

WELCOME TO YOUR HOME AWAY FROM HOME

January Orientation

Commonly Asked Questions



January Orientation Information Booklet

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COMMONLY ASKED QUESTIONS

Will there be an Orientation?

January Orientation is currently planned to take place on Friday, January 20. More information regarding the specific time and location of Orientation will be provided after the new year.

What will happen during the January Orientation Program?

You will hear about the various campus resources Western New England University has to offer you. This aims to provide you with the information essential to a smooth transition. You will also have the opportunity to meet with your University Advisor to confirm a spring course schedule, have your student ID prepared, to take an optional tour to learn the campus layout before the start of classes, meet other new students, and so much more!

What happens if I cannot attend the January Orientation Program?

Students who attend Orientation generally do better academically and more quickly find a sense of attachment to the campus. This has been proven time and time again, so we strongly encourage attendance. Much of the academic and personal service information is available in no other fashion. If, due to extreme circumstances, there is no way to make it, please email patricia.goff@wne.edu.

Is the January Orientation for traditional freshmen only?

No! The January Orientation Program is designed for all students new to the University. While it is true that freshman and transfer students have different needs, the fact of the matter remains that a new environment and different sets of expectations need to be negotiated. Information for both transfer and freshman students will be addressed. Recognition is paid to the fact that students are in different life stages and may be continuing their education after a previous absence or are perhaps in the midst of a career change.

When will I be able to register for classes?

Incoming students will begin the advising and registration process in early December. A University Advisor will be in contact to discuss the registration process and schedule your advising appointment. You will also have the opportunity to confirm your schedule or make any schedule adjustments on Friday, January 20, in conjunction with Orientation activities. Please be advised that you must submit your health forms in order to register for courses. The first day of classes is Monday, January 23. Transfer students are advised to send a copy of all final transcripts of previous college work before the start of the semester.

Is there any testing which needs to be completed for registration?

All first-year students are required to complete both an English assessment and a Math assessment to allow for appropriate English and Math placement. Transfer students may be exempt from taking either the English assessment, Math assessment, or both depending on their incoming transfer credits. To be exempt from the English assessment you must have transfer credits for English Composition I and II. To be exempt from the Math assessment you must be transferring in two Math courses that are applicable to your curriculum. If you have questions regarding the placements exam, please contact the Student Success Center at 413-796-2027.

Will the Bookstore be open?

Yes! The bookstore will be open on Friday, January 20 from 9:00 a.m.-4:00 p.m.

When is the History, Physical Examination, and Immunization form due in Health Services?

The completed form should arrive no later than January 9, 2023. Only completed forms are accepted, all others will be returned to students and considered as not submitted. Students who have not provided forms will be prohibited access to Kodiak, the online classroom module where syllabi, class assignments, and other pertinent academic information can be accessed. Those failing to submit completed health forms by the first day of class will not be able to start class. Health forms are only required by the University Health Service Office once, even if a student changes major or program of study.

How do I notify the University regarding whether I have my own health insurance or need to buy the policy the University offers?

Health insurance is a requirement of the state and the charge is included on every student's tuition bill until the waiver is completed. This process must be done every year. Students must complete a waiver (I do not need the school insurance) or enrollment form (I would like to purchase the school insurance). Visit www.gallagherstudent.com to waive or enroll. The process will be available on November 21, 2022 and end on January 27, 2023 students not enrolling or waiving by the deadline will be automatically enrolled.

Do I have to show proof of having received a flu shot prior to start of the Spring term?

No, influenza (flu) vaccine is not required for all students to attend the University.

Is there a parking fee?

The parking fee is \$55 for commuting students and \$100 for resident students per semester. Student Parking Permit Applications are available online through the student's Connect2U page. Log in to your Connect2U account click Campus Services, then Public Safety, then Parking Permit. Fill out the secure online parking permit application and submit the form. Your permit will be available to pick up immediately at the Department of Public Safety. Please bring your Student Identification Card and Driver's License to obtain your permit. Please note: If your car has license plates from outside of Massachusetts, you must also file four copies of the State Non-Resident Student Information Form (fill out this form in addition to the Student Parking Application). Print four copies and bring them to the Department of Public Safety to obtain your parking permit.

What happens if I test positive for COVID-19?

If you test positive for COVID-19 you are required to isolate and notify Health Services. A health-care professional will provide medical advice, directions for isolation, and a medical absence note to professors. If you test positive, you are encouraged to isolate at home. If this is not possible, limited residential isolation housing space is available. Health Services will be available 24/7 by phone to all students and employees when the office is physically closed.

Other questions?

Email Patricia Goff at patricia.goff@wne.edu or call 413-782-1520.

RESIDENCE LIFE

If you will be reactivated or readmitted to the University as a full-time, undergraduate student for the next academic semester; returning from a study abroad program; or newly admitted to the University, please read the following information carefully if you are interested in residing in on-campus housing.

General Housing Information

Western New England University offers a wide variety of housing options for students. Commonwealth, The Quad (Berkshire, Franklin, and Hampden Halls) and Windham are traditional-style residence halls which consist of mostly double rooms and community bathrooms. LaRiviere Center is suite-style housing comprised of 3 or 4 double rooms that share a common living area, two bathrooms, and a full-size refrigerator. Gateway Village and Southwood Hall are apartment-style areas housing approximately two to six people, and Evergreen Village is our campus townhouse complex which houses six students.

Housing Verification Payment

If you are a newly admitted student (confirmed through the Admissions Office), you are expected to submit a non-refundable \$300 housing verification payment. Be sure to thoroughly review the information sent to you through the Office of First Year Students and Students in Transition. If you are a returning student, you are also expected to submit a non-refundable \$300 housing verification payment.

You may submit your housing verification payment utilizing one of the following methods:

- Submit your payment online. Log into Connect2U using your Western New England University user ID and password and click on the "Billing" tab. Select the option to pay a housing deposit. Then pay your deposit with either a credit card or electronic check.
- Submit your payment by check, payable to Western New England University. Be sure to include a letter with your payment that states that the enclosed check should be applied to your housing verification payment for Spring 2022 residency. Payment may be sent to Enrollment Services, Western New England University, 1215 Wilbraham Road, Springfield, MA, 01119.
- If you have a credit on your student account which you would like to utilize, you must contact Enrollment Services at 413-796-2080 to apply the credit towards your housing verification payment.

Student Residency

To be considered eligible for residence in University housing, a student must be actively enrolled at Western New England University as a full-time student. Residents, as students, are guided by the rights and responsibilities established by the University and published in the General Bulletin, Student Conduct Code, and Student Handbook, as well as the Resident Student Housing Agreement and other information distributed by the Housing and Residence Life Office.

Room Selection

New resident students must complete the Spring 2023 Housing Application through The Housing Director (THD), our online housing system, found in your WNE Connect2U account. Once you complete the online application, you will receive an email from THD confirming that your application is complete. Students who complete Spring Housing applications will receive an email from the Office of Housing and Residence Life by the end of the first full week in January with specific information about their housing assignment and roommate information.

You can login using the same username and password that you use for your WNE email. If you have any trouble accessing THD, you can contact the Office of Housing and Residence Life at residencelife@wne.edu.

Residency Fees

2023 Spring Semester: If the student notifies the office of their decision to commute at least one week prior to the start of spring classes, then all room and board charges for the spring semester except the housing verification payment will be credited to the student's account. However, if the student notifies the office of their decision to commute after this deadline, all room and board charges for the spring semester will be required to be paid in full by the student.

Complete withdrawal from the University: All room and board charges except the housing verification payment will be credited to the student's account if they have officially withdrawn from the University prior to the first day of classes for the 2023 spring semester.

Board fees are billed on a semester basis and are due and payable by early January for the spring semester. If the student withdraws within the first four weeks of the semester, room and board fees may be partially refunded according to the University's withdrawal and refund policy.

Special Notes

- Students residing in traditional- or suite-style units (Berkshire, Commonwealth, Franklin, Hampden, LaRiviere, and Windham) are required to participate in a comprehensive meal plan.

Consult the current University catalogue on the Student Services page for additional information regarding Tuition, Fees and Financial Aid.

TUITION REFUND SCHEDULE AND POLICY ON RESIDENTIAL FEES

Our refund policy is based on the fact that the University makes commitments in advance to our teaching staff and others who provide vital services to students and the University. Your enrollment may have prevented another student from registering for a course or may have kept us from canceling a course with low enrollment. We must cover costs of these services to you and other students.

Financial aid recipients please note: The University is required to cancel aid and loans using a prescribed formula. Even if charges are covered by financial aid prior to withdrawal, after withdrawal, and cancellation of aid, there is a good chance that there will be a balance due to the University. Fees are nonrefundable and tuition payments are not transferable.

15-week classes (Typical Traditional Student): Refund period is for four weeks.

- 100% prior to first class meeting.
- 75% during first week of classes.
- 66 2/3% during second week of classes.
- 33 1/3% during third week of classes.
- 25% during fourth week of classes.
- No refunds after the fourth week of classes.

11-week classes: Refund period is for three weeks.

- 100% prior to first class meeting.
- 75% during first week of classes.
- 50% during second week of classes.
- 25% during third week of classes.
- No refunds after the third week of classes.

8-week classes: Refund period is for two weeks.

- 100% prior to first class meeting.
- 75% through the 3rd day of term.
- 50% through the 6th day of term.
- 25% through the 10th day of term.
- No refunds after the 10th day of term.

6-week classes: Refund period is for one week.

- 100% prior to first class meeting.
- 75% through 1st day of term.
- 50% through 3rd day of term.
- 25% through 5th day of term.
- No refunds after 5th day of term.

Room and Board Refund Schedule

Room and Board refunds are made to students who voluntarily withdraw based on the following 15-week class schedule:

- 100% of the room and board charge, less the housing verification payment, will be refunded if the official withdrawal date is prior to the first day of classes.
- 80% of the room and board charge will be refunded if the official withdrawal date is during the first week of classes.
- 60% of the room and board charge will be refunded if the official withdrawal date is during the second week of classes.
- 40% of the room and board charge will be refunded if the official withdrawal date is during the third week of classes.
- 20% of the room and board charge will be refunded if the official withdrawal date is during the fourth week of classes.

No room and board refunds will be granted after the fourth week of classes.

STUDENT ACCESSIBILITY SERVICES

WNE is committed to ensuring students with disabilities have equal access to WNE courses, programs, services, and activities. It is important for WNE students to know how to request accommodations and who to talk to.

Student Accessibility Services (SAS) collaborates with students with diagnosed disabilities in order to coordinate accommodations and support services and programs that enable equal access to education, campus housing, and college life. SAS works to foster and support academic success, personal responsibility, self-advocacy, and leadership while addressing the unique needs and interests of individuals who have registered with the office and to ensure that WNE operates in accordance with federal regulations as outlined in the Americans with Disabilities Act, Section 504, and other pertinent regulations.

How to Request Accommodations with Student Accessibility Services (SAS) in three simple steps:

1. Self-Identify.

Contact the Student Accessibility Services office to discuss the accommodation process or visit wne.edu/student-accessibility-services.

2. Request accommodations by completing the SAS Intake Form and provide all supporting documentation.

Students are responsible for providing documentation of disability. Because K-12 and Higher Education laws differ, it is important to note that K-12 documentation may not fully satisfy WNE documentation requirements, but the SAS team can provide details to assist you.

3. Actively engage.

You matter! WNE expects students to actively participate in all discussions and decision-making about your accommodations. Stay engaged! The SAS team is a part of your support team, but we need you to help guide the team to ensure the appropriate supports are in place.

Additional Information:

- In order to ensure there is ample time to process accommodation requests prior to the start of the semester, it is recommended students initiate the process as soon as possible.
- Processing time for new accommodation requests is generally 2 to 3 weeks. Once approved, some types of accommodations (for example: peer note-taking and text in alternate format) may take several weeks to fulfill, so it is important to make the request as soon as possible.
- Accommodation(s) determination is an interactive process involving the student's self-report, past history of accommodation, and appropriate documentation.
- Disclosure of a disability is voluntary and information is considered confidential.
- Students may send disability documentation directly to:
Student Accessibility Services
Herman Hall, Room 105
1215 Wilbraham Road
Springfield, MA 01119
Phone: 413-782-1258
Fax: 413-782-1575.

SAS is open, generally by appointment, 9:00 a.m.-3:00 p.m., Monday through Friday you can reach our team at accessibility@wne.edu.

We look forward to being a part of your success team!

STUDENT EMPLOYMENT

As a student employee at Western New England University, you are an integral part of our success. Students fill a multitude of roles that support the award-winning education we offer at the University. You can take pride in knowing you are part of a team of professionals dedicated to the mission of providing superior education!

There are three categories of student employment on campus.

Federal Work Study

The Federal Work Study Program provides funds for jobs to undergraduate students with financial need. The program encourages community service work and work related to each student's course of study. The Federal Work Study Program is need-based and requires a completed financial aid application on file with the University. Contact your Financial Aid Counselor to determine if you are eligible for Federal Work Study funds.

Wages for Federal Work Study positions are subsidized by the federal government. Most Federal Work Study positions are on campus, however, there are some off-campus opportunities with America Reads.

Institutional

For students not receiving a Federal Work Study award, some University offices have institutional jobs available. Wages for institutional jobs are fully paid for by the University. These are on-campus positions only.

Private Vendors

On-campus private vendors such as ARAMARK and the Bookstore hire independently and are not paid through the University or affiliated with the Work Study Program.

IMPORTANT!

The maximum number of hours students may work while classes are in session is 20.

All employees are required to complete a Federal I-9 form with the Department of Human Resources PRIOR to starting work. You will need to provide in person the acceptable documents. Please log onto www.uscis.gov/i-9 for a list of acceptable documents.

The most common acceptable documentations are:

- Original Social Security Card OR Original Birth Certificate with the raised seal
- AND
- A valid unexpired driver's license, state issued picture or a Student ID
- OR
- A valid U.S. Passport

Viewing On-Campus Student Employment Opportunities

Visit Handshake: wne.joinhandshake.com

- Click on WNE Single Sign-On
- Sign in with your WNE username and password
- Click on Jobs and then the On-campus filter

The Delbridge Career Center in partnership with the Office of Human Resources and the Office of Student Payroll coordinates the On Campus Student Employment Program. For questions and assistance, visit the Delbridge Career on the second floor of the St. Germain Campus Center, email careercenter@wne.edu, or call **413-782-1217**.