DGCE New Student Next Steps

Westfield State University Fall 2026

GET CONNECTED

- [ ] Activate your student email account and MyWestfield student portal.
- [ ] 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.

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

NOTE: 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.

ACADEMICS & CLASSES

- [ ] Check your degree audit to make sure that all of your credits transferred correctly, including AP credits and CLEP scores.

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

- [ ] Review your course schedule.

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

- [ ] Submit your final official transcripts to the Continuing Education Admissions Office as soon as your semester 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.

Please note: 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)

You can review our insurance brochure, enroll in our plan or waive our health insurance. You MUST either enroll in our plan or waive it.

- [ ] 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.

- [ ] **Complete 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 financial aid package, scholarship and grants, or financial eligibility questions 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, all online!**

New student move-in is 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.

- [ ] **Complete the Reasonable Accommodations Request Form (if applicable).**

Complete the Reasonable Accommodations Request Form to find out about support services and reasonable accommodations for students with disabilities. For more information, email Student Accessibility Services at sas@westfield.ma.edu.

- [ ] **If you are a veteran or are military-connected, contact the Veteran and Military Services office.**
- [ ] **TRIO offers comprehensive, transfer-friendly wraparound support services. If you qualify or previously participated in a TRIO Student Support Services program at another institution, we encourage you to apply to join TRIO at Westfield State.**

Welcome to Westfield State!