has a scanner/printer so you can scan your documents and then either save or print them out. The computer labs in the Westside classroom building and the Campus Center both have printers.

E-communication

- 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, jobs and professional groups.

- **Use your university email account for all communications related to your education**. Messages will be sent out to you via this account, and if you are not using it, you will miss opportunities.

- Connect your WCSU email account to the personal email application on your cell phone or tablet to insure that you receive all university emails.

Emergency and Emergency Notification System

The emergency police number available to all students and guests of the university is 203-837-9300.

The "WestConn Emergency Notification System" 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. To access the registration page, go to www.wcsu.edu/ens. You can ask that notifications be sent to your home phone, cell phone and/or email account.

Financial Aid

Click on this link to find out more about financial aid and requirements to receive aid. www.wcsu.edu/finaid/. To check on the status of your financial aid, you can access WestConnduit.

Financial Literacy

Are you good with your money? Visit www.libguides.wcsu.edu/c.php?g=316326 to learn about building good credit, protecting your identity and creating a budget.

Food Services

The Westside Campus Center, next to the classroom building, has a cafeteria and The Daily Grind café. Vending machines are in the "Fishbowl" on the third floor of the classroom building. Cafeteria and Café hours may vary during the semester. You can view more detailed information at www.wcsucampusdining.com/dining/westside.html.

Free Microsoft Software and free familiarization training for WCSU Students

Through WCSU's Campus Agreement Student Option with Microsoft, **all** undergraduate and graduate students, full-time or part-time can download Microsoft software through the WCSU Student Software Download Portal.

Special Note: all product keys expire after 30 days; please keep a copy in a secure place in case you should you ever need to re-install.

Microsoft Office 2013 contains the following software: Access, Excel, InfoPath, Lync, OneNote, Outlook, PowerPoint, Publisher, Word; and Microsoft Office 2011 for Mac, which contains Entourage, Excel, PowerPoint, and Word. Microsoft Windows 7, 8 and 8.1 are also available, as is additional software from Microsoft, Adobe, and other vendors at academic pricing. **You can download your copy at** https://webapp.wcsu.edu/sddp/app/landing.do;jsessionid=DCF0A87E889ED8DCB77A6B3C35DB62A8

You will need a valid Western Windows username and password and to sign a form acknowledging terms, conditions and receipt.

The Student Technology Training Center at Midtown offers instruction in the form of one-on-one tutorials. Contact them at STTC@wcsu.edu or at (203) 837-8715.

The Microsoft Store in the Danbury Mall will provide free familiarization training (and discounts) on this and other software for WCSU students.

Graduate Lounge

There is a "Faculty and Graduate Student Lounge" in the Westside Classroom Building, Room 227, with computer access and monitor for individual and group work. Please know that this area is reserved for you! Use your ID card to access the space.

Helpful Hints

Check out this link: www.wcsu.edu/orientation/helpfulhints.asp for important information for all students.

Incomplete

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 it is not removed by the sixth week of the next semester the student attends or after one year if the student does not return. Students 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 resolve the incomplete may prevent you from resolving it.

Information Technology (IT) and IT Help Desk

Information and details on IT technology services, account access, connections, facilities, resources, guidelines and policies for students can be found on the following website: **www.wcsu.edu/technology/students/** .

WestConnduit is the university IT portal for access to campus and personal announcements, the campus events calendar, and information about your courses and other academic and financial information. It also provides access to the Blackboard Learn e-learning system and convenient links to other university resources. You will not need to request a separate account from your log-on to access WestConnduit. Your WestConnduit account uses your WCSU username and password (Windows username and password). For more information, click on the Tutorial tab in WestConnduit.

Email. To access your WCSU e-mail from within WestConnduit, click on the e-mail button in the upper right corner of the screen. This button is visible regardless of which WestConnduit page is active.

For IT help: You can call the IT Help Desk at 837-8467 or send an e-mail to: westconnduit@wcsu.edu. Students can also obtain support at any of the staffed Computer Labs (Haas Library, STTC, Westside Classroom Building 117, Westside Campus Center). Please visit the web site for hours and location: www.wcsu.edu/technology/students

Password Reset: You can reset your password from the Westconnduit logon screen: www.wcsu.edu/ithelpdesk/westconnduit/   Click on the Reset Your Password link and follow the instructions. You will be prompted to change your password every 6-8 weeks. You may also visit any of the staffed computer labs on either campus to have your password reset.

Library Services

There are two libraries at WCSU. The Haas Library, located on the Midtown campus, is the main library. The Young Library, at Westside, offers electronic reserves, research assistance 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 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 at www.library.wcsu.edu/ or call (203) 837-9139 to speak directly to a librarian. You can even text questions to a librarian at 203-340-0616.

Maps

Maps of both campuses can be found at www.wcsu.edu/campustour.

Motorist Assistance Program

The Motorist Assistance Program (MAP) is free of charge and will offer help to stranded motorists on either of WCSU's campuses, particularly at night or in adverse weather. Services available under this program include retrieving keys from a locked car and jump-starting dead batteries. MAP does not employ trained mechanics but will help you get on your way or find someone who can help you. To summon the services of MAP, call the university police department at (203) 837-9300.

Parking

Cars no longer need be registered to park on campus; however, please consult the campus maps (www.wcsu.edu/campustour) to make sure you are parking in an area that is designated for student parking.

Recreational Facilities

As a WCSU student, you are able to utilize the free fitness classes and recreational facilities on campus, including the cardio room in the Campus Center and pool at the O'Neill Center. Both of these facilities may be open after 8 p.m., so if interested, it pays to check. The Campus Center cardio room has treadmills, elliptical machines, mats and limited free weights. There is no locker room in the Campus Center, but lockers are available in the

O'Neill Center. Visit www.wcsu.edu/recreation for more information on available services and class times. All programs are free to students and staff.

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 to ensure you can get into the classes in which you are interested/need. The WCSU Graduate Office provides registration services for graduates and can be found at   www.wcsu.edu/registration/grad.asp.

Before you can register, you must:

- Find your assigned earliest registration date. Go to [WestConnduit,](WestConnduit) click the Banner tab, then Student Services and Check My Registration Status.
- Meet with your advisor to ensure you are taking the right courses and in the best sequence.
- Pay all past due balances.

Registration resources

- [Course Offerings (Open/Close)](Course Offerings) - check up-to-the-minute class schedules and available seats for your courses.
- [Course Registration Important Dates.](Course Registration Important Dates)
- Ancell Graduate program sheets: www.wcsu.edu/asb/ .
- Nelnet business solutions online payment plan: www.wcsu.edu/cashiers/payment-plan-options.asp

Westconnduit is the university IT portal for key academic information

Safety Escort Services

A safety escort service is available to all students and guests of the university. To obtain a safety escort, please call the police dispatcher at 203-837-9300. The dispatcher will request your name, present location and the location to which you wish to be escorted.

SOS (Student Online Support)

To get tutoring, writing assistance, math help or help with research, you can use the one-stop **SOS** website at www.wcsu.edu/sos/.

Student Code of Conduct

The Student Code of Conduct can be found in the University's Student Handbook and also at www.wcsu.edu/stuaffairs/StudentCodeofConductAMENDED%2001-15-2015.pdf. Please pay special attention to Part D: Prohibited Conduct.

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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

For more information on FERPA, please visit the U. S. Department of Education's website at www.ed.gov.

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: www.wcsu.edu/asb/learning-commons/student-resources.asp

Telephone Directory

You may need to call certain offices on campus. To access the telephone directory online, go to the WCSU homepage or www.wcsu.edu/contact.asp. You can also dial (203) 837-9411 for a phone-based directory.

Vending Machines

The O'Neill Center, Residence Halls, Westside Campus Center and the Westside Classroom Building Center "Fishbowl" lounge all offer vending machines for drinks and/or snacks.

Veterans

Western Connecticut State University is dedicated to helping student veterans achieve academic and personal success. Whether vets are transitioning back to campus after active duty or facing deployment during their course of study, the university wants to make this a smooth and seamless process. To achieve this, the university has established an office dedicated to Veteran Affairs, a Veterans Committee (comprised of student vets, faculty, staff and community representatives) dedicated to the support of veteran issues and a Veteran Services Organization for support and camaraderie. The University's Veteran Affairs Coordinator is the primary point of contact for all these items and can be contacted as follows: (203) 837-8606 or use the hotline number (203) 837-8587.   There is also a student veterans' lounge located at Midtown campus which has dedicated computers and printers. More information can be found in the following links: www.wcsu.edu/veterans/ and www.wcsu.edu/veterans/pdfs/StudentVeteransGuide.pdf.

Website for the Ancell School of Business

Please visit the Ancell School website at www.wcsu.edu/asb/. This website provides a wealth of information about the six departments that make up the Ancell School; Accounting, Finance, Justice and Law Administration, Management, Management Information Systems (MIS) and Marketing. The Ancell Mentor Program has its own information and registration pages at www.wcsu.edu/asb/mentoring/default.asp.

Wellness at Western

Western Connecticut State University (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. WCSU offers a wide range of programs ranging from counseling and substance abuse programs to intramural activities and holistic health programs. Visit their website at www.wcsu.edu/stuaffairs/Wellness.asp.

WestConnduit

WestConnduit (www.wcsu.edu/technology/westconnduit.asp) will allow you to check financial, course and other information easily and conveniently. You will use your Windows ID and password to access the information.

Where are my Classrooms?

The Westside Classroom Building is a very unusual building, so we suggest that you take some time to become familiar with it by walking around it to route your classes. Most of the graduate classes are on the second floor (reachable easiest from the entrance where the big standing clock faces the faculty parking lot) or on the 4th (reachable easiest from the 4th floor entrance that faces the Westside Student Center.

Women's Business Development Center

The WBDC is located on the second floor of the Westside Classroom Building. This group opened its doors on site in Spring 2016, and have already hosted events, such as "Connecticut's Small Business Express Program", "Finding Funding for Your Small Business", "Exploring Entrepreneurship", "Launch Pad", "Get Started on Your Business "Plan", Passion to Profit: WBDC's Business Plan Development Program", "Intellectual Property", "Mobile Business Advisory Team", "Strong Coffee, Strong Women", "Focus on Access to Capital", and "Business Planning and Sustainability and Growth".

Women's Center of Greater Danbury at WCSU

Located on the Midtown campus in the Higgins Annex 105c, 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.