



OFFICE OF ACADEMIC ADVISING & TRANSFER TRANSITION

Spring 2023 – Next Steps

As we approach the first day of class, **January 17, 2023**, students should make sure that all of their checklist items are complete:

☐ Review your course schedule.

After completing the questionnaire, our Transfer Advisor will finalize a course schedule for review. Please note that preferences may not be honored for various reasons including, but not limited to: academic programs recommend specific course sequences, major requirements or restrictions, prerequisites, remaining course availability, and limited days and times of course offerings.

Students will receive notification via email to their Westfield State student email once the schedule is completed. *We strongly encourage new students to start using the @westfield.ma.edu email so you do not miss out on other important communication or information.*

☐ Look over and pay your student bill.

DAY STUDENTS: This will be issued virtually (not mailed) and will be due **December 16th**. Please contact [Student Accounts](#) if you have any questions or concerns about your bill.

CONTINUING EDUCATION STUDENTS: This will be issued virtually (not mailed) 2 weeks prior to the start of the term. Please contact Jody Gogol and Katie Case-Woodruff if you have any questions or concerns about your bill: jgogol@westfield.ma.edu & kcasewoodruff@westfield.ma.edu

☐ Make sure your financial aid is all set.

All financial aid package, scholarship and grants, or financial eligibility questions can be directed to financialaid@westfield.ma.edu.

☐ Find and purchase your textbooks [here](#).

Please note: we recommend that you wait until **January 13th**, when schedules are finalized, before purchasing any class materials.

☐ Sign up for your student ID card [here](#).

If you are a resident living on campus, you will receive the card when you move in. If you are a commuter, you will pick up your ID card when classes begin. *Online-only students are not required to do this.*

☐ Purchase your parking permit

If you will be on campus, make sure you purchase your [parking decal](#) for the semester.

☐ Submit your final official transcripts to the Admissions Office or Continuing Education.

This is due by **January 13th**. If you do not submit your final transcripts, a registration hold may be placed on your account to prevent you from registering for classes next semester.

☐ Make sure your housing is in order if you plan to live on campus.

Housing applications are now open and housing assignments will be available no later than **January 11th**.

New student move-in is **Saturday, January 14th**. For housing questions, please contact Residential Life at (413) 572-5402 or housing@westfield.ma.edu.

☐ Attend new student orientation

DAY STUDENTS ONLY: Attend the required in-person [Transfer Student Orientation](#) on **Sunday, January 15th**. For more information, contact nso@westfield.ma.edu. *Online-only and part-time students are not required to attend.*

☐ Complete the required welcome packet

DAY STUDENTS ONLY: Make sure that your Welcome Enrollment Packet from Admissions is complete. This includes your [health paperwork](#) (vaccinations and enrolling/ waiving insurance), your housing agreement (*if applicable*) and your [proof of residency form](#). If you have any questions about your Welcome Packet, contact Admissions at admissions@westfield.ma.edu.

CONTINUING EDUCATION STUDENTS ONLY: Make sure that your New Student Checklist from Continuing Education is complete.

☐ If you were on an IEP or 504 plan during high school, or have a documented disability and have questions about the college process regarding accommodations, email [Disability Services](#) at ds@westfield.ma.edu

☐ Stay connected! Download the apps below to stay connected with WSU on the go:

- [Westfield app & PLATO](#)
- [GET app](#)

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