



Student Success Manual
2017-2018



Table of Contents

Academic Honesty Policy	6
AccessAbility Services	6
Accounts You Will Need	6
Add/Drop	10
Advisement	7
Alumni Mentor Program	8
Ancell Day	8
Ancell Learning Commons	9
Before You Graduate	5
Bookstore	9
Business Student Checklist	5
Campus Directory	9
Career Success Center	9
Changing Your Schedule	10
Class Cancellations & School Closures	11
Clubs	12
Computer Access	12
Co-Op/Internship Programs	13
Copying/Printing	13
E-communication	13
Emergency Notification System	13
Financial Aid	14
Financial Literacy	14
Food Services	14
Helpful Hints	14
How to Use This Guide	3
Incomplete	14
Internship	13
Library Services	15
Maps	15
Motorist Assistance Program	15
Parking	15
Printing/Copying	13
Recreational Facilities	15
Registration	15
Safety Escort Services	16
Shuttle Bus Service	16
SOS Student Online Success	17
Student Code of Conduct	17
Student Involvement	10, 17
Student Privacy Rights	17
Study Resources Online	17
Syllabus	18
Telephone Directory	18
Tutoring Resource Center	18
Vending Machines	18
Veterans	18
Website	18
Wellness at Western	19
WestConduit	19
Where Are My Classrooms	19
Withdrawal from Class/University	11
Women's Center of Greater Danbury at WestConn	19

Welcome to the Ancell Student Success Manual!

How to Use This Guide

This guide is designed to supplement the Student Handbook and the www.wcsu.edu webpage and to make the transition to the Ancell School as easy as possible. We have gathered information about many aspects of student life here on the Westside campus.

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

The Ancell web page at www.wcsu.edu/asb, offers you in-depth info about the School of Business. Pay special attention to the student resources in the drop down menu on this page.

At the WCSU web page, learn more about WestConn as a whole, by exploring “WestConn Essentials” and “Current Students”.

But really, the most important advice we can give you about being a student at the Ancell School of Business is to:

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, but you have to ASK!

College is . . . where you will learn to think critically, nurture your intellectual curiosity and gain an appreciation of how you might contribute to your community. Hopefully, your WCSU education will help lead you to a successful career and a fulfilled life.

You are investing a great deal of time and money in your education, so make it worthwhile. Take responsibility for your education. Be a STUDENT!

Once you graduate, it will be too late.

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/.
- BASIC NEEDS:** Make sure housing, food and other necessities are met.
- ACCOMMODATIONS:** If you have a documented disability, contact **AccessAbility** (www.wcsu.edu/accessability) to set up accommodations. If you believe that you have a disability that has not yet been documented, you should also contact AccessAbility.
- ACCOUNTS:** Set up your important accounts. See “**Accounts You Will Need**” on page 7 of the Ancell Student Success Manual. <http://bit.ly/2vm63a8>
- YOUR CLASSES:** Check your course schedule on **WestConduit** to be sure you have the right courses. Check where your classes will be held and jot down location, professor name, and contact info for each course. Enter contact info into your phone and keep the information in another safe place 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 your professor allows it, consider purchasing electronic books or renting – it can save you money.
- FINANCIAL AID:** If you receive financial aid, check **WestConduit** to make sure everything has been processed.
- YOUR ADVISOR:** Find out your advisor's name. This info is on **Banner**. Introduce yourself to your advisor. Begin to get to know him/her. Write down their office hours and contact info - or better yet, add the info to your phone.
- SHUTTLE BUS:** Check the shuttle bus schedule; take a test trip to see how long it *really* takes to get from one campus to the other.
- 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.
- HELPFUL HINTS:** other useful tips from WCSU: www.wcsu.edu/orientation/HelpfulHints.asp.
- ANCELL DAY:** Make sure to attend Ancell Day on Wednesday, September 13, from 11:30 am – 1:30 pm (rain date Wednesday Sept. 20, 11:30 am to 1:30 pm), on the South Plaza (between the dorms and Campus Center). Have fun, meet other students, and find out what Ancell has to offer. Enjoy some food and maybe win a prize or two.
- 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.
- 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.
- 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 at www.wcsu.edu/alc.

Suggested To-Do List for Business Majors - Before You Graduate!

- Visit the **Career Success Center** early and often. 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 a wide variety of online tools for job hunters. Go and see for yourself.
- **Join a club.** Strengthen relationships with classmates, build your resume and gain valuable personal and/or professional experience. Enrich your education. You are investing in yourself. Make the investment count.
- Go to **Ancell Day** on Wednesday, September 13 from 11:30 am to 1:30 pm, at the South Plaza outside the Campus Center (the rain date will be Wednesday, September 20, 11:30 am to 1:30 pm, rain or shine.) — There you will find food, fun and information!
- Learn about **internships and co-ops** from the Career Success Center. Many 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 who has experience in the real world.
- Attend business and career events *as often as you can*. Each business-related experience will better prepare you to succeed after graduation. These experiences allow you to expand your business vocabulary and enrich your knowledge about the world of business.
- 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 not a social forum. It is always important to conduct yourself in a professional manner on this site.
- Build **Intercultural/Global skills**, by:
 - Investigating global / intercultural learning opportunities within the university, through the courses you take, the clubs you join, and the events in which you participate.
 - Investigating options for going abroad (either shortened educational trips or full semester student exchanges, such as student exchanges through ISEP (WCSU is a member).
 - Attending cultural events like plays or concerts. You will be a better networker and a better person.
- 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. If you are an Accounting, Finance, Management, MIS or Marketing major, **you will not graduate if your GPA is below a 2.3.**

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.google.com/url?q=https://www.wcsu.edu/facultystaff/handbook/forms/honesty-policy.pdf](https://www.wcsu.edu/facultystaff/handbook/forms/honesty-policy.pdf).

AccessAbility Services

The Ansell 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.
- **WCSU Email Account:** Your email account is essential to your success. This is how the University will contact you with financial aid, registration and other opportunities. 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 username@connect.wcsu.edu.

Add/Drop – (See Changing Your Schedule)

Advisement

Why do I need an advisor?

- 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 it fulfills your degree requirements. If you wish to register online (and you should!), you must receive a registration PIN from your advisor. For in-person registration at the registrar's office (not recommended, but sometimes required) you will need a signed card from your advisor. PINS or cards are not required for summer, intersession and spring-break courses, but you should still check your choices with your advisor.

Besides assisting you with course registration and planning, academic advisors are able to help with questions about academic policies and procedures, speak to concerns about coursework, provide contacts for tutoring or other campus services and advise about careers related to your major.

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 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. Know your registration date. You can learn more about advising at <http://www.wcsu.edu/registration/current/>. Your advisor or academic departments may have different processes; make sure that you are familiar with them.

What is a "program sheet"? How do I get one?

All matriculated students should have a program sheet which outlines 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.

Students should have received a program sheet from the Admissions Office if they transferred from another school. This program sheet will indicate courses for which credit will be granted.

You can download a program sheet from the WCSU website at: www.wcsu.edu/academics/programsheets/default.asp?school=asb or request one from your department's office staff.

How can I do an unofficial degree audit through Banner or DegreeWorks?

BANNER has the capacity to unofficially check your progress toward your degree. Log into Banner Web using your WCSU credentials using the following link: westconduit.wcsu.edu/bannerweb.asp You can also locate Banner Web by clicking on WestConduit, then click on the Banner Web tab. Please note students enrolled for Fall 2016 and later will use DegreeWorks, which can be accessed through Banner.

Alumni Mentor Program

The Mentor Program is a career building tool, not a job-placement program. The program is delivered in two ways: For highly-motivated Ancell students in good standing, who have more than 45 credits and a 3.0 GPA: participants will meet one-on-one with a mentor who will work with them to meet a variety of goals set by both parties. Additionally, students are expected to meet twice per semester with their mentor and to communicate with them on a regular basis. Training and a handbook provide guidance for both parties.

For students who do not yet have 45 credits or a 3.0 GPA: students will meet as a group to practice networking skills and to hear from business professionals.

For more information go to www.wcsu.edu/asb/mentoring/. You can also email Elise Budnick, coordinator of the ALC at silkowskie@wcsu.edu with any questions.

Ancell Day

Ancell Day will be held on Wednesday, September 13, 2017, from 11:30 am to 11:30 pm, on the South Plaza between the Westside Campus Center and University Blvd. The rain date will be Wednesday, September 20, 2017, rain or shine, either on the plaza or in the Campus Center Ballroom. The purpose of this event is for students to have fun and to learn a little about what's available to them at Ancell. You will be able to meet club representatives, staff from the Career Support Center, librarians from Westside's Robert S. Young Library and many, many more of the people who will help shape your future. We also offer food, free Ancell t-shirts and free raffle. This event is open to all Ancell students and is a great way to meet new people.

Ancell Learning Commons

Located on the 4th floor of the Westside Classroom Building, within the Robert S. Young Library, the ALC offers free tutoring, the Ansell Mentor Program, and online and face-to-face resources for students. Students can book a tutor appointment or a small meeting room online at www.wcsu.edu/alc.

Bookstore

The WCSU campus bookstore is located in the Student Center, behind Old Main, on the Midtown campus. 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.

Business Student Checklist

See page five of this manual to find a checklist of activities we strongly recommend you complete before you graduate. It is important to take advantage of the opportunities offered. When you see a program offered, go. When you see a club inviting you to join, consider becoming a member. Every new experience will make you a better job candidate and a well-rounded student. Every positive relationship can serve to enlarge your network for future opportunities and can enrich your life.

Campus Directory

A campus **telephone directory** is available on the WCSU homepage under “Contact”. 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 on “more columns” searches by last name can be performed.

The Career Success Center

The first thing to know about the Career Success Center is that you should make your initial visit during your **first year** on campus. If you are a transfer student with 30 or more credits, do so **immediately**. The CSC offers extensive services, including help finding a part-time job

now, help researching career paths, and help accessing national and international job-seeking databases. New in Spring 2017, the CSC now offers a powerful on-line tool for career development called WestConnWorks. Log into WestConn Works, establish your account (www.wcsu.edu/westconnworks) and use it to access all CSC services. Look for many new tools to help you become employable. Starting in Fall 2017. PAN will help you figure out strengths and weakness in areas important to employers and then help you fill in the gaps to become more employable. You can contact CSC staff at (203) 837-8263 or <http://www.wcsu.edu/careersuccess/> for additional information. If you wait too long, you will miss out on all kinds of opportunities so don't wait until junior year; do it ***NOW!***

Specifics regarding some CSC services can be found below:

1. **WestConn Works is your pipeline to career information and events, employment opportunities, internships and much more! Track your progress here. Every student has access to this useful tool.**
2. **Workshops and online tools** will get you started on your journey to employment. "Drop-in" hours are also held for quick questions around career or job search issues. Fall 2017: Check out the NEW tools available for students to explore career interests and improve their employability.
3. **Cooperative Education/Internship Program** is for undergraduate juniors, seniors and upper-level sophomores seeking practical work experience related to their career interest or major. Co-op positions are developed in area businesses, corporations, government and nonprofit agencies. They are the number one way to find a job. Co-ops carry elective credit, and in many cases also provide a salary.

Center for Student Involvement

Now for the fun stuff! Check www.wcsu.edu/studentlife/ to find out how you can get more involved, meet other students, take part in club activities and much, much more. Follow the links displayed in the upper left-hand side of the page. Also check out www.wcsu.edu/recreation/ to find out about intramural sports.

Changing Your Schedule

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.

Adding and Dropping a Course:

Throughout the registration period, students may change their schedules at the registration area or on the Web. Registered students may come to the Registrar's Office to add or drop courses.

You may add or drop a class 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).

Withdrawing from a Course:

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 fulltime 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 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

CTWeather.com

FM Stations

WXCI FM 91.7 WCSU

Clubs

Most Ancell departments have active clubs. It is highly recommended that you join the club in your professional field as you will gain marketable expertise through club activities, earn a listing for your resume, network with others in your field and become a source of information for other students. **Important: Students can join any university club, regardless of their major. This is a good chance to enjoy your hobbies and special interests.**

Computer Access

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

Cooperative Education/ Internship Program

This program is for undergraduate juniors, seniors and upper-level sophomores seeking practical work experience related to their career interest or major. 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 salary. See the “Career Services Center” section for more information.

Copying/Printing

Printers are located in the Ansell 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

- **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. Use this email account for all University related communications.
- 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, potential employers and professional groups.
- Connect your WCSU email account to the personal email application on your cell phone or tablet to insure that you receive all university emails.
- Finally, always think before you type.

Emergency Notification System (ENS)

The WestConn Emergency Notification System (ENS) 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 WestConduit.

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 living within a budget. Hard copies of information are available in the Ancell Learning Commons, on the 4th floor of the Westside Classroom Building, within the Robert S. Young Library.

Food Services

The Westside Campus Center, next to the classroom building, has a cafeteria and The Daily Grind café. Vending machines are in the “Think Tank” 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.

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.

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 <http://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

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

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. (By early, we mean as early as possible

on the earliest day you are allowed to register). Here is the link for the registrar's office:
www.wcsu.edu/registrar/.

Before you can register, you must:

- Find your assigned earliest registration date. Go to [WestConduit](#), click the Banner tab, then Student Services and Check My Registration Status.
- Meet with your primary advisor to get your signed course approval card or registration PIN.
- Pay all past due balances.

Registration resources

- [Course Offerings \(Open/Close\)](#) - check up-to-the-minute class schedules and available seats for your courses.
- [Course Registration Important Dates.](#)
- [Undergraduate Program Sheets.](#)
- [eCashier - WestConn's online payment plan.](#)

Safety Escort Services

This 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.

Shuttle Bus Service

How do I get from campus to campus? How long does it take?

It takes time to travel between the two campuses, even using the shuttle bus system. We have included the shuttle bus schedule here but you will have to allow plenty of extra time. Visit www.wcsu.edu/shuttle/schedule.htm for the shuttle schedule. If classes are cancelled for the entire day due to inclement weather, the shuttle does not operate. If classes are delayed, the shuttle will begin one hour before classes begin. If classes are cancelled, the shuttle will operate for one hour after classes are cancelled.

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/. The site is changing and evolving to become a one stop resource area for students so keep checking back.

Student Code of Conduct

The Student Code of Conduct can be found in the University's Student Handbook www.wcsu.edu/studenthandbook/ and also at www.wcsu.edu/stuaffairs/forms/StudentCodeofConduct16.pdf. Please pay special attention to Part D: Prohibited Conduct.

Student Involvement

- Attend your classes and participate in them. Be prepared.
- Take responsibility for your own education.
- Join a professional club.
- Participate in some service projects.
- Meet and make the effort to connect with other business students.
- Join or start a study group with classmates.
- Attend events. Every event is an opportunity to network and to reach out.
- Get a Mentor. Get the answers to the questions you've been wanting to ask.
- Do an internship or co-op.

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/.

Syllabi

Every Instructor will give you a syllabus for their class. The syllabus is your contract for each course. In it you should find course information, grading policies, contact information and information about your textbook, and other course material. After reading your syllabus and listening to your instructor's introduction to the class, you may want to ask some of the following questions: What are the main learning goals of the course? How much does each assignment count towards my grade? Does homework count? Does class participation count? **Remember: It is the STUDENT's responsibility to check due dates and to make sure assignments are handed in on time.**

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.

SOS: Tutoring at Midtown

Need help with a non-business course, a writing assignment or your math homework? Go to www.wcsu.edu/sos to find out where to go for help. There you will find the Math Clinic, Tutoring Resource Center and Writing Center plus a link for the Ansell Learning Commons where you will find help for business courses, Economics 211 and 213 and more.

Vending Machines

The O'Neill Center, Residence Halls, Westside Campus Center and the Westside classroom building "Think Tank" all offer vending machines for drinks and/or snacks.

Veterans

The VA Coordinator oversees all WCSU services for student-veterans in order to provide a consistent and unified voice. This approach eliminates the guess-work involved with determining eligibility for VA educational benefits and how to best use such benefits to earn one's degree. For more information: www.wcsu.edu/veterans/links.asp and www.wcsu.edu/veterans/pdfs/StudentVeteransGuide.pdf

Website

Please visit the Ansell School website at www.wcsu.edu/asb/. This website provides a wealth of information about the six departments that make up the Ansell School: Accounting, Finance,

Justice and Law Administration, Management, Management Information Systems (MIS) and Marketing. Take a moment to review the student resource links specific to Ancell School. .

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.

WestConduit

WestConduit (www.wcsu.edu/technology/westconduit.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?

We suggest that you take some time to walk around the Ancell (Westside) Classroom Building and map out a route to your classes. The building is difficult to navigate, and if you know where to go on the first day of class, your stress level will be lower.

Women's Center of Greater Danbury at WestConn

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. Here's a link to the resources available (www.wcsu.edu/womenscenter).