



Westfield State University

NEW STUDENT GUIDEBOOK



We look forward to partnering with you over the next four years to ensure a meaningful educational experience and much success as you prepare for your career, graduate school, or another next chapter following graduation.

I am humbled and very grateful for the difference that public higher education has made in my life. You soon will be too.

Much like you, I was drawn to Westfield State by its faculty, staff, and alumni. All are testaments to the University's commitment to student success. Established in 1839 as "the first public co-educational college in America to offer an education without barrier to race, creed, an economic status," Westfield State University remains loyal to those values as it inspires and provides a transformative educational experience for its 6,000 students hailing from across Massachusetts and throughout New England.

Your academic pursuits will be well guided over the next four years by The Westfield State Experience, the University's signature student success initiative. The Experience provides a year-by-year roadmap, customizable to your interests and strengths, to deepen your engagement with academic studies and practical experiences. As you define your passion, reflect, further engage, and ultimately prepare to begin your chosen career, faculty and others will advise and support you throughout your journey here.

Again, we are delighted that you have chosen Westfield State University, the premier comprehensive institution of higher education in the Northeast.

Sincerely,

Dr. Ramon S. Torrecilha
President



Welcome to Westfield State University, **CLASS OF 2023!**

On behalf of the 2019 New Student Orientation Team, it is my privilege to be one of the first people to welcome you to your new community. Our team is looking forward to getting to know you during the New Student Orientation program. It is our goal to help you prepare for your first year as a Westfield State Owl. I am confident that during Orientation, you will have the opportunity to get all your questions answered, make connections with new classmates, and find the tools to be comfortable in your new home away from home. We are also excited to welcome families to campus. We hope you are able to make connections with one another, and learn all the resources and support services available that will help your student be safe and successful at Westfield State.

As a Westfield State alumnus, I can assure you that your time at Westfield State University will be one of the best times of your life. Take advantage of every opportunity that is given to you and have new experiences. Make lasting memories with the people you will meet along the way, and know that once you step foot on campus, you will always be an Owl.

I hope you enjoy reading through this guidebook and learn from the departments on campus that have listed their top five strategies that will help you reach success at Westfield State. Again, welcome to Westfield State! Go Owls!

Matt Dellea

Coordinator of Student Activities

mdellea@westfield.ma.edu

(413) 572-5619



Westfield
Ely Library
Campus Center

BANK OF AMERICA
ATM

MISSION

Westfield State University is a public institution offering accessible quality undergraduate and graduate programs in the liberal arts, sciences, and professional studies. Our welcoming community focuses on student engagement and success. We contribute to the economic, social, and cultural growth of the northeast region by developing the knowledge, skills, and character essential for students to become responsible leaders and engaged citizens.





ACADEMIC AFFAIRS

At Westfield State University, we take seriously our mission to serve the Commonwealth by providing access to an excellent education in the liberal arts, sciences and professional programs. Undergraduate students at Westfield State University work with top tier faculty who engage students in the classroom with innovative teaching methods and extend their work outside the classroom offering students opportunities to participate in undergraduate research, study abroad, civic engagement and professional experiences including internships, student teaching and clinical work.

LEADERSHIP

Dr. Diane Prusank

Provost and Vice President of Academic Affairs

Dr. Christina Swaidan

Dean of Undergraduate Studies

Dr. Enrique Morales Diaz

Dean of Faculty

Thomas Raffensperger

Dean of Academic Information Services and Library Director

Dr. Juline E. Mills

Dean of the College of Education, Health, and Human Services

Dr. Emily Todd

Dean of the College of Arts, Humanities, and Social Sciences

Dr. Jennifer Hanselman

Dean of the College of Mathematics and Sciences



STUDENT SUCCESS & ENGAGEMENT

Under the leadership of **Dr. Christina Swaidan**, *Dean of Undergraduate Studies*, the university offers a wide array of support to help students succeed at the university. The goals of these areas are to provide students with the tools they need to explore academic opportunities as well as to engage in strategies for continued growth.

Programs:

- Office of Academic Advising and Transfer Transition
- Reading & Writing Center
- Urban Education Program
- Banacos Academic Center
- TRiO Student Support Services Program
- Registrar's Office
- Office of Retention and Engagement

OFFICE OF RETENTION AND ENGAGEMENT (ORE)

The ORE's mission is to guide students who are struggling with the transition to college and to get them connected to a support service. Whether that support service is academic or non-academic, we aim to create a circle of care around our students to help support them in reaching their goals at Westfield State.

For questions, contact **Nicole West**, *Assistant Director of Retention* at [413-572-8191](tel:413-572-8191) or nwest@westfield.ma.edu.





ACADEMIC ADVISING AND TRANSFER TRANSITION

Engage with academic advisors. The office assists students in assessing their interest, examining their educational goals, making decisions and developing short-term and long-term plans to meet their objectives.

Attend information sessions. Students will learn how to access and read their degree evaluation. Along with how to access WSU360 to create an appointment with their major advisor, professors and other connections such as The Office of Academic Advising & Transfer Transition, Banacos/Tutoring services, TRiO, Urban Education, and Reading and Writing Center.

Connect with student leaders. The Peer Advising Program is composed of student employees who are trained to provide students with a student perspective on the advising and course selection process.

Ask for clarification. Students are provide with information in regards to academic programs, academic requirements, policies and procedures, support services, transfer articulation, and any other questions they may have.

Keep up to date with emails. Information on programs and services available to students are sent out through the semester.

CONTACT US

lsimpson@westfield.ma.edu

(413) 572-8678

Parenzo Hall, Room K/L



BANACOS ACADEMIC CENTER

Visit the Banacos Academic Center! We offer many programs to help you succeed throughout your college career including the Academic Strategies Program, MTEL ComLit Preparation, and the University Tutoring Program. We also support students with disabilities through our Disability Services and the Learning Disabilities Program

Need a relatively quiet study space? The Banacos Academic Center is a space for any and all students on campus to study or take a break between classes.

Use our various spaces to study. Work in the computer lab, hold study sessions in our conference room, work out problems on our wipe boards, or keep your focus at our standing desks.

Commuter students are welcome to use our space as a home base for the day.

Check out our Important Forms and Documents webpage. There you will find links to our policies and request and sign up forms.

ACADEMIC STRATEGIES PROGRAM

Receive assistance with completing your academic work. This program provides techniques and suggestions useful in all classes.

Reach out right away when you need assistance. The sooner you ask for help, the sooner you can deal with academic issues.

Check your Westfield State email for the schedule of free workshops.

Arrange an individual session or attend the Academic Strategies workshops.

Learn how to understand a syllabus, manage time efficiently, tackle an assignment, structure responses for class, read effectively, take notes, and prepare for tests.

Email academicstrategies@westfield.ma.edu with questions.

Register and reserve seats for individual sessions or workshops. Access our online scheduler at westfield.ma.edu/banacos/scheduler.

MTEL COMMUNICATION AND LITERACY (COMLIT) TEST PREPARATION FOR EDUCATION MAJORS

Learn how to take the only MTEL test required of all Education majors in order to student teach and work toward the teaching license for Massachusetts K-12. So start with the ComLit which is not connected to an Education course! Email mtecomlit@westfield.ma.edu with questions.

Attend a free series of three workshops for the MTEL ComLit test covering both the Reading subtest and the Writing subtest that make up the ComLit. These workshops series are repeated in fall and spring semesters.

Find the workshop schedule in your email and posted around the halls in Parenzo.

Get started EARLY with the MTEL ComLit workshops! Aim to take the MTEL ComLit test by the end of sophomore year. In preparation, attend a workshop series.

Register and reserve seats for the workshops by going to the online scheduler at westfield.ma.edu/banacos/scheduler. Workshops are available for first- and second-time testers or for repeat testers (taken the test at least twice).

CONTACT US

banacos@westfield.ma.edu

(413) 572-8377

Parenzo Hall



CENTER FOR INSTRUCTIONAL TECHNOLOGY (PLATO)

Log in early, and often at westfield.ma.edu/plato. The Plato home page has the most up-to-date log in instructions. Click on the 'Student Resource' tab for more information

Put in a PLATO help ticket for any issues you are having with the PLATO system at cit.westfield.ma.edu/support.

Check out the 'Student Overview' tutorial course on your PLATO course list, for instructions on using PLATO.

Have a least two different browsers downloaded onto your computer. If something isn't working, try the other browser. Chromebooks, tablets, and phones are not recommended as the primary device for online classes.

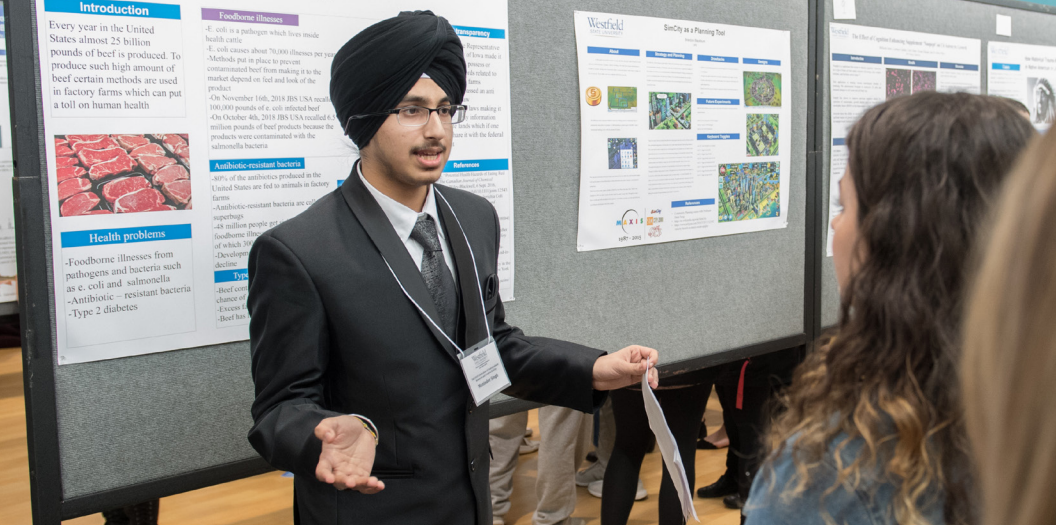
Use Hoonuit (on your PLATO dashboard) for video tutorials that can help you successfully utilize various technologies, citation information and other tips to be a successful student.

CONTACT US

cit@westfield.ma.edu

(413) 572-8130

Wilson 114



CENTER FOR UNDERGRADUATE RESEARCH AND CREATIVE ACTIVITY (CURCA)

Visit our CURCA Center in the Ely Library Mezzanine. We provide a space for multi-disciplinary collaborations, speaking engagements, classroom activities, and professional development workshops.

Get involved! If there is a professor doing research or creative activity in an area that interests you, don't be afraid to approach them about how to get started.

Get started early! Use your college career to develop skills, opportunities, and knowledge you'll need to grow your portfolio.

Take advantage of as many opportunities as possible to learn more about what interests you and what you are passionate about.

Attend our workshops where you can learn more about internship and scholarship applications. To view workshop times, visit westfield.ma.edu/CURCA/students.

CONTACT US

ljarvinen@westfield.ma.edu
 (413) 572-8681
 Ely Library, Mezzanine





INTERNATIONAL PROGRAMS

Study Abroad, National Student Exchange, Peace Corps Prep, International Student Services

Visit westfield.ma.edu/academics/study-abroad to explore our website. You will find information about eligibility requirements, destinations, financial resources, and other interesting information.

Come into our office in the lobby of Parenzo Hall. It is never too early to begin your research to and plan for your opportunity to Go Global!

Attend IPO Events. Each semester, IPO offers a Study Abroad Fair in the Dining Commons, a Welcome Back Reception for faculty and students who have returned from abroad, and Global Celebrations, such as the Lunar New Year, Navruz, and Diwali.

Follow us on social media!

Instagram: [@goglobal_westfield](https://www.instagram.com/goglobal_westfield)

Facebook: [@InternationalProgramsatWestfieldStateUniversity](https://www.facebook.com/InternationalProgramsatWestfieldStateUniversity)

Twitter: [@IPOatWestfield](https://twitter.com/IPOatWestfield)

Join the International/Intercultural Club. The purpose of the International/Intercultural club is to provide domestic and international students the opportunity to explore each other's' cultures and to share experiences. These students also mentor each other, and have an instrumental part in recruiting and preparing other students both for a study abroad/exchange experience and in returning home.

CONTACT US

ipo@westfield.ma.edu

(413) 572-8819

Parenzo Hall, Room 130



LEARNING DISABILITIES PROGRAM

Check in with your Program Advisor regularly (especially during add/drop) and make sure that your accommodation request form is up to date.

Take advantage of early course registration! Available to LDP students through their sophomore year to help create an effective learning environment.

Consult with your Program Advisor to create a study strategy and schedule. This might involve finding a quiet place to work every day. Stick to a schedule to get your work done!

Check your Westfield State email daily for messages from the program or your program advisor. This is the official way to communicate at the University.

Reach out! If you are struggling with your course work, reach out to your Program Advisor to make a plan and explore more effective ways to learn.

DISABILITY SERVICES

Talk with staff at Disability Services before deciding not to use accommodations in college. Expect college to be a lot harder than high school or community college with unexpected challenges. Contact your Access Advisor to supplement support with other resources or with questions on issues that arise.

Register with Disability Services for accommodations to be in place your first semester. You will need to submit up-to-date documentation of conditions that might be considered a disability.

Fill out and submit a Reasonable Accommodations Request form. This might need to be done each semester.

Communicate with your professors about your accommodations. You now take the lead in ensuring your accommodations are in place. This is different than high school where the teachers and staff often get everything prepared for you.

Follow up! Confirm your communications with staff and faculty in emails. Write to them again if they don't get back to you in 1 business day.

CONTACT US

ldp@westfield.ma.edu

Disability Services: ds@westfield.ma.edu

(413) 572-8377

Parenzo Hall



READING AND WRITING CENTER

Don't wait until the day your paper is due to make an appointment in the Reading and Writing Center (RWC): Make an appointment in the RWC at least a day or two before your paper is due so that you have time to revise.

Bring relevant materials to your appointment. Bring the assignment sheet, feedback from your professor, previous drafts, any readings associated with the assignment, and/or rubrics to your appointment. Appointments at the RWC are designed to give you individualized support with your writing; bringing all of your materials will allow the writing consultant to tailor the appointment to your needs.

Don't wait until your senior year to make an appointment. Students who make their first appointment in the last semester of their senior year often say, "I wish I had used the RWC before now!"

Make multiple appointments. Using multiple sessions is a good way to get the most out of the RWC's services.

Remember, there's no such thing as a bad writer. Writing is a complicated task, one that even experienced writers struggle with. If you feel like you're struggling with a writing task, remember that difficulty presents the opportunity to learn, and we're here to help.

CONTACT US

csavini@westfield.ma.edu

(413) 572-5569

Parenzo Hall, Room 218



TRIO STUDENT SUPPORT SERVICES PROGRAM

Connect with your TRIO advisor. Receive one-on-one help coaching around issues affecting academic performance.

Visit the TRIO Learning Lab, a spacious, quiet space ideal to focus on your academics.

Make an appointment with our professional tutors and take advantage of this unique resource.

Attend Peer Mentors' social events. Our events provide an opportunity to connect with other program participants, encourage critical thinking, foster inclusion, and provide cultural enrichment.

Make an appointment with a TRIO-sponsored consultant for career, financial, nutrition, or relaxation-techniques counseling.

CONTACT US

sssp@westfield.ma.edu

(413) 572-5462

Parenzo Hall, Room 104



TUTORING PROGRAM

Peer tutoring is available to all undergraduate students for most classes.

Ask for a tutor early. If you are struggling with the content in a class, do not wait.

If we do not have a tutor for your requested class, we will try and find one.

Try and meet with your professor at office hours or make an appointment. Also, you are encouraged to attend Academic Strategies workshops or drop-ins to address how you learn and get organized.

Request a tutor. You can either come in and talk to someone at our front desk or request one online.

Come to your tutoring session prepared with your materials and questions.

CONTACT US

tutor@westfield.ma.edu

(413) 572-83w77

Parenzo Hall



URBAN EDUCATION PROGRAM

Applies to Urban Education Program students only.

Attend meetings with the Academic Advisor for ongoing personal, academic and career advising to help you reach your goals.

Get involved! Assist prospective students and become a Recruitment Mentor or Urban Education Program Ambassador. You can also work as a Peer Counselor during our Summer Bridge Program or volunteer as a Peer Mentor for students throughout the year.

Visit us in Parenzo 108 and sign-up for one of our financial aid, graduate school, networking, or leadership development workshops!

Follow us on social media!

Instagram: [@Wsu_UrbanEd](https://www.instagram.com/Wsu_UrbanEd)

Facebook: [@UrbanEd](https://www.facebook.com/UrbanEd)

Make connections. Our alumni are also professionals on campus who can help you excel throughout your college career.

CONTACT US

urbaned@westfield.ma.edu

(413) 572-5391

Parenzo Hall, Room 108



VETERAN AND MILITARY SERVICES

Visit the Military Community Excellence Center. Veteran and Military Services serves a diverse group of students who are military-connected, even if they are not using benefits. We are here to assist with a smooth transition, assist throughout your college career, and certify education benefits.

Get questions answered. Find information about resources on and off campus, stop by to study, or use a computer. At our center, veterans, active military, guard, reserve members, and their families can connect with outside service agencies and peer students who are military-connected.

Follow us on social media!

Twitter: [@MilVetSvs](#)

Facebook: [@WestfieldStateVeterans](#)

LinkedIn: [wsu-veteran-coordinator](#)

Apply for work study positions. Veteran & Military Services offers 2 VA work study positions every semester, for students using VA benefits.

Join LinkedIn. Military, veterans and their spouses can get free 1-year LinkedIn Premium subscription. Learn more at linkedinforgood.linkedin.com/programs/veterans/premiumform

CONTACT US

lducharme@westfield.ma.edu

(413) 572-8370

Bates Hall, Room 15



WESTFIELD STATE 360

Visit the WSU360 Home page. Log in to your MyWestfield account, then click the “Academics” Tab and you will find the link in the box labeled “Student Success – WSU360” right in the center top box.

Set up your WSU360 profile. Make it easier for your instructors and advisors to get to know you and stay in contact.

Stay on track. Use your personalized Dashboard to stay on top of upcoming appointments, assignments, plans, and recommendations from your instructors.

Connect to people and services that can help you. Use your personalized My Success Network and Courses channels for quick access to contact information, appointment scheduling, and course help.

Browse the Services Catalog or use the Request Help option if you can't find what you're looking for through your personalized channels.

CONTACT US

nwest@westfield.ma.edu

(413) 572-8191

Parenzo Hall, Room 115





STUDENT AFFAIRS

Student Affairs is available to assist students in managing issues they may encounter. Staff members help to problem solve and refer students when difficulties arise in order to address behaviors and concerns and assist students to staying on a successful track toward completing their degree. If you are not sure who to call about an issue or whether to call about a concern, please do not hesitate to pick up the phone and talk with us. Students who need assistance can seek advice from the Student Affairs Office.

Student Affairs is responsible for sending faculty notices out when students are absent from class for a long period of time. If a student is absent for only one or two classes, the Dean's Office will usually not get involved. It is up to the faculty member and student to discuss minor absences. If a student is absent for a prolonged period of time, the student may come to Student Affairs to verify the absence and notify faculty. Whether or not a student is allowed to make up classwork is entirely at the discretion of the faculty. The Student Affairs note only serves to verify information, not excuse the absence—only the faculty member makes the decision around excusing absences.

The Dean of Students serves as the Chair of the Student Threat Assessment Team (STAT). If a faculty, staff or student member of the community has reason to believe that a student may be at risk to him/herself or others, you are expected to contact the Dean to report your observations. These observations may include classroom or residence hall behavior, thoughts expressed verbally or in writing, direct threats and violent statements made to others, or other visible clues that someone is experiencing distress.

Parking decal and ticketing services are also housed with the Student Affairs Office.

LEADERSHIP

Dr. Gloria Lopez

Vice President of Student Affairs

Susan J. LaMontagne

Dean of Students



ALBERT AND AMELIA FERST INTERFAITH CENTER

Visit the Interfaith Center. The Center's main worship area seats about 90 and authorized groups using the Center are responsible for bringing and removing any symbols or artifacts particular to their faiths. The Center's staff members provide and support opportunities for worship, meditation, spiritual exploration, religious learning, celebration, fellowship and service.

Visit westfield.ma.edu/offices/albert-and-amelia-ferst-interfaith-center to explore our website. You can view our Chaplains, religious services, and contact information.

Join the Interfaith Programming Committee (IPC). IPC offers additional religious, spiritual and interfaith programs on campus and is always welcoming new students.

Join a faith/spiritual based club or organization. The Interfaith Center is your spiritual home away from home. There are student-lead, faith-based organizations that meet regularly at the Interfaith Center. Consider joining a group that supports your spiritual needs.

Become a member of the Interfaith Advisor Council. The Interfaith Advisory Council is a collaborative leadership team that promotes Interfaith respect and understanding of diverse religious traditions. The advisory council plans Interfaith study programs, dialogue, community events, and service projects on campus.



ATHLETICS

Try out for Club Sports. The Club Sports Program at Westfield State University is designed to serve interests in different sports and recreational activities, whether they are competitive, recreational, and/or instructional.

Join Intramurals activities. Come to the Intramural office in the Parenzo gym to fill out rosters and pay the \$25.00 team fee.

Attend games. Most games are free for Westfield State students with an ID. To view ticket prices, visit westfieldstateowls.com/composite.

Follow us on social media!

Twitter and Instagram: [@WestfieldOwls](https://twitter.com/WestfieldOwls)

Facebook: [@WestfieldStateOwls](https://www.facebook.com/WestfieldStateOwls)

Visit westfieldstateowls.com to explore our website and view all of our athletic facilities.

CONTACT US

(413) 572-5405

Woodward Center



CAREER CENTER

Visit the Career Center in Lammers Hall. The Career Center provides in-office advising and online platforms to help you explore numerous career options.

Make an appointment. Meet with one of our professional staff members to decide on a major, explore career options, get resume/cover letter assistance or discuss the graduate school process.

Apply for jobs and internships. Utilize Handshake, the fast and powerful recruiting platform, to have access to numerous career opportunities and upcoming career events. There are 6,500 + jobs and 750 + internships currently posted.

Attend career fairs and events. We host a number of exciting events for students including three large scale career fairs, as well as networking nights.

Follow us on social media!

Facebook and Instagram: [@WestfieldStateCareerCenter](#)

Twitter: [@WSUCareers](#)

DISNEY COLLEGE PROGRAM

Demonstrate a passion for Disney and desire to earn real-world experience and transferable skills like problem-solving, teamwork, guest service and effective communication!

Get ready for a memorable experience. Gain valuable, on-the-job experience working in Disney parks and resorts, participate in college coursework, and have the opportunity to meet and live with people from all over the country and potentially the world in company-sponsored housing.

Review the requirements at disneycollegeprogram.com.

Apply early! Apply within the first two weeks of the previous semester for competitive advantage.

Work with your advisor to identify online courses to take while you are in Florida to ensure you remain on track to graduate.

CONTACT US

careers@westfield.ma.edu

(413) 572-5206

Career Center, Lammers Hall



COMMUTER SERVICES

Meet the Director of Commuter Services. Amy Szlachetka is your go-to person for anything related to commuting at Westfield! Her office is Ely 071 on the garden level.

Attend events on campus. Check the Student Activities Calendar to find a listing of the activities and events that are open to all students, commuters included. You are welcome to attend any or all of these events. We encourage you to get involved in campus life outside of the classroom.

Join the Commuter Council. This student-elected board meets weekly to address the needs of Commuter Students. Elections are held in the fall, so keep an eye on your Westfield State email.

Follow us on social media!

Instagram: [@westfieldstatecommuters](https://www.instagram.com/westfieldstatecommuters)

Twitter: [@WSUCommuters_](https://twitter.com/WSUCommuters)

Plan ahead. Check class cancellations before you leave the house and allow extra time in your commute for traffic, road work, or parking so you won't be late for class.

CONTACT US

aszlachetka@westfield.ma.edu

(413) 572-5443

Ely Campus Center, Room 071



COUNSELING CENTER

Visit the Counseling Center in Lammers Hall. The Counseling Center is so much more than individual therapy. No matter what's going on, our services and programs can help make your life a little more chill. All services are confidential and free to full-time day students.

Make an appointment. Walk in to the Counseling Center or call anytime Monday through Friday between 9 a.m.–5 p.m. All you have to say is, “Hi, I’d like to make an appointment.”

Take an anonymous mental health screening. Self-knowledge is power. The Counseling Center partners with Screening for Mental Health to provide online screenings for Westfield State University students. It’s a checkup from your neck up! Visit screening.mentalhealthscreening.org/westfield and be sure to use our code: **westfield**.

Follow us on social media!

Instagram: [@ReachOutWSU](https://www.instagram.com/ReachOutWSU)

Attend our events. The Counseling Center hosts events like Girl Boss Yoga and Pet Therapy to help relieve stress and promote healing.

CONTACT US

(413) 572-5790

Lammers Hall

DINING SERVICES

Connect with our registered dietitian. Consultations are free for all students on a meal plan. For questions about dietary restrictions or eating healthy, contact Lauren Smith at lsmith@westfield.ma.edu or follow her on Instagram [@westfieldstatenutrition](https://www.instagram.com/westfieldstatenutrition).

Maximize your meal plan. Use your plan most efficiently with utilizing meal swipes at grab n go and Late Night in the Dining Commons. Visit westfield.ma.edu/dining to check out our menus.

Follow us on social media!

Facebook and Twitter: [@WestfieldDining](https://www.facebook.com/WestfieldDining)

Instagram: [@WestfieldStateDining](https://www.instagram.com/WestfieldStateDining)

Join our team. Westfield State Dining proudly employs 75 students, making our department one of the largest student employers on campus. Stop by the Dining Commons to apply!

Get involved and provide feedback. We are proud of our dining program and our open door community. We want you to feel free to communicate directly with anyone from our team. You have the power to positively affect the local food system and your community by making informed, responsible decisions.

CONTACT US

amankus@westfield.ma.edu

(413) 572-5410

Tim and Jeanne's Dining Commons



Westfield State
MING
Westfield State
John





DIVERSITY AND INCLUSION

Find your voice! The department of diversity and inclusion offers several opportunities to educate and train yourself on issues surrounding the diversity and inclusivity component on campus. Should you find these trainings helpful and enlightening join a team or council. Visit westfield.ma.edu/diversity-inclusion to learn more.

Get connected. The department of diversity and inclusion strives to better the campus and student experience in diverse and thought-provoking ways, and pride ourselves as a place open to creativity and forward thinking, even as we continue to honor the traditions of our past.

Join a club or organization. We work to create a welcoming environment that celebrates individuality, while providing a place for students to become empowered through leadership opportunities.

Learn more about Sankofa. The Westfield State University Sankofa organization is dedicated to help ensure that diversity and inclusion will continue to grow at the university.

Apply for scholarships. We all understand college isn't the cheapest. The Department of Diversity and Inclusion offers our students scholarship opportunities to ease the cost of attending this University.

CONTACT US

aricheme@westfield.ma.edu

(413) 572-5442

Ely Campus Center



FINANCIAL AID

File your FAFSA every year. The FAFSA opens October 1st. Westfield State University has a March 1 FAFSA priority deadline date. Deadline dates exist due to limited funding resources.

Make a plan to pay for college. Have a family plan to pay for 4 years of college. Understand that payment is due before the start of each semester.

Be a wise borrower. The majority of Westfield State University students borrow federal loans to assist with paying for college. Visit <https://nsdls.ed.gov> to review your federal grant and loans to date.

Have an academic plan and stay enrolled. To maintain eligibility for financial aid you must earn at least 21 credits each academic year.

Apply for private scholarships. Seek out private scholarships which includes Westfield State University Foundation Scholarships. The suggested time to apply is December through March.

CONTACT US

financialaid@westfield.ma.edu

(413) 572-5218

Horace Mann Center, First Floor



HEALTH SERVICES

Visit us in Scanlon Hall if you're not feeling well. We're here to take care of you. All services are free at this time—don't forget your insurance card!

Return your Health Forms. This is a very important tip. Unless ALL required Immunizations and Physical Examination are submitted you could be administratively withdrawn and a fee would be assessed for reinstatement.

Visit westfield.ma.edu/HealthServices to explore our website and view our hours of operation and health resources.

Read Student Health 101. Our e-magazine, Student Health 101, is an interactive online magazine engaging students in living healthfully and developing skills needed in school and beyond.

Stay healthy! A healthy body is a healthy mind.

CONTACT US

pberube@westfield.ma.edu
(413) 572-5415
Scanlon Hall

INFORMATION TECHNOLOGY SERVICES (ITS)

Join our Wifi Network. While in our academic buildings, log in to the **eduroam** wireless network on your device with your Westfield State email address and password. Once joined, this connection will follow you from building to building. While in our residence halls, log in to the **resnet** wireless network on your device. The first time you connect a device to this network, you will have to register with our Campus Manager appliance. Campus Manager helps keep your network secure from viruses and congestion. The registration process will start automatically when opening a web browser.

Use Westfield State's portal, myWestfield. Access your class schedule, your grades, on campus activities, campus announcements, your email, and more by visiting my.westfield.ma.edu.

Check your email. You have been provided with a University email address which is used as the main source of communication on campus.

Printing on Campus. There are high capacity printers located in the library and every computer lab. To print, open your document on one of the available machines, select print and enter your Westfield State username. At the printer, swipe your Westfield State ID and select your document. Visit westfield.ma.edu/printing to learn more.

Visit the Technology Support Desk on the 1st floor of the Ely Library with any software or technology related questions.

CONTACT US

arios@westfield.ma.edu

(413) 572-8455

Wilson Hall



PUBLIC SAFETY

Sign up for emergency notifications. In case of emergency, Westfield State University will notify you by call, text, and email.

Save the phone number for Public Safety/University Police in your cell phone to contact them in case of an emergency: (413) 572-5262. If you call 911 from your cell phone, your call will go to the nearest 911 center and be forward to the local police department.

Attend Public Safety programs. University Police Officers are available to present programs on campus including RAD, crime prevention/safety, Run-Hide-Fight, drug awareness, and others. More information regarding Campus Safety Programs is available at the Department of Public Safety/University Police.

Apply for a job with Public Safety. We employ approximately 40 student security officers as shuttle drivers, P/T dispatchers, and special event workers.

Do not hesitate to report suspicious persons or activities. The University has several Emergency Call Boxes located throughout campus.

CONTACT US

EMERGENCY: 911
(413) 572-5262
Public Safety Complex





RESIDENTIAL LIFE

Communicate! Get to know your roommate and be sure to set ground rules for living together. If you have any questions, reach out to your Resident Assistant (RA) or Residence Director/Area Coordinator. They're there to help you with anything you need.

Attend events in your building. Meet your neighbors, grab some free food, and learn useful skills for your time on campus and beyond.

Join Residence Hall Association. It's a great opportunity to meet students, become a leader, plan events in your community, and attend leadership conferences.

Apply for a job with Residential Life. We hire office staff, mail assistants, and resident assistants (RA). To learn more about being an RA and the application process, visit westfield.ma.edu/RA.

Check your email. That's where we send all of your information about important dates including move in, breaks, and housing sign-up, as well as deadlines for our various housing applications.

CONTACT US

housing@westfield.ma.edu

(413) 572-5402

Scanlon Hall, Garden Level

STUDENT AFFAIRS



STUDENT ACTIVITIES, INVOLVEMENT, AND LEADERSHIP (SAIL)

Stay connected with your orientation leader (OL). They will be your first contact with the University. They can assist you in navigating campus life and will reach out throughout the summer and fall to make sure you are on the path towards success.

Attend social events. You will find that we always have events going on for you to enjoy outside the classroom. Comedians, magic shows, craft nights, free food nights, trivia, and more.

Join the Emerging Leaders Program. We offer a full leadership development program for first year students. Any first year student is eligible to participate.

Follow us on social media.

Facebook and Instagram: [@WestfieldStateSAIL](#)

Twitter: [@SA_WSU](#)

Utilize the SAIL Resource Center. Your first year on campus can be difficult to navigate sometimes. Visit us in the SAIL Center to get questions answered, find information about how to get involved on campus, or be navigated to the folks that can support you in your path to graduation.

CONTACT US

mdellea@westfield.ma.edu

(413) 572-8157

Ely Campus Center, Room 013



STUDENT GOVERNMENT ASSOCIATION (SGA)

Visit westfield.ma.edu/sga to explore our website.

Get involved! SGA's purpose is so diverse that there is something for everyone. No matter what your major is or what your interests are, SGA is right for you. SGA provides an excellent opportunity to have your voice heard by the faculty and administration. Your participation in SGA will help you learn valuable skills in leadership and teamwork as well as being a great way to meet new people.

Attend a meeting. SGA meetings are held every Tuesday at 5:30 p.m. in the Student Government Room located in the Garden Level of the Ely Campus Center Room E017. Meetings are open and all are encouraged to attend.

Run for an SGA position. Be an advocate for yourself and others by getting involved with SGA. By running for class council or hall representative, as well as other SGA positions, you can join an organization that helps to improve student life on campus.

Follow us on social media.

Facebook: [@WestfieldStateSGA](https://www.facebook.com/WestfieldStateSGA)

CONTACT US

president.sga@westfield.ma.edu
Ely Campus Center, Room E017



Westfield
STATE UNIVERSITY

westfield.ma.edu

Westfield State University's Notice of 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.

Human Resources has been designated to handle inquiries regarding non-discrimination policies. They may be contacted at: 577 Western Avenue, Westfield, MA 01086-1630, or by phone at (413) 572-8471.