

new student checklist



ACCEPT YOUR OFFER OF ADMISSION (FULL-TIME STUDENTS)

Go to www.wcsu.edu/EZpay and select "Pay the Admissions or Housing Deposit Fee." Fall admission: Accept your offer by May 1; if you are admitted after May 1, accept within two weeks. Spring admission: Accept within two weeks of being admitted. **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

To attend orientation, register online at www.wcsu.edu/orientation/rsvp.asp. The New Student Orientation Program features dynamic and interactive sessions that provide essential information to help you transition to student life at WCSU. This program includes an exciting day of activities and events where you will meet faculty, staff, and fellow classmates and learn all about launching your WCSU experience; special sessions for parents are also included. First Year students are preregistered into classes for the fall semester and will receive a class schedule during Orientation.

SUBMIT CT STATE UNIVERSITY STUDENT HEALTH FORM

To download the Health Form, go online to 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 resident hall.

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

TAKE YOUR PLACEMENT TESTS

First Year Students: Placement tests are required for some first year and transfer students to help determine which courses you will take your first semester. Your placement requirements are included in your acceptance packet. **For placement exam dates, go to www.wcsu.edu/admissions/placement_tests.asp.**

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. **To enroll, go to www.wcsu.edu/ens.**

SUBMIT A FERPA WAIVER (OPTIONAL)

Waive the FERPA restriction by completing a **Student Consent Form** at 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.

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 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

Meal plans are available to both on-campus residents and commuter students. On-campus residents are automatically assigned a meal plan. For more information on meal plans for on-campus students, **go to www.wcsu.edu/housing/costs.asp or contact the Housing Office at 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.**

ACTIVATE YOUR WCSU USER ACCOUNT

New and transfer students: You should have received, via email, an invitation to activate your WCSU user account. Please check the email account you used when applying to WCSU for instructions on activating your user account. If you are on campus and need assistance setting up your account, please visit either the Midtown Computer Center (Haas Library, 1st floor) or the Westside Computer Center (WS Classroom Building, room 117).

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** Bring a valid form of photo identification (driver's license, state identification card or passport) and your course schedule verifying registration for the current semester to the WESTCONNect Card Office located 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 p.m. – 1:30 p.m.)

WESTCONNect Card Office Telephone: (203) 837-9311

Financial Aid

APPLY FOR FINANCIAL AID

Apply for financial aid by completing and submitting a FAFSA online at <https://fafsa.ed.gov>. Please be sure to include on the FAFSA WCSU's school code: 001380.

RESPOND FOR VERIFICATION

If you are selected for verification, you will be notified by email of any additional requirements. Please respond to requests within the indicated timeframe. **Verification and other important forms are available at www.wcsu.edu/finaid/forms.asp.**

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 Banner Self-Service account under Resources Tab.

COMPLETE MASTER PROM. NOTE & ENTRANCE COUNSELING

If you accepted a Federal Student Loan or if your parents accepted a Federal Parent Plus Loan, a **Master Promissory Note and Entrance Counseling must be completed for the appropriate loan type at www.studentloans.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. Students may also apply for private alternative loans at 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 one or more classes, stop attending class, do not initiate class attendance 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 the Financial Aid Office:

Email: wcsufinancialaid@wcsu.edu

Telephone: (203) 837-8580

Fax: (203) 837-8528

Address: Old Main, Suite 105, Midtown campus

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

Summer hours (May 15 – Aug 17): 7 a.m. – 5 p.m. Monday - Friday

Website: www.wcsu.edu/finaid

Billing

VIEW, PAY YOUR BILL OR ENROLL IN PAYMENT PLAN

Check your bill online by going to 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 "View Accounts" from the left-hand menu options.
- Go to the Select Action dropdown box in the Tuition and Fee section and select "Current Statement."
- To make payment, select "Make Payment" from the Select Action dropdown box.
- To enroll in a payment plan, select "Current Account Activity" from the Select Action dropdown box. Then select the fall semester or spring semester icon located next to the e-cashier symbol.

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 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.
- From the left-hand menu options, select "Authorized Payers." Select the "Add New" button. You will need to enter the authorized payer's name and email address and create a login name and password for them. Record that information and give to the person you have authorized to view and/or pay your bill.

SIGN UP FOR DIRECT DEPOSIT

Excess financial aid is refunded to students by the Cashier's Office. To expedite your refund, sign up for direct deposit by completing a direct deposit enrollment form at www.wcsu.edu/cashiers/forms/

An email notification is sent to students' WCSU email account when refunds have been processed.

Important dates:

Fall bills are due July 15

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, Discover, and AMEX) are subject to a 2.75% convenience fee. WCSU does not accept VISA.

Contact the Cashier's Office:

Email: cashiers@wcsu.edu

Telephone: (203) 837-8381

Fax: (203) 837-9075

Address: Old Main, Suite 106, Midtown campus

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

Website: www.wcsu.edu/cashiers