HOW SCHEDULES ARE BUILT

First-Year Students
Based on the list of First Semester Courses By Major and your placement results, you will be pre-registered into required courses. We will then use your Class Schedule Worksheet to select Core or elective courses that interest you. Since the selection of your classes will be made on a space available basis, some courses may be full by the time your requests are processed. In such cases, we will substitute Core classes or other courses suitable for your major, guided as much as possible by your stated preferences. *It is not possible for everyone to be scheduled as ideally as we might wish.* You will be registered for four to five courses (12 - 17 credits), most of which will be common core courses. For first-year students, one of the five will be a required freshman writing class, and at least one will be in the major area (see the list of First Semester Courses by Major). Additionally all first-year student will be assigned to special core courses that will only have first year students. All first-year students are required to have one of these courses.

Transfer Students
The department chair of your academic major will review you transfer credit evaluation and pre-register you into courses that are necessary to start your Westfield career on the right track! During transfer orientation you will be able to make adjustments in consultation with a faculty representative.

HOW TO VIEW YOUR SCHEDULE

Access your myWestfield account, go to the academics tab and under registration tools click the class schedule link.

*Transfer students may view their schedules online beginning on June 9, 2014.*

*First-Year students may view their schedules online beginning in August 15, 2014.*

HOW TO ADJUST YOUR SCHEDULE

Please note that your schedule is not final – changes can be made! You will have another opportunity to adjust your schedule by adding day or evening classes during the Add/Drop period: September 2, 1-4 PM (opening day) and September 3, 4, 5, 8 and 9, 8:30 AM – 4:30 PM in Parenzo Hall, room 107 (Office of the Registrar). Transfer students may use their myWestfield account (academics tab-registrations tools-add or drop classes). First-year students must come in-person to the Registrar’s Office.