

A young woman with long dark hair and glasses, wearing a red sweatshirt and a black skirt, is walking towards the camera on a paved path. The path is lined with large trees in full bloom with vibrant pink cherry blossoms. In the background, other students are walking, and a brick building is visible. The scene is bright and sunny, capturing the peak of spring.

New Student Guidebook

Graduate and Continuing Education



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Welcome to Westfield State University. Words cannot begin to express how humbled and delighted I am to serve as the 20th president of this great institution.

I was drawn to Westfield State by its students, faculty, staff and alumni and most importantly, the possibilities we have before us. I am committed to serving the Westfield State University community, an institution whose history and mission as “the first public co-educational college in America to offer an education without barrier to race, creed, and economic status” represent values and opportunities that remain as relevant today as they did more than 175 years ago.

With new leadership comes new vision, new goals and a renewed emphasis on creating opportunities to drive and foster student success. These opportunities include supporting civic and world engagement experiences, reducing the achievement gap, increasing graduation and retention rates, and assisting with the transition to graduate school and the labor force.

I welcome you to Westfield State at this pivotal time for our University, our community and our state. Together, we will celebrate our academic accomplishments, and cheer on our students, whether they are achieving prominence in the humanities, social sciences, criminal justice, education, within the STEM fields or on the athletic fields.

I hope that you are as excited as I am to be a part of Westfield State University.

Sincerely,

Dr. Ramon S. Torrecilha
President

Welcome to Westfield State University and the College of Graduate and Continuing Education (CGCE). You are about to embark on a journey with us, and it is our hope that the information in this New Student Guidebook will help guide you.

Making a difference in the lives of our students is at the core of our University and at the heart of our services. We have an abundance of resources and support for our students and an eager and committed team of faculty and staff. We look forward to supporting you in your transition to our school and wish you success in your academic and professional endeavors.

Best wishes!

Shelley Tinkham, Ph.D.
*Dean, College of Graduate and
Continuing Education*



Mission

Westfield State University fosters intellectual curiosity, encourages critical thinking, inspires civic engagement, and promotes a global perspective. As a public teaching institution offering quality programs in the liberal arts and sciences with complementing professional studies curricula, we are grounded in our founding principles of academic excellence and educating all in a diverse and welcoming community.

Westfield State develops the knowledge, skills, and character essential for students to reach their full potential and become responsible leaders in society. We contribute to the economic, social, and cultural vitality of the region.

Campus Resources Directory

Dean's Office

Dr. Shelley Tinkham, *Dean*
(413) 572-8020 • wsucgce@westfield.ma.edu

Denise Browne, *Assistant to the Dean*
(413) 572-8805 • dbrowne@westfield.ma.edu

Academic Advising, Orientation, Retention

Stefanie Sanchez, *Assistant Dean of Student Success*
(413) 572-8355 • ssanchez@westfield.ma.edu

Melissa Trinks, *Student Success Coordinator*
(413) 572-8401 • mtrinks@westfield.ma.edu

Academic Records

Undergraduate Records: (not including licensure)

Mary Jo Bosley
(413) 572-8031 • mbosley@westfield.ma.edu

Jennifer Noess
(413) 572-8353 • jnoess@westfield.ma.edu

Graduate, Post-Baccalaureate, Licensure Records:

Shelly Conrad
(413) 572-8024 • mconrad@westfield.ma.edu

Jennifer Haskins
(413) 572-8023 • jhaskins@westfield.ma.edu

Admissions

Michelle Henrichon, *Assistant Director*
(413) 572-8022 • mhenrichon@westfield.ma.edu

Banacos Academic Center

banacos@westfield.ma.edu

Katy Milford, *Coordinator of Academic Strategies*
(413) 572-8140 • kmilford@westfield.ma.edu

Laura Cummings, *Access Advisor, Disability Services*
(413) 572-5789 • lcummings@westfield.ma.edu

Bookstore

Jason Ilnicki, *Store Manager*
(413) 572-3100 • jilnicki@westfield.ma.edu

Career Center

(413) 572-5206 • careers@westfield.ma.edu

Junior Delgado, *Director, Career Center and Employer Relations*
(413) 572-5546 • jdelgado@westfield.ma.edu

Center for Instructional Technology (CIT)

(413) 572-8130 • cit@westfield.ma.edu

Lynn Zayac, *Director of Center for Instructional Technology*
(413) 572-8130 • lzayac@westfield.ma.edu

Commuter Services

Amy Szlachetka, *Director, Campus Center and Commuter Services*
(413) 572-5443 • aszlchetka@westfield.ma.edu

Counseling Center

Tammy B. Bringaze, Ph.D., N.C.C., L.M.H.C.,
Director and Counselor
(413) 572-5790 • tbringaze@westfield.ma.edu

Ely Library

(413) 572-5231 • askus@westfield.ma.edu

Financial Aid

(413) 572-5218 • financialaid@westfield.ma.edu

Simone Backstedt, *Assistant Director*
(413) 572-8436 • sbackstedt@westfield.ma.edu

Fitness Center

Myra Ahern, *Fitness Center Director*
(413) 572-8415 • mahern@westfield.ma.edu

Health Services

Patricia Berube, *Director of Health Services*
(413) 572-5415 • pberube@westfield.ma.edu

University Police

Emergency: 911 • (413) 572-5262

Tony Casciano, *Director, Chief, University Police*
(413) 572-5468 • tcasciano@westfield.ma.edu

Reading and Writing Center

Catherine Savini, *Director, Reading and Writing Center*
(413) 572-8310 • csavini@westfield.ma.edu

Student Accounts

Estelle Camacho, *Business Manager*
(413) 572-8832 • mcamacho@westfield.ma.edu

Veteran and Military Services

Lisa Ducharme, *Veteran and Military Service Coordinator/VA Certifying Official*
(413) 572-8370 • lducharme@westfield.ma.edu

Justin Marques, *VA Certifying Official*
(413) 572-8420 • jmarques@westfield.ma.edu

Academic Affairs

WHO WE ARE

Academic Affairs provides primary support for the mission of the University – emphasizing teaching, advising, and student engagement in the life of the University and the community. The College serves as an umbrella for 24 academic departments and a wealth of resources and programs that enhance the academic experience.

Other important components to the work of the College include the Center for Teaching and Learning, the Faculty Center, Graduate and Continuing Education, Grants and Sponsored Research, Information Technology, Institutional Research and Assessment, Library and Registrar/Academic Records. The College also oversees Commencement, First-Year and Senior Convocation, Dean's List, Academic Probation, Retention, Academic Conduct, FERPA, First-year initiatives, Supplemental Instruction and related areas.

ADDITION OF THREE NEW COLLEGES

Last year, Westfield State embarked on a transformative project, the establishment of three new colleges. These colleges join the existing College of Graduate and Continuing Education. In order to support this new structure, the University recently completed the search for the founding Deans that will lead these colleges forward.

College of Mathematics and Sciences

Founding Dean, Dr. Juline E. Mills

College of Education, Health and Human Services

Founding Dean, Dr. Jennifer A. Hanselman

College of Arts, Humanities and Social Sciences

Founding Dean, Dr. Emily Todd

Dr. Diane Prusank,
Provost and Vice President for Academic Affairs
(413) 572-5214

Dr. Shelley Tinkham, *Dean*
College of Graduate and Continuing Education
(413) 572-8020

Denise Browne,
College of Graduate and Continuing Education
(413) 572-8805

Dr. Cheryl Stanley, *Dean of Education*
(413) 572-5321

Audrey Antosz, *Dean of Education Office*
(413) 572-5326

Dr. Lisa Plantefaber,
Associate Dean of Research and Assessment
(413) 572-5733

Robin Parsons, *Institutional Research Office*
(413) 572-8199

Tom Raffensperger,
Dean of Academic Information Services
(413) 572-5233

Maureen McCartney, *Associate Dean,*
Academic Achievement
(413) 572-8801

Nancy Goodniss, *Academic Achievement Office*
(413) 572-5561

Dr. Enrique Morales-Diaz, *Interim Dean of Faculty*
(413) 572-8580



College of Graduate and Continuing Education

WHO WE ARE

The College of Graduate and Continuing Education (CGCE) specializes in servicing the educational needs of non-traditional student populations through undergraduate studies, graduate studies, and non-credit/community education programming. The College is led by the Dean of Graduate and Continuing Education and includes several distinct areas: Program Development and Outreach, Operations, Financial Management, Advising, Student Success, and Veteran & Military Services.

The CGCE provides support and resources for all non-traditional students. We offer year-round coursework, rolling admissions, quick admission and evening service hours. Our dedicated team of staff and faculty work with students to help achieve their professional goals and prepare for their future careers.

CONTACT US:

Phone: (413) 572-8020 Fax: (413) 572-5227

Email: wsugce@westfield.ma.edu

OFFICE HOURS:

8:30 a.m.–6 p.m., Monday–Thursday

8:30 a.m.–4 p.m. on Fridays

COLLEGE OF GRADUATE AND CONTINUING EDUCATION

(413) 572-8020
wsugce@westfield.ma.edu

Dr. Shelley Tinkham, *Dean*
(413) 572-8020
shelleytinkham@westfield.ma.edu

Denise Browne, *Assistant to the Dean*
(413) 572-8805
dbrowne@westfield.ma.edu

Estelle Camacho, *Business Manager*
(413) 572-8832
mcamacho@westfield.ma.edu

Lisa Ducharme, *Veteran & Military Services Coordinator/Certifying Official*
(413) 572-8370
lducharme@westfield.ma.edu

Stefanie Sanchez, *Assistant Dean of Student Success*
(413) 572-8355
ssanchez@westfield.ma.edu

Jessica Tansey, *Director of Program Development and Outreach*
(413) 572-8319
jtansey@westfield.ma.edu

Academic Advising

ADVISING, RETENTION AND ORIENTATION

Stefanie Sanchez,
Assistant Dean of Student Success
(413) 572-8355
ssanchez@westfield.ma.edu

Melissa Trinks,
Student Success Coordinator
(413) 572-8401
mtrinks@westfield.ma.edu

Academic Advising at Westfield State University is a critical component to student growth and success. The College of Graduate and Continuing Education (CGCE) is committed to providing quality, accurate advising in an environment that is welcoming, professional, and supportive.

Students should connect with their academic advisor every semester. Your academic advisor will assist you in making your own academic decisions, but will also be a resource for you to navigate through degree requirements, selecting courses, and tracking your academic progress; as well as referring you to available resources, both on and off campus.

CGCE Academic Advisors: Students are assigned an academic advisor by program, and receive their academic advisor's information in their Welcome Packet. Each CGCE academic advisor has his or her own preference for how students should contact them. Academic advisor information is also available under the Student Resources section online at gobacknow.com.

Degree Evaluation: DegreeWorks (available in the MyWestfield portal) allows students to track their progress toward degree completion by matching up personal course data to program requirements. This is used as a primary tool in advising and by the University to clear students for graduation. Make sure to check this regularly as it is updated automatically anytime there is a change to your record: new grades, new registrations, change of major/minor, etc.

Catalog and Policies: The Catalog is an important source for all academic and student life policies along with information on curriculum and academic departments. Students are expected to know the policies of the University. The Undergraduate and Graduate Catalog are available online at catalog.westfield.ma.edu.

FERPA: The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of your education record. We will not share confidential information with anyone unless you grant permission to do so in writing. Internally, the University may share information with faculty, staff, and administration who need information to conduct their job and/or have a legitimate right to know. Externally, the University may share limited information when requested.

WSU360: WSU360 is an online software tool that provides students with a central location to connect to the people and services that can help you succeed. Log in through the MyWestfield portal under the Academics tab and select the Student Success – WSU360 link. Your WSU360 account includes access to a customizable profile and personalized channels that make it easy to connect with those who can help you succeed. WSU360 will also help to manage the steps you need to take to stay on track and meet your goals.

Get started with these easy steps:

1. **Set up your profile:** Make it easier for your instructors and advisors to get to know you and stay in contact.
2. **Stay on track:** Use your personalized Dashboard to stay on top of upcoming appointments, assignments, plans, and recommendations from your instructors.
3. **Connect to people and services that can help you succeed:** Use your personalized My Success Network and Courses channels for quick access to contact information, appointment scheduling, and course assistance.



How to Register for Courses

ONLINE REGISTRATION:

Registration for classes is available through your MyWestfield portal account. Before you can login to your MyWestfield account, you must first activate your account by following the account setup instructions sent to your home address. Once logged in to MyWestfield, click on the Registration line at the top of the home page and select Registration Checklist item #3 (Add/Drop Classes).

If you experience difficulty logging in, contact the IT HELP Desk at (413) 572-4357.

ONLINE REGISTRATION PAYMENT:

You can pay your bill online immediately following registration with a credit card, debit, or e-check. If you would prefer to print the statement page and mail it in with payment, please know that payment is due within 5 days of registration. Failure to do so will result in the addition of the \$100 non-refundable late payment fee.

REGISTRATION BY MAIL, DROP OFF, OR IN PERSON:

If you prefer not to register online, but are unable to register during published days and times, please consider leaving your registration and payment in our secure drop box located at the entrance of the CGCE office; we will enter the data at the earliest possible time. Your course schedule and payment receipt will be mailed to you. You will be notified if the course(s) you select are closed or canceled. Employees of Westfield State University are permitted to register during general registration and late registration periods only. Employee registration for non-credit courses begins one week prior to the start of the class, pending availability. For more complete information and policies, please visit our website at westfield.ma.edu/academics/continuing-education-massachusetts.

**Note: As of June 30, 2017, credit and debit card payments of educational expenses will be charged a 2.5% service fee. To avoid this fee, consider paying via e-check when making an online payment.*

Financial Aid and Finances

Careful financial planning and knowledge of the financial aid process are essential for you to prepare for and meet the cost of your college education.

FAFSA: In order to receive financial aid, you must have a valid FAFSA on file with the Office of Financial Aid. Be sure to file your Free Application for Federal Student Aid (FAFSA) before February 15 of each year for priority consideration. The FAFSA is the first step in qualifying for any financial aid. Instructions on how to apply for the FAFSA can be found on our Financial Aid page at westfield.ma.edu/FinancialAid.

Payment Instructions: To stay enrolled at the University, always complete and return paperwork and payment on time. CGCE students will not receive a bill. Payment in full, including tuition waivers, is due upon registration or within 5 days of online registration. Failure to pay within 5 days will result in a \$100 nonrefundable delayed payment fee. You may choose to pay online, in person, or by mail.

**Note: As of June 30, 2017, credit and debit card payments of educational expenses will be charged a 2.5% service fee. To avoid this fee, consider paying via e-check when making an online payment.*

Health Insurance: Every full or three-quarter time student will be automatically charged for health insurance due to Massachusetts General Law. If a student is covered by a qualified health insurance program, the student can waive the coverage offered by Westfield State University by completing the on-line waiver form at www.universityhealthplans.com. Students must either confirm or waive health insurance on an annual basis.

Refund Card: All financial aid and account refunds are processed through the BankMobile card. Your BankMobile card will be sent to you in the mail. Once you receive the card you must register and set your refund preference. If you do not select a preference, there will be a significant delay in delivery of your refund. If students do not have the personal code, they can log onto Bank Mobile to request their personal code by logging on to <https://www.refundselection.com>. Click on "Need A Code?" then enter school name, student ID, and Westfield State email address. A new code will be sent to that email.

FINANCIAL AID

(413) 572-5218
financialaid@westfield.ma.edu

Simone Backstedt, *Assistant Director*
 (413) 572-8436
sbackstedt@westfield.ma.edu

STUDENT ACCOUNTS

Estelle Camacho, *Business Manager*
 (413) 572-8832
mcamacho@westfield.ma.edu

Veteran & Military Benefits: If you are using or plan to use Veteran or Military benefits (State or Federal) you must contact Veteran and Military Services at (413) 572-8370 or email lducharme@westfield.ma.edu.

Refund Schedule for Credit Courses: Refunds of tuition and fees for credit courses, if any, are made on the basis of the date and time of receipt of a student's withdrawal, with appropriate signatures. Non-payment does not result in withdrawal from a course. For the complete refund schedule and to submit a course withdrawal, students must visit westfield.ma.edu/CourseWithdrawal

Delayed Payment Plan: Instructions to apply: All students wishing to apply for the delayed payment plan must complete the application form each semester. A delayed payment fee of \$100 is payable upon application and is non-refundable. After CGCE reviews the application, an email of approval/denial is sent to the student for the registration process. The application must be approved prior to registration.

Please refer to the catalog for application deadlines. The application for the delayed payment plan can be found online at westfield.ma.edu/DelayedPaymentForm

Payment due dates are as follows:

- Fall Semester: First payment is due at time of registration, the Second payment is due the last Friday in September, and Final payment is due the last Friday in October.
- Spring Semester: First payment is due at time of registration, Second payment is due the last Friday in February, and Final payment is due the last Friday in March.
- Summer Semesters: First payment is due at time of registration and Final payment is due at mid-point in term.



Technology

Wireless Internet Access: We are proud to let you know that our campus is 100% wireless. Our wireless network even extends across the street to Stanley Park. To access our wireless network, simply follow the instructions on how to connect to a wireless network that came with your laptop. The name of our wireless network is “WSU”. Once connected, open your web browser and you will be automatically redirected to our login page where you can enter your username and password.

What is MyWestfield? MyWestfield is the portal where you can keep track of everything you need to know, from registration, class schedules, class cancellations, degree evaluations, financial aid, campus housing, paying your student bill, etc. You can access MyWestfield from the top of the home page of our public website at westfield.ma.edu or by going to my.westfield.ma.edu.

WSU Email: Once you become a student of Westfield State University you will receive a WSU email account. Your WSU email is the University’s official means of communicating with you. Students are required to access and review WSU email on a frequent and consistent basis in order to stay current with University-related materials.

Emergency Notification System: When you become part of the Westfield State family, you need to activate your emergency notification. In the event of a campus emergency, you will be notified via email, voicemail, and text. You will be asked to provide emergency contact information also. In addition to the emergency notification system,

STUDENT TECHNOLOGY SUPPORT DESK

Ely Library
(413) 572-5528



the campus is equipped with an exterior audible and voice communication system. To activate your account, visit the home page at westfield.ma.edu, click on Emergency Notification System at the top of the page, and follow the instructions.

Student Technology Support Desk: The Technology Support Desk at Westfield State University is a complete service provider to the campus in support of both academics and administration. Our staff of student professionals can help you with your connection to our network, password resets, printing, our Campus Manager Software, Microsoft Windows and Apple Software updates, and virus removal.

PLATO: Online learning

IMPORTANT MESSAGES FOR STUDENTS USING PLATO

The Center of Instructional Technology
Wilson 114 | Mon–Fri, 8:30 to 4:30



PLATO Online Learning
@ Westfield State University
The Center for Instructional Technology, Wilson 114
Monday to Friday, 8:30 am to 4:30 pm
www.westfield.ma.edu/plato

STUDENTS: WHAT YOU NEED TO KNOW FOR FALL 2018

GETTING STARTED

Requirements & Computer Knowledge:

Students must have access to a computer with an Internet connection and an email account. All distance learning (online) students should have basic computer knowledge including the use of email, sending attachments, use of the Internet, and basic word processing skills.

Some courses may require the use and/or download of various programs, which may include the use of proctored test exam monitoring software (such as Respondus Lockdown Browser/Monitor and others).

ACCESS TO CLASSES

Students will be loaded into Plato the weekend before the semester begins and will have access to a “**Student Overview**” course to get familiar with Plato.

Students will not see their Plato courses until 8 AM on the first day of classes.

ABOUT ONLINE COURSES

Courses begin on the date listed in the catalog. ***Students must log in within the first 48 hours of the class start date, or within 48 hours of registering.*** You can log in to your course at any time 24/7 to work on your assignments. Specific assignments or other time sensitive work must be completed within the given time constraints.

LATE REGISTRATON

Students registering through **ADD/DROP** will have access to their online courses in Plato within 24 hours from the time of registration.

If you do not see your courses in Plato let your instructor know immediately.

TEXTBOOKS AND ACCESS CODES

Most online courses require a textbook. Some courses require an access code. Access codes and books can be purchased at the WSU Bookstore. Call for more information 413-579-3100 or find them at westfield.ma.edu under resources on the top left side of the page.

LOG INTO PLATO

Go to the Plato home page at www.westfield.ma.edu/plato to find the most up-to-date log in instructions and information.

NEED HELP WITH PLATO?

Student Tutorials:

Access the “Student Overview” course on your Plato course list for tutorials and student orientation.

For Technical Issues:

- Update all browsers.
- Update Java to the latest version at www.java.com.
- Try a different browser such as Chrome or Firefox.

STILL HAVING TROUBLE?

Go to westfield.ma.edu/plato and click on the “Plato Help Desk” link under the “Log in to Plato button”



Or click the “Plato Help & Resources” link on the left side bar in each course.

Click “Open a New Ticket”



***The Plato Help Desk is the fastest way to get Plato help on weekends and evenings.**

Have specific questions about course content or assignments?

Ask your instructor!

****They love to help!****

PROGRAMS & DEGREES ONLINE

WSU offers Bachelor's Completion Programs in *Business, Criminal Justice, History, Liberal Studies, Psychology & Sociology*

Call CGCE @ 413-572-8020 or send an email to wsucgce@westfield.ma.edu for details.

FOR AN UPDATED LIST OF ONLINE COURSES

Go to: westfield.ma.edu/plato

Hover your cursor over **Online Courses** on the menu, and choose the semester you are interested in.

HOONUIT (formerly Atomic Learning) is now built right into

Plato and allows you to search for hundreds of video tutorials that can help students successfully utilize various technologies.



FREE ONLINE TUTORING

is available to WSU Students currently enrolled in courses that are using Plato!

You can find ThinkingStorm in the Plato Help & Resources area on the left side bar inside of your Plato courses.



If you do not see this tool in your Plato course, notify your instructor asap!

Parking Information

Westfield State University has a formal Parking Program that was developed and operates under the aegis of the Parking Control Board. The Parking Control Board recommends the University parking policy.

The Parking Control Board authorizes the Department of Public Safety as the enforcement component of all parking regulations.

Decals: Every vehicle parked on campus is required to display either a decal (students, staff & faculty) or a permit (visitors & contractors).

All decals are sold online at buymypermit.com/wsu. Please use your student ID number for your account number. Once purchased, your decal will be mailed to your home address. You must purchase your decal before arriving to campus and have the decal affixed to your vehicle prior to the beginning of the semester. Decals are not sold on campus.

Where to Park: Vehicles are to be parked in the lot indicated by their decal or permit at all times. However, South Lot is the overflow lot and any vehicle may park in South Lot provided it has a valid decal or permit.

Snow Policy: All Parking is subject to change when SNOW POLICY is in effect. Notices with information on where to park will be sent by campus email. Cars parked in indicated lots when snow policy is in effect are subject to ticket and towing. For more information call the Department of Public Safety at (413) 572-5262. Additional information can be found on Public Safety's website at westfield.ma.edu/PublicSafety.

OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS

Ely Campus Center, Room 208

Parking Clerk: Kim Morgan
(413) 572-5400
kmorgan@westfield.ma.edu



College Identification and Campus Card

Campus Wide ID (CWID) Number: The CWID is a unique identification number given to each student at the University that always begins with a capital A followed by 8 digits. The CWID is also referred to as your “A” number. The CWID is used to access your academic record or accounts, and so students do not need to provide their social security number when they contact an office.

Campus Card (College ID): The Campus Card is the official Westfield Student College ID and serves many functions including the following:

- The Campus Card is the official Westfield State College Library card.
- The Campus Card serves as the Westfield State University student bus pass for the PVTA R10 and B23 bus routes
- The Campus Card is necessary for members' entrance to the campus Wellness Center facilities.
- The Campus Card is used to store Owl Bucks; which are used at campus food service venues, the College Bookstore, many campus vending machines, and select off campus retail partners.
- The Campus Card may be required for admission or access to a variety of other campus events and resources.
- The Campus Card is used for the access control door locks at various locations on campus.

CAMPUS CARD OFFICE

Wilson Hall, 1st floor

James Johnson, *Assistant Director*

Lisa Kriesak, *Staff Assistant*
(413) 572-8184/8775 • Fax: (413) 572-8831

jjohnson@westfield.ma.edu or
lkriesak@westfield.ma.edu

Getting your Campus Card: Visit the Campus Card office, located on the first floor of Wilson Hall in the Commuter Café. The cost for your College ID is \$10 (cash or check).

OWL Bucks: Owl Bucks is an optional declining balance card for making purchases at campus food service venues, the University Bookstore, many campus vending machines, and select off campus retail partners. Owl Bucks may be purchased throughout the semester by contacting the Campus Card Program Office or online under Manage My ID. Owl Bucks balances carry forward from semester to semester, as long as a student is enrolled. When a student graduates or withdraws from the University, Owl Buck balances are transferred in full as a credit back to the student account. Refunds for credit balances are processed as per the policy of the Office of Student Accounts. For more information visit owlbucks.com.



The Career Center

WHO WE ARE

The Career Center offers an array of programs services designed to support students and alumni in their efforts to achieve their personal, academic, and professional goals. The state reaches out to the community, creating partnerships with employers to develop career and experiential education opportunities.

SUPPORT WE PROVIDE

- Résumé and cover letter development
- Career exploration and advising
- On-campus recruiting and professional networking events
- Career fairs
- Graduate school advising
- Community service listings
- Interview preparation
- Part-time newsletter

Lammers Annex
(413) 572-5206
westfield.ma.edu/careercenter
careers@westfield.ma.edu



Veteran & Military Services and Military Community Excellence Center

The Veteran & Military Services and Military Community Excellence Center is a one stop information center where the Veteran and Military Services Coordinator/School Certifying Official are located for the entire campus community. We opened our Military Community Excellence Center in spring 2017 to better serve:

- Veterans, guard, reserve, and active military members.
- Family members of veterans, guard, reserve, and active military members
- Faculty and Staff with questions concerning military and veteran issues

The Veteran & Military Services and Military Community Excellence Center is located in Bates Hall, Room 15 (basement level).

The Veteran & Military Services and Military Community Excellence Center has information about:

- Federal and state veteran and military benefits
- Veteran and military medical care
- Veteran and military job seeking resources
- Federal and state veteran and military emergency funding

Lisa Ducharme, *Veteran & Military Services
Coordinator/Certifying Official*
Bates Hall, Room 15
lducharme@westfield.ma.edu
(413) 572-8370

Justin Marques, *Certifying Official*
Bates Hall, Room 15
jmarques@westfield.ma.edu
(413) 572-8420

westfield.ma.edu/veterans
Facebook: WestfieldStateVeterans
Twitter: @MilVetSvs

- Veteran and military scholarships and grants
- Joining any branch of the military
- The Westfield State Veterans Association
- If you are a veteran, guard, reserve, or active military member, or a family member anticipating or using state or federal benefits such as the GI Bill or National Guard tuition and fee waiver, you need to make an appointment with the Veteran and Military Services Coordinator as soon as possible to ensure your benefits are started in a timely manner and you understand the full implications and restrictions of your benefits.



Banacos Academic Center

WHO WE ARE

The Banacos Academic Center is home to five important academic services: The college-wide Academic Strategies Program, Disability Services, the Learning Disabilities Program, MTEL Communication and Literacy Preparation, and the Tutoring Center.

SUPPORTS WE PROVIDE

Academic Strategies Program

- The Academic Strategies Program offers FREE workshops and individual sessions to all students on topics including understanding a syllabus, organizing time efficiently, developing reading comprehension techniques, writing and using notes effectively, tackling assignments and test questions, reviewing grammar, creating successful oral presentations, and preparing for exams. Students may go online to westfield.ma.edu/banacos/scheduler to register, see the schedule, and sign up for the workshops or individual sessions. For questions, email academicstrategies@westfield.ma.edu.

Disability Services

- Disability Services is committed to supporting students as they learn to self-advocate and negotiate the campus and academics at the University. The program provides a wide array of reasonable and appropriate accommodations for students with learning, physical, psychological, or medical challenges. Students are expected to provide current documentation of their disabilities. Almost 700 students have identified to Disability Services.

The Learning Disabilities Program

- The Learning Disabilities Program is committed to providing a fulfilling educational experience to qualified students with documented learning differences and ADHD through comprehensive and individualized support services. The program has had a distinguished record of success since its founding in 1979 and provides services to approximately 400 students each academic year. Students must apply and be accepted into the program.
- All programs and services are elective, so it is the responsibility of the student to take advantage of these services. Due to the individualized nature of learning differences, appropriate accommodations and services are determined on an individual basis.

MTEL Communication and Literacy (ComLit) Preparation

- MTEL ComLit Preparation provides direct assistance to education majors who must successfully complete various tests in the Massachusetts Test for Educator Licensure (MTEL) series, starting with the Communication and Literacy Skills Test. Group workshops and one-to-one support opportunities provide students with test familiarity, useful strategies and priorities.

The Tutoring Center

- The Tutoring Center provides free course specific content assistance for undergraduate students at the University. Tutoring is available in most areas of the curriculum. Tutors are generally juniors and seniors (or exceptional underclass students) with a 3.0 minimum GPA who have been recommended by faculty to tutor courses in their area of expertise. Tutors are required to have earned a minimum of a B+ in any course that they tutor.



QUICK TIPS FOR STUDENTS

Below are a few suggestions for having a successful academic career.

Know your learning style. Tap into your strengths. Visual learners rewrite their class notes and make charts. Auditory learners read books out loud or listen to class recordings.

Always attend your classes. Regardless of what your friends or professors say, regular attendance matters. Even if professors do not seem to take daily attendance, they expect you to be in class ready to learn. Take notes.

Exam preparation begins the first day of class. Look at your syllabus, know the course description and the purpose of the course.

Buy your books. Review and revise your notes. Review other class materials regularly. Make study guides for each class. Update your study guides each week. Attend an exam preparation workshop at the Center.

Studying requires more than reading and doing homework. Engage your senses when you are learning material. Act out material. Draw. Write. Talk with friends or simply out loud as you learn information.

ACADEMIC STRATEGIES PROGRAM, DISABILITY SERVICES, THE LEARNING DISABILITIES PROGRAM, MTEL COMMUNICATION AND LITERACY PREPARATION, AND THE TUTORING CENTER

westfield.ma.edu/banacos

Plan to study two to three hours for each hour in class. College classes often require a heavier reading load and longer papers. Studying for one hour for a test will not be adequate test preparation. There are three hours of class each week per course. That means you should plan to study 6–9 hours per week per course.

Organize your time. To be successful, you will need to use your time effectively. Use a daily planner. During the first week of school, you can record your test and paper dates. Organizing your days and weeks allows you to see what free time you have outside of class for studying, tutoring, and leisure time. Attend academic strategies workshops at the Center.



Check your WSU email daily. At WSU, your university email is an official mode of communication. It is the primary way your professors and your advisor will contact you. By checking your email frequently, you can find out about important events, such as course registration.

Keep your appointments. If you make an appointment with a professor or your academic advisor, be sure to show up on time and ready to meet.

Get to know your professors. Visit during office hours. Show your professors your class notes and study guides. Building relationships early will make communication easier in and outside of class.

Use the resources on campus. WSU has a vibrant Tutoring Center and Academic Strategies Program at the Banacos Academic Center and the Reading and Writing Center. If you need something, just ask—these resources are there for you to utilize.

Talk to your academic advisor and/or contact the Academic Strategies Program at academicstrategies@westfield.ma.edu.

If you're struggling in a class, get a tutor! If you are experiencing academic difficulty, please don't wait! To make your request for a tutor, sign up online at the Tutoring Center web page, write to tutor@westfield.ma.edu, or just stop by the front desk and the student on duty can assist you in signing up for a tutor. Since tutoring is by appointment, you can arrange your tutoring sessions to fit your classes and other commitments.

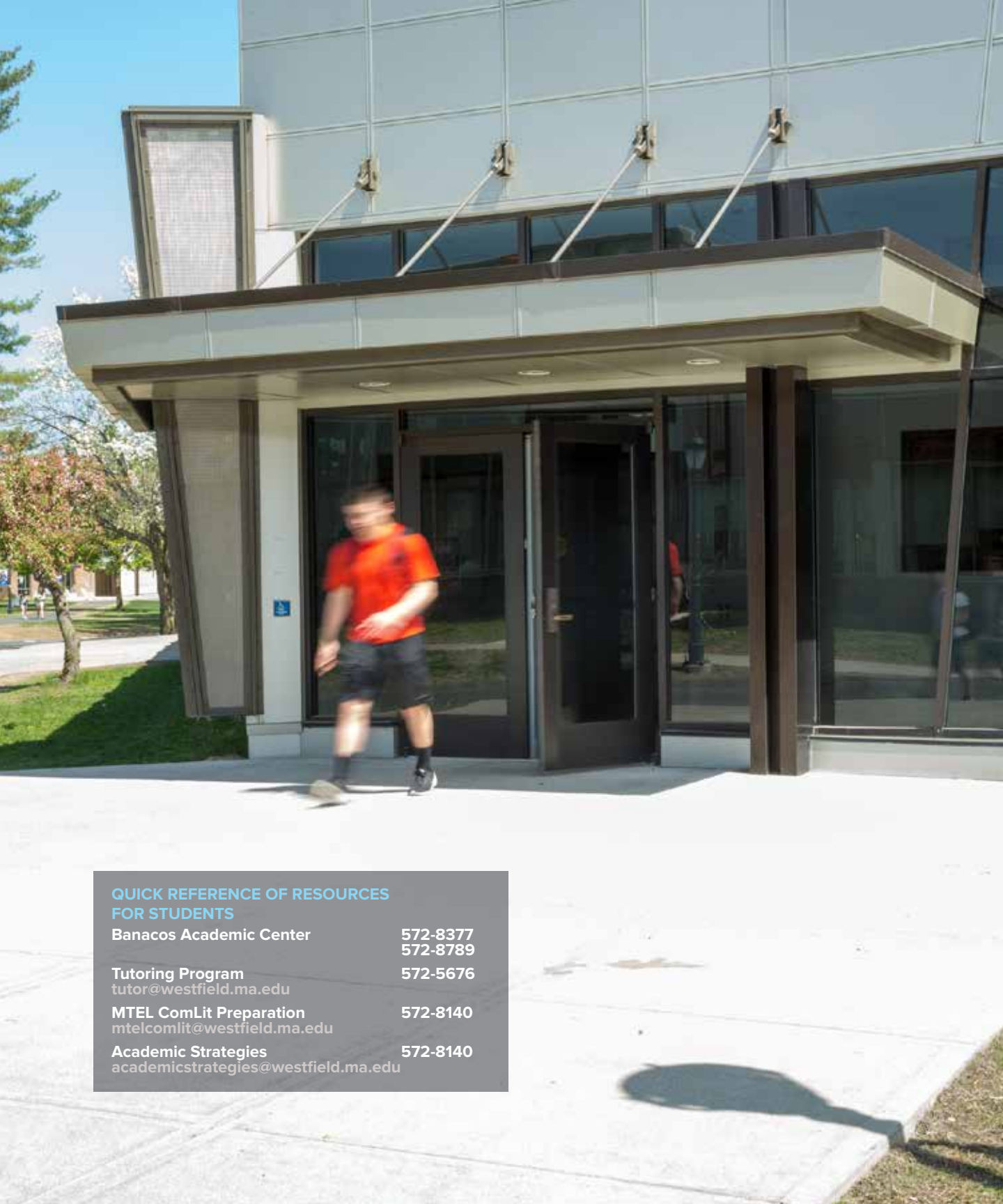
Practice the way you're expected to perform. Athletes do it, musicians do it. Start by learning small chunks of information. Prove to yourself you know the information. Practice writing essay exams and taking multiple choice tests. Rehearse presentations. Write and revise your essays.

Sleep, eat well, and exercise regularly. Doing these three will help you stay healthy and alert. Regular sleep helps alleviate stress, sharpens attention, and builds your immunity.



DURING THE ACADEMIC YEAR, THE CENTER IS OPEN THE FOLLOWING HOURS:

Monday through Thursday: 8 a.m.–11 p.m.;
Friday: 8 a.m.–5 p.m.; and,
Sunday: 1–10 p.m.



**QUICK REFERENCE OF RESOURCES
FOR STUDENTS**

Banacos Academic Center 572-8377
572-8789

Tutoring Program 572-5676
tutor@westfield.ma.edu

MTEL ComLit Preparation 572-8140
mtelcomlit@westfield.ma.edu

Academic Strategies 572-8140
academicstrategies@westfield.ma.edu



Reading and Writing Center

WHO WE ARE

The Reading and Writing Center's professional and peer writing consultants provide writing support for students in every major. The RWC is guided by the belief that all writers, regardless of their skill or experience, need engaged readers.

SUPPORTS WE PROVIDE

- The RWC holds 45-minute one-on-one sessions tailored to meet your needs. Appointments can be made online at westfield.ma.edu/reading.
- Writing consultants work with you to develop the knowledge and skills to improve your writing.
- Both peer and professional consultants work with you at any stage of the writing process, on all types of writing, including essays and research papers, lab reports, resumes and cover letters, personal statements, and creative writing.
- Both peer and professional consultants also help you develop strategies to read and understand textbooks, journal articles, websites, and literature.
- The RWC encourages you to own your writing by wrestling with meaningful problems and pursuing genuine questions.
- The RWC values difference, and we strive to enable you to communicate with varied audiences.
- After every session with a professional consultant, your instructor will receive a report documenting the work of the session.

TUTORING CENTER, DISABILITY SERVICES,
LEARNING DISABILITIES PROGRAM &
MTEL COMMUNICATION AND
LITERACY PREPARATION

westfield.ma.edu/banacos



QUICK TIPS

The easiest way for students to work with our writing consultants is to make an appointment using our online scheduler. Go to westfield.ma.edu/reading and click "Make an Appointment."

Students can work with a writing consultant in Parenzo 218 during office hours, or take advantage of drop-in hours in Ely Library with peer tutors (see website for hours posted each semester).



Ely Library

Ely Library is here to help you succeed. We provide the largest academic space on campus, with quiet study space, group study rooms, computer workstations, laptop computers, copiers, scanners, and assistive technology. The Library also provides access to a wide array of resources, both in paper and digital format, from streaming online video to historical documents in the University Archives. When you need help, we are here for you. Our Librarians and staff can help you find the information you need and use it successfully in your assignments.

COLLECTIONS:

Journals and Databases: The Library provides access to thousands of journal titles through databases and individual subscriptions. Content covers all subject areas and includes such well-known databases as JSTOR, PsycINFO, ERIC, Academic Search Premier, Literature Resource Center and over 100 others.

Books, Music, and Video: The Library's physical collections total over 150,000 items in a variety of formats, plus electronic access to books, data, and streaming music and video.

Education Resources Collection (ERC):

The Education Resources Collection houses curriculum materials in support of the Education program. It contains assessment materials, lesson plans, children's literature, educational and psychological tests, educational software, the Massachusetts Curriculum Frameworks, and more.

(413) 572-5231

lib.westfield.ma.edu

askus@westfield.ma.edu

SERVICES:

Reference and Research Help: Librarians can help you find the information you need for your papers and projects. Help is available in person, by e-mail, and online chat.

Inter-Library Loan: If you can't find it at Ely, then we can probably get it for you from another library. Stop by the Circulation Desk at the library, or fill out the online request form on our website.

Course Reserves: The Library offers both electronic and physical reserves for students. Physical items on reserve are available at the Circulation Desk. E-Reserves can be found on our website.

Information Instruction: Librarians offer group and individual instruction in the use of information resources, teaching over 250 classes per year and reaching thousands of our students.



International Programs Office

Westfield State University is home to many international students, scholars, and faculty representing diverse cultures and viewpoints from over 40 countries. This diversity is also represented in our academic programs.

EDUCATION ABROAD

Besides being fun and exciting, studying abroad is a unique life changing experience that will help you grow academically and personally, and prepare you for your career. Students have the opportunity to travel to many places in the world and earn academic credit! Westfield State students who go abroad return exhilarated by the experience. They bring fresh perspectives to the Westfield campus and are more confident about living in today's world. Westfield State offers a variety of program options to destinations all over the world.

SHORT-TERM COURSES

Westfield State offers short-term courses through the University that travel in the winter and summer. These courses are a two-week long experience in which students learn about the culture, environment, and people of the region. The trips are developed and delivered by Westfield State faculty members and offer various excursions to immerse oneself in the location. Earn academic credit traveling to places such as Costa Rica, Puerto Rico, Nicaragua, Belize, Guatemala, China, or Ireland. For more information, check out a Go Global brochure or visit westfield.ma.edu/studyabroad.

International Programs Office
 ipo@westfield.ma.edu
 (413) 572-8819
 Parenzo 130 (Lobby)
westfield.ma.edu/InternationalPrograms





Comedor Infantil
La alimentación balanceada es fundamental
para el desarrollo integral del ser humano



Counseling Center

Providing mental health, substance abuse, nutritional counseling, consultation and educational programs for the students of Westfield State University.

The Counseling Center generally operates on a Solution-Focused Brief Therapy model in which the counselor actively assists the student in defining the problem, identifying specific goals, and producing change.

WHY PEOPLE GO TO COUNSELING

Counseling can be helpful in exploring, understanding and working through difficulties. Some common student concerns include:

- Adjustment to college
- Depression
- Anxiety
- Homesickness/loneliness
- Conflicts with others
- Crisis/personal trauma
- Family problems
- Sexual orientation issues
- Time management problems
- Relationship problems
- Decision-making difficulties
- Substance abuse
- Personal identity issues
- Communication difficulties

Lammers Annex A
(413) 572-5790



HOW TO MAKE AN APPOINTMENT

Students should come to the Counseling Center in Lammers Annex to schedule an appointment. All counseling sessions are strictly confidential. No information may be released without the written permission of the student unless required by one of the few legal exceptions. Counseling sessions are typically scheduled once per week for 50 minutes to one hour in duration.

COUNSELING CENTER WEBSITE AND TELEPHONE NUMBER

Find complete information about counseling services and programs along with extensive links to psychological and health-related topics at: westfield.ma.edu/counseling. We can be reached by calling (413) 572-5790.



Barnes & Noble College Booksellers

RENT OR BUY

New, Used and Digital Textbooks

QUICK TIPS

- To save the most money up front, rent your textbooks! Learn more about rental books at the Campus Bookstore.
- Buying your books? Save up to 25% with used textbooks. Then, sell your books back to us at the end of the term for cash.
- We make shopping for textbooks easy. We're required to have every book for every class, BEFORE classes start.
- Returns are simple. Get a full refund on your books when you return them during the first week of classes.
- We offer No Hassle Shipping (or no shipping at all!). Order your textbooks and spirit gear online and pick up FREE in store when you get to campus.
- The bookstore now matches prices from Barnes and Noble and Amazon.com. Contact the bookstore for details.

Avoid potential textbook issues. Students shop elsewhere and there is a possibility the books arrive in the wrong edition, missing components, shipping takes forever, returns are tough, and sometimes you get a book missing pages. We can only fix these issues if the book is purchased at the bookstore.

Westfield State University Bookstore
Ely Campus Center
(413) 579-3105
bookstore@westfield.ma.edu





Ely Fitness

westfield.ma.edu/fitness

- **\$92.50 per semester:** faculty, administrators, staff, retirees, trustees, CGCE students, and full-time undergraduate students.
- Owl bucks, cash, or checks made payable to Westfield State University will be accepted at the Campus Center Service Window, Lower Level of Ely.
- Membership includes fitness center access, aerobic classes, pool, and racquetball court.

HOURS OF OPERATION

Hours of operation are subject to change. Updated hours can be found on the Fitness Center Website westfield.ma.edu/fitness or by calling (413) 572-5500.

The Ely Fitness Center offers several different styles of classes throughout the semester, including:

- Indoor Cycling
- Zumba
- Body Sculpt
- Boot Camp
- PIYO
- Tae Kwon Do
- Yoga
- Boxing Conditioning
- Aqua Aerobics

Aerobic classes are offered at different times throughout the day (morning, afternoon and evening)

Class style and times change each semester. For an updated schedule please visit our website westfield.ma.edu/fitness.

	Fitness Area	Aerobic Classes	Swimming Pool	Racquetball Court
SUN	12–10:30 p.m.		6:30–9:30 p.m.	12–10:30 p.m.
MON	6:30 a.m.–10:30 p.m.		6:30–9:30 p.m.	6:30 a.m.–10:30 p.m.
TUE	6:30 a.m.–10:30 p.m.		6:30–9:30 p.m.	6:30 a.m.–10:30 p.m.
WED	6:30 a.m.–10:30 p.m.		6:30–9:30 p.m.	6:30 a.m.–10:30 p.m.
THU	6:30 a.m.–10:30 p.m.		6:30–9:30 p.m.	6:30 a.m.–10:30 p.m.
FRI	6:30 a.m.–7:30 p.m.		12:30–2:30 p.m.	6:30 a.m.–7:30 p.m.
SAT	10 a.m.–6 p.m.			10 a.m.–6 p.m.

CLASS SCHEDULE IS AVAILABLE AT THE SERVICE DESK

Department of Public Safety/ University Police

The Westfield State University Department of Public Safety is comprised of a chief, captain, three lieutenants, 13 full-time police officers, two full-time security officers, 6 part-time security officers, two full-time dispatchers, 30 student security officers and two full-time office staff.

University Police Officers are empowered by Commonwealth of Massachusetts General Law, Chapter 22C, and Section 63 to enforce federal and state law and have the power of arrest. The Department of Public Safety Dispatch Center is open 24/7 year round. All phone calls and radio transmission that are received at dispatch are recorded.

911 Calls: All 911 calls from campus phones go directly to the City of Westfield Police Department Dispatch Center but are monitored by the WSU Dispatcher who can listen to the call and communicate with the caller and City of Westfield Dispatcher. This enables University Police to respond to the call without delay.

Fire Alarm System: All campus buildings are equipped with several fire detection and prevention systems. A complete test of all fire alarms is done once a year. When a fire alarm is activated it goes directly to both WSU-DPS Dispatch Center and the City of Westfield Fire Department.

Keys/Locks: The University uses a Tec-Key/ card-swipe system on the exterior doors of the residential halls and other buildings on campus.

Public Safety Complex
(413) 572-5262
Use extension 5262 from any campus phone
westfield.ma.edu/PublicSafety

Emergency Phones: There are approximately 43 emergency phones throughout the campus.

Annual Security Report: Information in this report is required under the “Jeanne Clery Disclosure of Campus Security police and campus Crime Statistics Act.”

Emergency Notification System: The WSU–DPS will notify the campus community upon confirmation of a significant emergency or dangerous situation. The notification will be in the form of text message, email, phone call or the emergency siren system.

Police Logs: These logs detail campus police calls, responses and incidents reports. These logs are posted on the DPS web page and available to the public upon request.

Security Awareness and Crime Prevention Education: The DPS offers a variety of Crime Prevention and Safety programs for the WSU community.

Shuttle Service: The DPS provides a shuttle service on campus for the WSU community 7 days a week, during the academic year.



Student Threat Assessment Team (STAT)

WHO WE ARE

In the aftermath of tragedies involving violence, colleges across the nation have been creating plans to be as prepared as possible to respond to such incidents. At Westfield, our work includes maintaining a campus team to review and evaluate reports of threatening or potentially dangerous behaviors by students. The team's task is to take a proactive approach to the rapid and accurate identification of students whose actions pose a threat to the safety of the campus community, and to intervene where appropriate.

The Student Threat Assessment Team (STAT) asks you to report any student behaviors that have the potential for harm to self or others, and to refer students who may need assistance. During business hours, reports should be made to the STAT Chair, Dean of Students Susan LaMontagne, (413) 572-5421. After hours, reports should be made to Public Safety, (413) 572-5262. Imminent situations should always be reported to the Public Safety office, which is open 24 hours.

The Student Threat Assessment Team includes representatives from Academic Affairs, Public Safety, Counseling Center, Student Conduct, and Residential Life. Additional departments and resources are called upon depending on the nature and circumstances of the behaviors that are reported. Combining the knowledge of key campus units, the University resource team meets regularly to coordinate responses to students in distress and to manage intervention with student behavioral concerns.

Susan Lamontagne, *Dean of Students*
(413) 572-5425



The team is charged with reviewing protocols, consulting with faculty and staff, and developing a coordinated action plan to assist individuals and ensure campus safety. The team meets regularly to receive reports, conduct threat assessments, determine a response, and conduct ongoing assessment of situations as needed.

STAT serves Westfield State University students. Issues related to employee concerns or behaviors should be reported immediately to Human Resources by contacting Dr. Jalisa Williams, Assistant Vice President for Human Resources at (413) 572-8670.

Members of the WSU community (faculty, staff and students) are expected and encouraged to report concerns regarding threatening behavior exhibited by students or behavior that has potential for danger or harm.

SUPPORTS WE PROVIDE

- The Student Threat Assessment Team is responsible for receiving and reviewing reports of potentially threatening, violent or alarming behaviors by any student of the University. Behaviors that should be reviewed to the team include, but are not limited to: violent writings, drawings, or other forms of individual expressions causing a person to be fearful or concerned

- Behaviors that intimidate or threaten individuals or cause serious disruption to the campus community
- Explicit threats or verbal statements that are threatening in nature
- Suicide risk or risk of other life threatening conditions.
- The STAT will maintain the privacy of information within the scope of applicable state and federal laws. Any risk of harm to self or others, however, will need to be investigated and possible intervention may necessitate sharing information with additional appropriate officials.

CLERY ACT CRIME REPORTING POLICY

1. Westfield State University regards crime prevention and the protection of life and property on campus as a priority. Crime reporting and notification policies at Westfield State University flow from an emphasis on education, crime prevention, and safety. The University does not regard a crime as “reported” to the University unless and until it has been reported to the Department of Public Safety, which is responsible for law enforcement, security, and emergency response. While members of the campus community should report crimes promptly, the Department of Public Safety encourages reports at any time following an incident.
2. Under the Federal Crime Awareness and Campus Security Act (CACSA) of 1990, the Department of Public Safety is responsible for documenting and investigating crimes that occur on the campus or off campus in buildings owned or leased by the University. Officers of the Department of Public Safety are available 24 hours a day. The department is staffed by trained professional police officers.
3. All members of the community have a responsibility to notify the Department of Public Safety about campus crime. The Department of Public Safety can accept crime information without the victim’s name being given (a third-party report). The University recognizes the importance of confidentiality issues; nonetheless, it is required by federal law to record and act upon certain information affecting the safety of the entire University.
4. Recipients of crime information should encourage victims to report crimes to the Department of Public Safety and should also advise them of the campus resources available to assist them, e.g., the Counseling Center, Judicial Affairs, or Residential Life staff. Despite any implied confidentiality, all University staff, except when restricted by law, should report criminal incidents that are brought to their attention to the Department of Public Safety.
5. The Department of Public Safety will provide as much information as possible to inquiries about campus crime, where such information will not impede an ongoing investigation or affect an individual’s right to privacy.



- The Director of Public Safety will work with the Director of Public Affairs to disseminate public safety information appropriately.
- The Director of Public Affairs will be the official University spokesperson regarding campus crime information and all inquiries should be directed initially to the Director of Public Affairs.
- The Director of Public Safety will provide necessary information to the Director of Public Affairs. In the absence of the Director of Public Affairs, the President will designate an appropriate official.

In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Higher Education Amendments of 1998), statistical information will be published annually regarding the number of occurrences of the following:

- Murder and non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson; and arrests or persons referred for campus disciplinary action for liquor law violations, drug related violations, and illegal weapons possession.
- Crimes described in above (5b.i) and other crimes involving bodily injury to any person in which the victim is intentionally selected because of actual or perceived, race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus police, which data shall be collected and reported according to category of prejudice.

Information published annually outlining campus crime reporting policies and procedures is accessible via the college web site westfield.ma.edu and made available upon request to the campus community, prospective employees, and students.

POLICE LOGS ARE AVAILABLE AS PROVIDED BY LAW.

6. The Department of Public Safety will issue information in a timely manner regarding incidents that may be a threat to the campus community. These security alerts are the responsibility of the Director of Public Safety who will consult the Vice President of Student Affairs where appropriate.
 - Each bulletin will contain information regarding the date, time, general location, and nature of the incident.
 - Bulletins will include recommended precautionary measures that should be observed by members of the university community.
 - Bulletins may be posted at designated areas across the campus and distributed to faculty, staff, and students through campus e-mail.

Non-Discrimination

Westfield State University does not unlawfully discriminate in admission or access to, or treatment or employment in, its educational programs and activities on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status.

Dr. Jalisa Williams is the University's Director of Non-Discrimination Compliance and has been designated to handle inquiries regarding non-discrimination policies.

Title IX Compliance: While there are many forms of discrimination, discriminating against another based upon gender, which includes forms of sexual misconduct and sexual assault, has received recent lawmaking attention. In an effort to comply with the expectations of federal law, all matriculated students are required to complete the Sexual Assault Prevention course, an online interactive program designed to raise awareness of and further prevent sexual assault and sexual misconduct. Directions for accessing the Sexual Assault Prevention course will be emailed to students prior to the start of their semester via the WSU student email account.

Dr. Jalisa Williams,
Assistant Vice President for Human Resources
 (413) 572-8670
jdwilliams@westfield.ma.edu





1. THE HORACE MANN CENTER

Accounts Payable
Administration & Finance
Admission Office
Center for Teacher
Education and Research
College for Kids
College of Graduate &
Continuing Education
Community Education
Computer Lab
Criminal Justice Department
Event Management
Financial Aid
Garden Café
Human Resources
Institutional Advancement
Marketing and Communication
Non-Discrimination
and Compliance
Payroll
President's Office
Procurement and
Administrative Services

Public Affairs
Risk Management
Student Accounts

2. THE WOODWARD CENTER
Alumni Field
Astroturf, Baseball Diamond,
Track and Field House
Athletic Storage
Building/Concessions
and Rest Rooms
Athletics Department
Movement Science, Sport and
Leisure Studies Department

3. STANLEY PARK

**4. NETTIE M. STEVENS SCIENCE
AND INNOVATION CENTER**
Nursing and Science Labs

5. PUBLIC SAFETY COMPLEX
Campus Police

6. BATES HALL
Bates Computer Lab
English Department
History Department
Military Excellence Center
Physician Assistant

7. WILSON HALL
Biology Department
and Green House
Campus Card Program Office
Center for Instructional Tech-
nology
Chemical and Physical
Sciences
Computer & Information
Science Department
Economics & Management
Department
Environmental Science
Department
Geography & Regional
Planning Dept.
Information Technology Services
Liberal Studies Program
Mathematics Department
Nursing Department
Philosophy Department
Psychology Department
Wilson Grill Dining
Savignano Auditoriums
Wilson Computer Labs

8. MOD HALL
Ethnic & Gender Studies
Honors Program
Sociology
Social Work
World Languages

9. FERST INTERFAITH CENTER

10. NEW RESIDENCE HALL

11. DAVIS HALL
Residence Hall

12. COURTNEY HALL
Residence Hall

13. BANACOS ACADEMIC CENTER
Academic Skills
Tutoring Center
Disability Services
Learning Disabilities Program
MTEL ComLit Prep

14. PARENZO HALL
Academic Achievement Office
Academic Advising
Center/Peer Advising
Academic Affairs
Academic Technology Services
Central Receiving




Copy Center
Dever Stage
Education Department
Environmental Health & Safety
Environmental Services
Facilities and Operations
Faculty Center for Teaching & Learning
Faculty Grants & Sponsored Programs
Institutional Research
International Programs
Macintosh Lab
Mailroom
Parenzo Gymnasium
Political Science Department
Reading and Writing Center
Registrar
Student Support Services
Trio Program
Supply Room
Switchboard
Teacher Education Council
Trades and Grounds
Urban Education
Program Office

- 15. **SCANLON HALL**
Health Services Office
Residence Hall
Residential Life Office
Scanlon Banquet Hall
Loughman Living Room
- 16. **TIM & JEANNE'S DINING COMMONS**
The Fr. John Dean Dining Hall
The Tekoa Room
- 17. **MAINTENANCE/TRADES DEPARTMENT**
- 18. **LAMMERS HALL**
Career Center
Counseling Center
Residence Hall
- 19. **UNIVERSITY HALL**
Residence Hall
- 20. **ELY CAMPUS CENTER**
Arno Maris Art Gallery
Barnes & Noble Bookstore
Campus Center
Communication Department
Commuter Affairs
Cyber Cafe

- Dunkin Donuts
Ely Library
Ely Studio Theater
Judicial Affairs Office
Macintosh Lab
Office of Diversity, Inclusion and Student Activities
Student Affairs
Student Club Offices
Student Government Association
Technology Support Desk
TV Studio
Fitness Center & Indoor Pool
Westfield Voice Campus Newspaper
WSKB Radio Station
- 21. **APARTMENTS**
Conlin Hall
Seymour Hall
Welch Hall
(student apts. for upperclassmen)

- 22. **DICKINSON HALL**
Residence Hall
- 23. **POWER PLANT**
- 24. **CATHERINE DOWER PERFORMING AND FINE ARTS CENTER**
Art Department
Music Department
Theatre Department
- 25. **SOUTH PARKING LOT**

 **BUS STOP**
Westfield Shuttle Bus
PVTA Bus to Springfield
**** PARTIALLY HANDICAP ACCESSIBLE**



Westfield
STATE UNIVERSITY
COLLEGE OF
Graduate &
Continuing Education

577 Western Avenue
P.O. Box 1630
Westfield, MA 01086

wsucge@westfield.ma.edu
gobacknow.com