Spring 2027

Westfield State University | DGCE New Student Next Steps

GET CONNECTED

- ☐ Activate your student email account and MyWestfield student portal

  For login/ activation assistance please click here for instructions or contact supportdesk@westfield.ma.edu

- ☐ Link your WSU email account to your phone and start checking your WSU email regularly
- ☐ Sign up for the Emergency Notification System through MyWestfield
- ☐ Complete your WSU360 profile and explore your success network

ACADEMICS & CLASSES

- ☐ Check your degree audit to make sure that all of your credits transferred correctly, including dual enrollment, AP credits and CLEP scores

  AP & CLEP scores can be sent directly to the Registrar's Office

- ☐ Review your course schedule.

  Log into myWestfield > Academics > Student Self-Service card > My Schedule. Then, reach out to the Transfer and Reenrolling Advisor, Brittany Garand, with any questions or concerns at bgarand@westfield.ma.edu

  Students are loaded into their online courses the weekend before classes start. If you add an online class after classes have begun, it may take up to 24 hours to become active in your PLATO

- ☐ Submit your final official transcripts to the Continuing Education Admissions Office as soon as your final grades are posted

  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

- ☐ Find and purchase your textbooks here

  We recommend that you wait until 2 weeks before the semester starts, when schedules are finalized, before purchasing any class materials

  If you have excess financial aid, it can be transferred to Owl Bucks to be used toward books or campus dining

REQUIRED FORMS

- ☐ Complete the Health Insurance Waiver or Enrollment Form (students in 9+ credits only)

  Students enrolled in 9 or more credits must indicate whether they wish to enroll in the WSU Health Insurance Plan or waive coverage, as their bill will be impacted by the decision

- ☐ Update your preferred/ chosen name (if applicable) Please give the system time to update across different campus systems

FINANCIAL AID & BILLING

- ☐ Look over and pay your student bill. Go to: myWestfield > My Student Finances card > Pay My Bill Online

  Bills will become available online (not mailed) after you are registered for classes. Please contact Jody Gogol if you have any questions or concerns about your bill: jgogol@westfield.ma.edu. Unpaid bills will result in holds on your account and/or dropped schedules

- ☐ Complete the Entrance Counseling & Loan Agreement for a Subsidized/ Unsubsidized (MPN) Master Promissory Note (ONLY for Federal Student Loan Borrowers)

  The federal student loan will not credit the semester bill until both items are complete

- ☐ Make sure that Westfield State University is added to both your current and upcoming FAFSA applications and your financial aid is all set (if applicable)

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

CAMPUS LIFE & SERVICES

- ☐ Attend an orientation session through the DGCE Admissions Office
- ☐ Purchase your parking permit if you will have a car on campus

  All parking decals are virtual and will be linked to your vehicle's license plate number. If you have excess financial aid, it can be applied toward your parking decal by emailing parking@westfield.ma.edu

- ☐ Living on campus? Complete your Housing Agreement, create your roommate profile, and get ready to meet your roommate by going to myWestfield > Campus Life > Living On Campus > MyHousing

  New student move-in takes place on the weekend before classes begin. For housing questions, please contact Residential Life at (413) 572-5402 or housing@westfield.ma.edu

- ☐ Upload your photo for your Student ID card. Student IDs can be used as a PVTA bus pass for free passage (restrictions may apply)

  Online-only students are not required to get a student ID. 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. ID cards will not be mailed

- ☐ If applicable, register and request reasonable accommodations through Student Accessibility Services

  Complete the Reasonable Accommodations Request Form to find out about support services and reasonable accommodations for students with disabilities

- ☐ If you are a veteran or are military-connected, contact the Veteran and Military Services office for assistance navigating benefits, military credit transfer, and available resources
- ☐ If you qualify for or previously participated in a TRIO Student Support Services program at another institution, we encourage you to apply to join TRIO at Westfield State

  TRIO offers comprehensive, transfer-friendly wraparound support services

Welcome to Westfield State University!