Accepted Transfer Student Handbook

Welcome to William Paterson! My name is Gabriella Brown, and I am a transfer academic advisor within the Office of Undergraduate Admission. I was a transfer student myself, so I know what a big deal this is! It is exhilarating (and maybe a little scary) to move to a new school and start fresh with new opportunities…I'm here to help. Here is the best way to reach me:

> Email: browng31@wpunj.edu (*the best way to reach me*)
> Phone: (973) 720 – 4070

The first thing we can do is set up a meeting to talk about everything. We will review your past academic record, your academic plans here at WP, and what you have completed and what you have left to complete to get your bachelor's degree. I can meet via Zoom or in-person – **use this link to schedule a meeting: https://apply.wpunj.edu/portal/advisor-session**

In the meantime, here is a checklist of items to help you get started:

First Things First

☐ Submit your Enrollment Deposit (www.wpunj.edu/deposits) *or* Request an Enrollment Deposit Waiver (https://wpunj.qualtrics.com/jfe/form/SV_byF7AGyNSq9dB5P).

☐ Login to the Student Portal: WPConnect (https://wpconnect.wpunj.edu/portal/student)
- Username is your WPU email
- Default password is your student ID# (known as your 885)
    - Be more secure and update your password when you login!
    - Your username and 855 were included in your acceptance letter

☐ If you will be earning your Associate's Degree, complete the Associate's Contract: https://secure.wpunj.edu/wpblue/asaacontract.cfm (*NOTE: You will need to send an official transcript confirming your degree once it is conferred – contact your community college Registrar for details*)

☐ Complete the Language Placement Survey: https://wpconnect.wpunj.edu/otbs/OnlineLPTReg.cfm (this is not a test – just information to help determine how you can fulfill the WP Language requirement)

☐ Review DegreeWorks: https://degreeworks.wpunj.edu/DashboardServlet/ (login with your WPConnect username and password – or go to My Degree on WPConnect). Here you can see your WP degree program, your transfer credits and how they have been applied, and what you have left to complete.

Avoid Any Holds on Your Account (so you can register for classes)

☐ Access your WPU email and begin using that for all school-related correspondence
- Click on the envelope icon on the black ribbon at the top of WPConnect. Login with the same credentials used to access WPConnect. *You can also download the Outlook app.*

☐ Submit and finalize your Financial Aid documents (via the Financial Aid & Scholarships section of WPConnect – watch this video to learn how: https://www.youtube.com/watch?v=7fYk7PkStQs)

☐ Request and send a final official transcript (electronic or hard-copy) to Undergraduate Admissions – when you applied you may have had "in progress" classes or you may have added classes after you applied, we need the final grades for those classes so you can earn more credits at WPU.

☐ Register for English/Math/Reading Placement Tests (only if you received an email indicating that you must take placement tests): https://wpconnect.wpunj.edu/otbs/OnlineFYPTreg.cfm

<u>Get Registered</u>

☐ Review the "How to Search for Classes" guide (*see below*) and "How to Add Classes" video (*link below*)

☐ Set up an appointment with Gabriella Brown, Lead Transfer Advisor:
https://apply.wpunj.edu/portal/advisor-session

<u>Before the Semester Begins</u> (*after Jan 5 for Spring term; after May 30 for Fall term*):

☐ Submit your immunization records to Health Services (via the Health Portal on WPConnect):
https://www.wpunj.edu/health-wellness/health-services/Immunization+Form+2020-For+Website.pdf?language_id=1

☐ Order your WPU ID Card: https://wpunj.edu/hospitality/id-center/online-photo-submission

☐ Complete the Vector Sexual Violence Prevention workshop:
https://www.wpunj.edu/orientation/required-online-courses/VectorSVP (login is your WPU ID#)

☐ Register your car on campus: https://www.wpunj.edu/police/parking/vehreg.html

☐ If you have your own health insurance, submit a Student Health Insurance Waiver:
https://www.universityhealthplans.com/wpunj (click on "Waiver Form" at left)

<u>If you need any help completing these tasks, here is some helpful information and links to get you started</u>:

Student Enrollment Services/Financial Aid
If you have questions about your student account, tuition fees and bill, or financial aid, you can speak with someone from Student Enrollment Services (SES) who can help.

Email: studentservices@wpunj.edu
Phone: (973) 720 – 3945
Text: (973) 358 – 8994
Chat: https://www.wpunj.edu/centerss/ (click on the blue box, top right)
Make an appointment: Call or email to make a virtual appointment via MS Teams

Counseling, Health, and Wellness Center/Immunizations
If you have questions about physical or mental health issues, or want to submit your immunization forms, you can contact CHWC directly.

Main website: https://www.wpunj.edu/health-wellness/health-services/
Phone: (973) 720 – 2360
Submitting Immunization Docs: WPConnect>Student>Student Health Portal>Student>General Services
Immunization Email: wpuimmunization@wpunj.edu

Academic Advising/Registration & Graduation Planning
To get help figuring out all of the ins-and-outs of being a new student at WillyP, contact me. If I don't know the answer, I will connect you with the person who does!

Email: browng31@wpunj.edu
MS Teams Chat: https://teams.microsoft.com/l/chat/0/0?users=browng31@wpunj.edu&topicname=chat
Phone: (973) 720 – 4070

<u>REGISTERING FOR CLASSES</u>

Registration for the Fall term begins in April; registration for the Spring term begins in October.
Registration is based upon <u>earned credits</u>, not current, in-progress classes (see sample Registration Timetable

Once you have access to registration, you may add and drop until the first day of classes (see the Academic Calendar: https://www.wpunj.edu/registrar/calendars/)

Sample Registration Timetable (Spring 2022)
(Updated Registration Dates can be found on the Registration Timetable: https://www.wpunj.edu/registrar/registration/)

Days	Student Level	Semester
Oct. 19	All students with **110+** credits earned	Spring/Summer
Oct. 20	Students with **96-109.5** credits earned	Spring/Summer
Oct. 21	Students with **86-95.5** credits earned	Spring/Summer
Oct. 22	Students with **73-85.5** credits earned	Spring/Summer
Oct. 25	Students with **63-72.5** credits earned	Spring/Summer
Oct. 26	Students with **52-62.5** credits earned	Spring/Summer
Oct. 27	Students with **34-51.5** credits earned	Spring/Summer
Oct. 28	Students with **25-33.5** credits earned	Spring/Summer
Oct. 29	Students with **0-24** credits earned	Spring/Summer
Nov. 1	Non-Degree Visiting	Spring/Summer

To prepare for Registration:

1) **Check your Earned Credits** to see which day you get to register (registration opens at midnight, 12:00 AM). You can see earned credits in two places:
    a. DegreeWorks (click on "class history," scroll down to the bottom of the pop up box, and see the "Cumulative Earned" number in the most recent semester)
    b. your Unofficial Transcript (on WPConnect>Student>My Degree>Unofficial Transcripts (scroll to the bottom and see total earned credits)

2) **Check to see if you have any holds** on your account that would prevent you from registering
    a. Click on Add/Drop classes under "My Registration" on WPConnect. When the registration home page opens, click on Prepare for Registration.

        i. Examples: Financial hold, Covid Hold, Immunization Hold, Transcript hold

3) **Review DegreeWorks** (WPConnect>Student>My Degree>DegreeWorks) to make sure your major is correct and see what you have completed and what you have left to complete for your declared degree plan (make sure to note course numbers and attribute codes listed under "still needed" in the center of the page for each requirement that is unchecked – this will be helpful for course planning)

4) Review links and information about:

a. How to search for classes: **<u>see information below my email signature</u>** titled "How to Search for Classes"

b. How to add/register for classes: https://www.youtube.com/watch?v=EzBYVn7qpuU&t=7s

c. FAQ's for web registration: https://www.wpunj.edu/registrar/registration/registration-assistance.html

d. Adding yourself to the Waitlist: https://www.youtube.com/watch?v=jWvF0gynYIQ&feature=youtu.be

5) Using this information, **start looking up UCC (University Core Curriculum) attributes or specific courses that you think you need to take**. Review the days and times they are being offered, who is teaching, if there are any comments in the attribute column, etc. – ex: is the class listed as online asynchronous/hybrid; is a section marked for Honors College Only; is the section is reserved for "Freshman Cohort," is the section and evening section, etc.

6) **Start putting together a list of classes that you might want to take**. Make particular note of meeting days and time, and campus – to make sure you don't have any overlaps and you have left yourself enough time to get from class to class. You should be taking 4-5 classes.

7) **If you have not already done so, make an appointment with me**. In this meeting we will review your list of classes and you will get your Alternate PIN (required for registration).

This is a lot! Just take it one step at a time. You can do it. I'm here to help…so please reach out to me. My biggest piece of advice is to start now, so you aren't trying to figure out the basics in the last minute. This will avoid a lot of stress.

If you need anything or have any questions please contact me anytime,

Gabriella Brown
****
Gabriella D. Brown, PhD
Lead Transfer Advisor
Pronouns: She/Her
Phone: (973) 720-4070
Email: browng31@wpunj.edu
MS Teams Direct Chat
Make an Appointment (Starfish)

Office of Undergraduate Admission
Morrison Hall, Room 114-B
William Paterson University
300 Pompton Road
Wayne, New Jersey 07470-2103

WP

How to Search for Classes

To search for classes, you need to go to the Student page of WPConnect (www.wpunj.edu/wpconnect). Under My Registration, click on Look Up Course Offerings:

(NOTE: If the registration period has begun, you should click on "add/drop courses." You will have to enter your Alternate PIN, and then you can follow the search information below)

My Registration

🛒	Add/Drop Courses	ⓘ
🔄	Course Repeat Request	👤
🔭	Look Up Course Offerings	👤
❯	My Registration Status and Permits	👤
	Pass/No Credit Request Form	👤
☰	Registration Information	👤
📅	Registration Timetables	👤

Select the Term/Semester you would like to search:

Select a Term

How would you like to search?
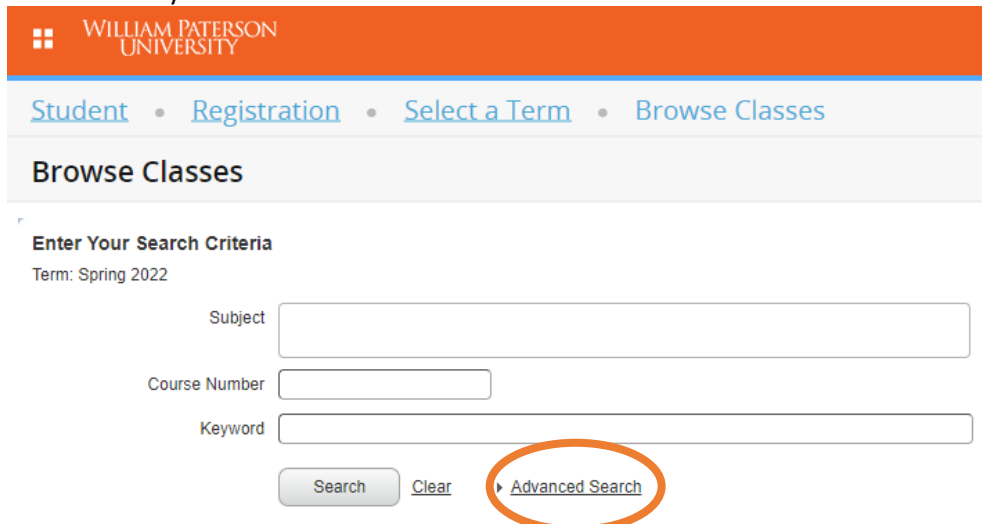
◉ Term   ○ Date Range

🔍

Winter 2022

Fall 2021

Summer 2021

Spring 2021

Winter 2021 (View Only)
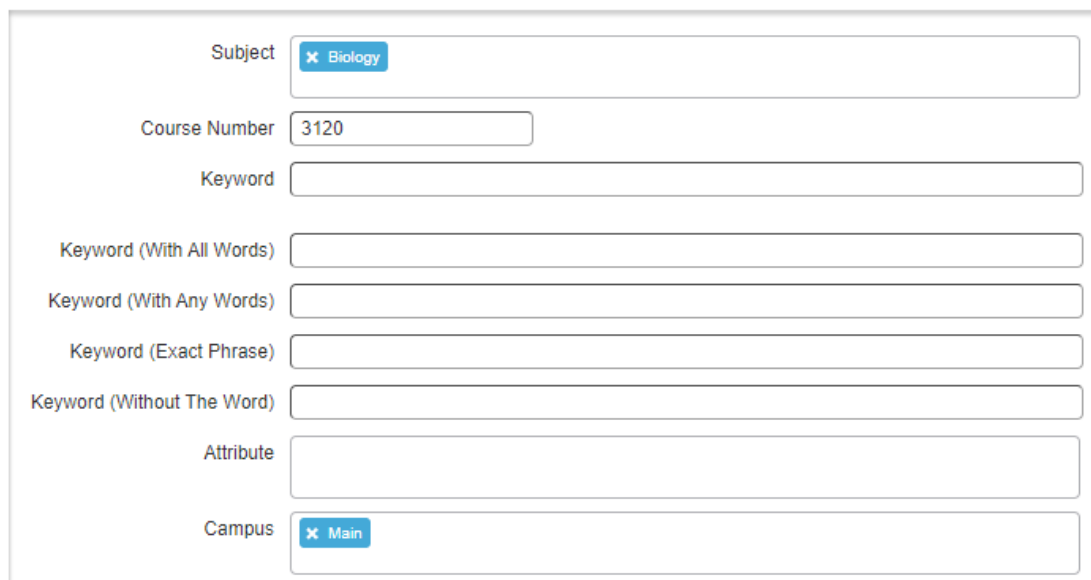
This will take you to the main search screen:

Make sure that you click "ADVANCED SEARCH" and in the "CAMPUS" search field, choose "MAIN" (to avoid including WPOnline courses into your results – you may not add WPOnline sections)

There are two main searches students complete: Subject search or Attribute search

1) Subject Search: when you know a specific course that you would like to look up. For instance, you want to search BIO 3120 Advanced A&P.
   a. You would put the subject BIO into the Subject field
   b. You would put the course number 3120 into the course number field.
   c. Click "Advanced Search" and under the Campus search field, choose Main Campus.
   d. And click Search.

This will give you all of the sections of the BIO 3120 course being offered in the selected semester.

2) Attribute Search: when you are searching an interdisciplinary item, such as the UCC (University Core Curriculum) requirements. For example, you need to take UCC 1 – Personal Wellbeing. The attribute code listed on DegreeWorks is PWB.
   a. You would click Advanced Search from the search page
   b. Find the attribute search field (8 lines from the top), and type in the attribute code or the name of the attribute
   c. Find the Campus search field (9 lines from the top), and choose Main Campus.
   d. Click on the correct requirement
   e. And click search.

Enter Your Search Criteria

Term: Fall 2021

Subject	
Course Number	
Keyword	
Keyword (With All Words)	
Keyword (With Any Words)	
Keyword (Exact Phrase)	
Keyword (Without The Word)	
Attribute	pwb
Campus	UCC-1 Personal Well Being
Level	

Reading Search Results

When you get the results of your search, it is important to understand what you are seeing. The results, from left to right, include:

- The course title (which is a clickable link where you can see the course description and more details about the class and section)
- The Subject – the department offering the course
- Course Number – individual identifier of course and the level of course (1000-level, 2000-level, etc.)
- Section Number – individual identifier of the specific section details
- Hours – number of credits
- CRN – Course Reference Number: individual identifier of the course and section. Used to register for classes.
- Term – semester in which the course/section is being offered
- Instructor – who is teaching the course (clickable link with contact information)
- Meeting Times – days and times course meets. Can be expanded to view campus, building, room, term start and end dates. (If you have trouble expanding the column, you can also find the meeting times listed by clicking on the title of the course, this opens a pop-out box and Instructor/Meeting times is the third tab on the left side)

- Campus – the campus where the course is being offered (Main Campus versus 1600 Valley Road versus WPOnline or Mercer College partnership)
- Status – how many seats are available or notation that class is full. How many Waitlist seats are available.
- Attribute** – label applied to courses and sections to define how it applies to degree, how course is being offered, who is eligible or restricted to adding.

Search Results — 4 Classes
Term: Fall 2021   Subject: Biology   Course Number: 3120

Title	Subject Descrip	Course I	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
ADVANCED ANATOMY A... Lecture	Biology	3120	001	4	44386	Fall...	Leonard, Claire (Pri... Staff, A	S M T W T F S 09:30 AM - 10:45 AM Type: (/ S M T W T F S 11:00 AM - 01:40 PM Type: (	Main	❗FULL: 0 o... ▼ 15 of 15 ...	Biology Lab Fee
ADVANCED ANATOMY A... Lecture	Biology	3120	002	4	44387	Fall...	Leonard, Claire (Pri... Staff, A	S M T W T F S 09:30 AM - 10:45 AM Type: (/ S M T W T F S 11:00 AM - 01:40 PM Type: (	Main	❗FULL: 0 o... ▼ 13 of 15 ...	Biology Lab Fee
ADVANCED ANATOMY A... Lecture	Biology	3120	003	4	45217	Fall...	Lee, Jeung Woon (Pr...	S M T W T F S 06:00 PM - 08:40 PM Type: (/ S M T W T F S 06:00 PM - 08:40 PM Type: (	Main	8 of 16 seats r... 15 of 15 waitli...	Evening Section Biology Lab Fee
ADVANCED ANATOMY A... Lecture	Biology	3120	004	4	45218	Fall...	Lee, Jeung Woon (Pr...	S M T W T F S 11:00 AM - 01:40 PM Type: (/ S M T W T F S 06:00 PM - 08:40 PM Type: (	Main	9 of 16 seats r... 15 of 15 waitli...	Evening Section Biology Lab Fee

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**The attribute column is one of the most important as it shares if a course is for honors only, reserved for freshman, offered in the evening, a hybrid or asynchronous online course, has any extra fees associated, fulfills a certain requirement (UCC, writing/technology intensive, major requirement). If you chose the Main Campus in your search, you should not see any WPOnline or Mercer College sections listed in the attribute. If you did not choose Main Campus, please make sure you do not pick a section with those attributes listed.*

Here is an example of a UCC 1 – Personal Wellbeing search result to see all of the different things the attribute section shares:

Search Results — 50 Classes
Term: Fall 2021   Attribute: UCC-1 Personal Well Being

LAW IN EVERYDAY LIFE Lecture	Political Sc...	1250	002	3	45659	Fall...	Staff, A (Primary)	S M T W T F S 02:00 PM - 02:50 PM Type: Class Buildir	Main	44 of 44 seats...	Freshmen Cohort UCC-1 Personal Well Being	4 of 4 unre... 40 of 40 re...
LAW IN EVERYDAY LIFE Lecture	Political Sc...	1250	005	3	47180	Fall...	Wright, Wendy (Prim...	S M T W T F S 09:30 AM - 10:45 AM Type: Class Buildir	Main	42 of 44 seats... 15 of 15 waitli...	UCC-1 Personal Well Being	
EVIDENCE-BASED LIVING Lecture	Psychology	1200	001	3	45639	Fall...	Lindemann, NatalieO...	S M T W T F S 09:00 AM - 09:50 AM Type: Class Buildir	Main	22 of 22 seats...	Freshmen Cohort UCC-1 Personal Well Being	2 of 2 unre... 20 of 20 re...
EVIDENCE-BASED LIVING Lecture	Psychology	1200	070	3	45744	Fall...	Altamura, Vivian (Pri...	S M T W T F S 02:00 PM - 03:15 PM Type: Class Buildir / S M T W T F S - Type: Class Building: On-Line Room:	Main	17 of 22 seats... 15 of 15 waitli...	Asynchronous Online Delivery Hybrid Course Section UCC-1 Personal Well Being	

Here is what I can see from looking at these results:
- All four sections indicate that they fulfill the UCC-1 Personal Well Being requirement for the UCC.
- The top course (Political Science 1250) is reserved for the "Freshman Cohort" but also has a notation of 4 unreserved seats – showing that four seats are open to non-Freshmen.
- The second section of Political Science 1250 does not have any restrictions posted; so, this section is open to all continuing and transfer students.
- Psychology 1200 001 (the third class listed) is the same as the first Political Science, except that it has only two unreserved seats for non-Freshmen.
- The fourth course, Psychology 1200 070, is a Hybrid course (which means it meets only once every two weeks) with an asynchronous online component. So, on the week when you are not in-class, you are doing online asynchronous work.

Make sure to note the course name, number, meeting days/times and the 5-digit CRN (course reference number). It is the CRN that you will be entering when the registration period opens.

When the registration period opens, you will go to WPConnect>Student>My Registration>Add/Drop Courses. You will click on Register for Classes. You will choose the semester and enter your Alternate PIN. Instead of searching, you will choose "Enter CRNs," enter them, and then click SUBMIT.

NOTE: If you are eligible to register for classes when you search there will be an "add" button to the right of each search result. If the section is open you can click "add" for the section you would like to take and it will move it down to your summary. You can click the green "Search Again" button to search other classes, add them to your summary, and then submit them all at once. Or, you can search one class, add it to your summary, and then click submit (bottom, right). If a course status in your summary says "pending" then you have not yet registered for the class. Once the course status changes from "pending" to "Web Registered" or "Registered" then that class is on your schedule.
I recommend watching this video: How to Add Classes: https://www.youtube.com/watch?v=EzBYVn7qpuU

I recommend watching this video so you know how to add classes when the time comes:
https://www.youtube.com/watch?v=EzBYVn7qpuU&t=7s