

Important Advising Information

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To: **facstaff** <facstaff@westfield.ma.edu>

 3 attachments (1 MB)

Advisor Dashboard Instructions.pdf; Advisor Email.pdf; Registration Information_3_18.pdf;

Dear Faculty and Staff,

Forms: In an effort to address the challenges we are all experiencing while telecommuting, the Registrar's Office has updated several forms (major change, curriculum substitutions, and course withdrawal etc.) to fillable pdf's. The forms are located on the Registrar's web page www.westfield.ma.edu/registrar under "Important Forms" located under "Forms and Policies" towards the bottom of the page.

Please note that if students are requesting to withdraw from a course an email from the instructor or an electronic signature on the form will be acceptable.

Faculty Advising: The Registrar's Office has emailed each faculty a list of their advisees with student emails and pin numbers. Please see the attachments above with additional instructions for emailing your advisees and accessing their degree audit through the Advisor Dashboard and important registration information. The Advising Center staff has reached out to first year students in an effort to help assist in the advising and registration process. If you have questions on how you can support your student contact Nicole West nwest@westfield.ma.edu.

Student Registration Information: Students are notified by email from Nicole West the Friday before their registration day based on their class level. A link to this information that was sent to Seniors is on the Registrar's web page under "Important Registration Information". This information will be updated for each new class registration. I have included a link to the step by step registration tutorial attached here <https://youtu.be/awfGWV3LOMY> on how to register for courses. Online registration will remain open until April 10, 2020.

If you or your students have any registration questions please email the Registrar's Office at registrar@westfield.ma.edu.

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