



William Paterson University

Parent & Family Handbook

A Guide for the WPU Academic Experience

Created By: The Gloria S. Williams Advisement Center

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TABLE OF CONTENTS



- **The H.S. to College Transition Page 3**
 - Expectations of College
 - A Parent's Position within the College Journey (Partnership)
- **Introduction to Academic Advisement Pages 4-8**
 - Expectations of the Advisement Experience
 - Meet the Advisor Team
 - Success Team Model
 - Career Communities
- **Graduation Requirements Pages 9-11**

Degree Breakdown

- UCC
- Language
- Writing and Teach Intensive
- Major/Minor Requirements
- Summer and Winter Classes
- **Academic Policies Pages 12-15**
 - FERPA
 - Academic Warning
 - SAP / Probation
 - Course Repeat
 - Academic Integrity
 - WD/LOA Policy
- **WPU Technologies Pages 16-19**
 - WPUConnect
 - DegreeWorks
 - Navigate
 - Microsoft Outlook (Email)
 - Microsoft Teams
 - SignalVine
- **WPU Campus Resource Directory Pages 20-22**
- **Glossary (common terms) Pages 23-26**
- **FAQs Pages 27-28**

THE HIGH SCHOOL TO COLLEGE TRANSITION

As parents and family members, you play an important role as partners in your student's college success. We recognize the significant role you have played in your student's education over the years, and we believe you can continue to do so here at William Paterson University.

We understand that the college transition is not only an adjustment for students but for you as well. In college, students gain independence and become accountable for their decisions and actions. They need the opportunity to explore the world and their own interests. Your role as a parent is to provide support and constructive feedback. At the Gloria S. Williams Advisement Center, we are committed to equipping you with information and tools to help your student develop independence, a sense of belonging, knowledge, accountability, and responsibility.

Parental involvement not only enhances academic performance but also positively influences students' attitudes and behaviors. A parent's interest and encouragement in their student's education can impact their motivation, attitude toward school, goal achievement, and overall college experience. While the leap from high school to college can be overwhelming, the transition becomes easier when students understand what to expect in college.

High School	College
Most of the learning happens in the class. Homework supports the class experience.	Most of the learning happens outside the class. Class work supports the outside learning experience.
Parents serve as advocates for students and work with teachers directly.	Students must advocate for themselves.
Faculty and families establish study hall times and locations.	Students must plan their own study times.
Homework is given daily.	Students are given a syllabus with homework and assignments listed for the semester.
Teachers seek out students who need additional support and help.	Students must find professors during office hours to get extra help and support as well as set up their tutoring appointments.
Parents are responsible for the monetary component of the students' high school career	Student has to be on top of their financial balances. Student is responsible to complete their yearly FAFSA application. Student needs to communicate with Enrollment Services for any questions/concerns regarding their financial situation/bill.

ACADEMIC ADVISEMENT 101



The Gloria S. Williams Advisement Center provides undergraduate students with information, guidance and support to create and implement an integrated educational plan. Advisement is an essential part of the undergraduate educational experience. Students who work closely with an advisor, feel empowered and equipped to attain their academic goals.

At William Paterson University, advising is a shared responsibility between professional advisors (within the Center and Colleges), faculty advisors and students. Every student has an assigned professional advisor and students are assigned a faculty advisor after he or she is declared and has earned over 60 earned credit hours. Every student is expected to take responsibility for their education and consider the advice given and ask questions.



At William Paterson University, our Academic Advisors are dedicated professionals focused on student success, personal growth, and development. They support students in navigating transitional challenges, particularly for incoming first-year and transfer students. Whether students have questions about courses, career paths, clubs and organizations, or choosing a major or minor, our advisors provide the necessary information to help them make informed decisions about their college journey. As integral members of a student's support network, Academic Advisors are also well-versed in campus resources to ensure students thrive. Encourage your student to connect with their Academic Advisor now! To find their advisor, students can visit WPCONnect and select DegreeWorks.

Our department offers instructional videos to guide students through various tasks - Please click [here](#) for How-to-Videos.

Visit us during the summer from Monday to Thursday, 8:00 a.m. to 5:15 p.m., in Raubinger Hall. Please note that we are closed most Fridays. During the academic year, our center is open Monday to Friday, 8:30 a.m. to 4:30 p.m. For any questions, contact us at 973-720-2653.



Stay connected:  @AdvisementWP

MEET THE ADVISEMENT TEAM



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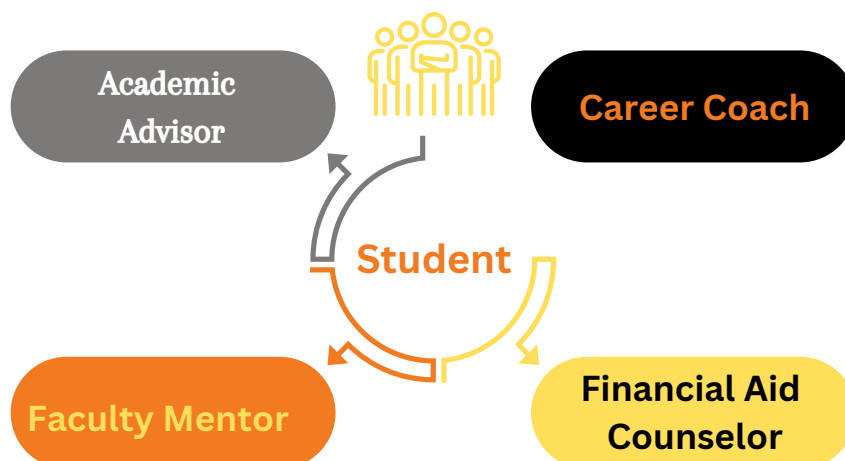
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THE SUCCESS TEAM MODEL



- This team is custom-made and accessible to all of our students through their Navigate account.
- Students are provided with streamlined communication.
- Success teams offer centralized services for student success.
- The team collaboratively coordinates resources based on student needs.
- This model allows for transparent student support in terms of departmental resources and access.

CAREER COMMUNITIES



The Advisement Center partners with the Career Development Center to implement a holistic approach to students' understanding of their major and career pathway. Through targeted programs, Will. Power., and career communities, students engage in career exploration within their major. Career Communities are organized by industry and create a collaborative ecosystem of support aimed at helping students explore their career interests and develop a plan on how to achieve their professional goals.

**Education, Training &
Social Services**

**Business, Finance &
Entrepreneurship**

**Arts, Entertainment &
Communication**

**Healthcare, Wellness
& Biosciences**

STEM & Sustainability

**Government, Policy &
Social Impact**

Exploratory

GRADUATION REQUIREMENTS

To qualify for an undergraduate degree at William Paterson University, a student must earn a minimum of 120 of the academic bearing credits in an authorized program of study to which one has been duly admitted and achieve a minimum 2.0 (C) cumulative grade-point average and a 2.0 average in the chosen major. Due to requirements of accrediting agencies, some majors may require more than 120 credits and a GPA greater than 2.0 in the major for retention and graduation. Students are expected to be familiar with major and other degree requirements. Interdisciplinary programs or honors programs may also have unique requirements.

- **Will. Power. (First-Year Success Seminar)**

The Pioneer First-Year Success Seminar Course is an essential part of the First-Year Experience. Will. Power. is designed to help first-year students develop the skills necessary for the rigorous academic challenges in higher education. All first-year students are required to take this 0 credit course during their first semester at the university. This course is taught by Academic Advisors at William Paterson and is designed to assist students with the transition to university life. Will. Power. curriculum includes topics such as: Time Management, Test & Note Taking Skills, Strategies for Effective Study Skills, Academic Integrity, as well as topics on adjusting to university life. Students have an opportunity to complete their Will. Power. while participating in exciting academic programs that help address the socialization and acclimation concerns of new students.

- **University Core Curriculum**

The University Core Curriculum or the UCC is at the heart of a student's curriculum at William Paterson University of New Jersey. It is a set of 11-14 courses that all students – regardless of major – will take to complete their undergraduate degree. Also known as the general education program, the UCC provides a transformative educational experience and a public good.

UCC 2.0 (1 Course in Each of 14 Areas, 43 Credits, Up To 3 Courses in Major)

Label	Area	Level	Credits
A	WELL-BEING	1000 / 2000	3
B	CREATIVITY	1000 / 2000	3
C	COMMUNICATION	1000 / 2000	3
D	WRITING	1000 / 2000	3
E	CRITICAL THINKING / PROBLEM SOLVING – ARTS, HUMANITIES	1000 / 2000	3
F	CRITICAL THINKING / PROBLEM SOLVING – BEH & SOC SCIENCES	1000 / 2000	3
G	CRITICAL THINKING / PROBLEM SOLVING – NATURAL SCIENCES	1000 / 2000	4
H	QUANTITATIVE LITERACIES	1000 / 2000	3
I	DIGITAL LITERACIES	1000 / 2000	3
J	DATA & ANALYSIS	1000 / 2000	3
K	IDENTITIES & INEQUALITIES	1000 / 2000	3
L	DECOLONIZATION & JUSTICE	2000 / 3000	3
M	GLOBAL CONNECTIVITIES	2000 / 3000	3
N	CIVIC ENGAGEMENT	2000 / 3000	3

GRADUATION REQUIREMENTS CONT.

- **Language**

William Paterson requires all students to complete up to 6 credits (two courses in one language) of a foreign language within the Basic I to Intermediate I sequence. Students with no prior experience in a chosen language begin with 1100 (Basic I) and fulfill their language requirement with the second semester 1110 (Basic II) of that language. Students with prior experience in a chosen language need to be placed into a given level of the 1100, 1110, 2100 sequence. The foreign language requirement is met upon completion of two semesters in the language from placement level or upon completion or exemption from the Intermediate I (2100) course. For Language Placement click [here](#).

- **Writing and Tech Intensive**

All students at WPU are required to complete at least 4 (four) Writing Intensive (WI) courses and two (2) Technology Intensive (TI) courses as part of their entire curriculum.

- “WI” or “TI” are attributes to a course offered in any department that satisfies the Writing Intensive or Technology Intensive criteria.
- Any course that is designated WI or TI could be used to fulfill any other requirement for the student such as major requirement, minor requirement, Core requirement or as free elective.
- One of the WI courses must be at the 3000 level or higher

For example, COMM 3480 PUBLIC RELATIONS is a course that is designated as WI (this appears as “Attributes Writing Intensive” in the Banner system where students can browse through all courses for a particular semester). This means that this course which can be used as one of the four WI required courses and used to fulfill your major or minor requirement in Communication.

Another example is ENG 1100 COLLEGE WRITING. This course is also designated as WI. But it also fulfills a Core requirement for Area Two: Expression-Writing. All students will take this course as their first (out of four) WI course requirements.

- **Summer and Winter Classes**

William Paterson is committed to providing opportunities to help current WP students move ahead on the path to a college degree.

Summer and Winter classes offer students the chance to catch up, stay on track, or get ahead in their studies. For summer courses students can take advantage of the cost benefits as undergraduate summer tuition is 15% less than the semester per-credit rate and students are able to apply for summer financial aid. However, for winter courses students must pay out of pocket as there is no financial aid available.

To learn more about Summer courses: Click [here](#)!

To learn more about Winter courses: Click [here](#)!



GRADUATION REQUIREMENTS CONT.

- **Major Requirements**

Each student must pursue a course of study in sufficient depth to be acquainted with both the basic body of knowledge therein and the frontiers to which it reaches. Credit requirements for the academic majors vary according to type of program.

Credits to complete majors vary, review requirements for your major to ensure that at least one half of the credits taken to complete a major must be earned at William Paterson University. Students are encouraged to declare a major when first enrolling in the University so they can take the appropriate courses for a timely degree completion, and so that departments can offer career-specific guidance. Students who exercise their option not to select a major program upon entering the University are classified as undeclared students. Undeclared students are strongly encouraged to apply for admission to a degree program no later than upon the completion of 45 credits.

For a list of majors, please click [here](#)!

- **Certificate/Minor Opportunities**

Academic minors offer you the opportunity to meet your undergraduate credit requirements by integrating coursework that enriches your educational experience. In addition to developing knowledge and skills in an area that complements and diversifies your major, adding a minor to your degree plan can help you stand out in a competitive workforce.

Each minor consists of coursework totaling 18 credit hours. To ensure you receive credit, you will need at least a 2.0 GPA in the courses related to the minor.

For a list of Certificates and Minors, click [here](#)!

Please remember, it's crucial for students to meet with their assigned advisor to discuss both their major requirements and degree completion. Typically, students need a minimum of 120 credits to graduate. However, specific majors may require additional credits. As a general guideline, students should schedule an initial meeting with their advisor to review their Degree Works and credit calculation.





ACADEMIC POLICIES

As an academic institution committed to the discovery and dissemination of truth, William Paterson University expects all members of the University community to conduct themselves honestly and with professional demeanor in all academic activities. William Paterson University has established standards of academic conduct because of its belief that academic honesty is a matter of individual and University responsibility and that, when standards of honesty are violated, each member of the community is harmed.

- **Satisfactory Academic Progress**

Satisfactory Academic Policy (SAP) is the term used to define successful completion of coursework to remain eligible for federal, state, and institutional financial aid. William Paterson University is required by federal and state regulations and institutional policy to determine whether a student is meeting SAP requirements. SAP evaluation occurs annually, once a year, at the end of the spring semester payment period. There are three distinct dimensions to satisfactory academic progress standards:

To review more of this Policy, please click [here](#)!

- I. **Grade Point Average (Qualitative Measure)**

- Students must maintain at least a 2.0 cumulative GPA after attempting 12 credits. The University requires at least a 2.0 GPA for graduation.

- II. **Maximum Time Frame Measure**

- The minimum number of credit hours needed to complete an undergraduate program is 120. A student is eligible to receive funding up to 180 attempted credit hours. Some programs limit funding on a semester basis.

- III. **Credit Completion Ratio or Calculating Pace (Quantitative Measure)**

- Each year, a student's progress will be measured by comparing the number of attempted credit hours with the credit hours earned. This includes any course for which the student has remained enrolled past the drop/add period. A student who has attempted 30 or less credits must earn 60 percent of attempted credits. Students who have attempted greater than 30 credits must earn 67 percent of the cumulative attempted credits to maintain satisfactory academic progress. The formula is total earned credits divided by total attempted credits.

For the financial aid office, please click [here](#)!

Attempted Credits	Required Percentage	# of Credits That Must be Earned	Required Cumulative GPA
1 - 30	60%	18	2.0
31	67%	21	2.0
49	67%	33	2.0
73	67%	49	2.0

- **Attendance**

Students are expected to attend all classes, laboratory periods, and other academic exercises regularly and punctually, and are responsible for all work required in courses. The instructor determines the effect of absences upon grades and may permit or deny the privilege of making up work, including examinations, within the time limits of the semester. In the event of a prolonged absence, a student is advised to consult with the faculty and Office of Graduate Admissions to explore options available for program completion.

ACADEMIC POLICIES CONT.

- **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records, however these rights transfer to the student when they reach the age of 18 or attend college. William Paterson must have written permission from the student to release any information from a student's education record (I.e., academic records, financial aid, disciplinary records, etc.). We encourage families to review the form together to determine what is in the best interest of the students educational and financial need.

To complete, the student must visit WPCConnect >> Scroll to WP Enrollment Forms >> Select FERPA Authorization Form

- **Academic Warning**

William Paterson University expects all matriculated undergraduate students to maintain Satisfactory Academic Progress (SAP) which is defined as a cumulative grade point average of at least 2.0. Academic warning means a student will be required to meet with his or her academic advisor who will monitor their academic performance. Students under academic warning are required to attend mandatory academic support workshops offered through Academic Development.

- **Academic Probation**

After two consecutive semesters (this does not include summer or winter session) where the student has failed to meet a 2.0 GPA requirement, a student will be placed on academic probation and will be issued an academic contract by their assigned advisor.

- **University Dismissal**

After three consecutive semesters (this does not include summer or winter session) of failing to meet a cumulative GPA of at least 2.0, a student may be dismissed from the University.

- Students who fail to meet a cumulative GPA of at least 2.0 BUT have met the terms of their contract AND have a clear mathematical possibility of meeting the criteria of earning a cumulative GPA of at least 2.0 will be placed on continuing academic probation.
- Students who fail to meet the terms of their academic contract AND fail to meet the criteria of earning a cumulative GPA of at least 2.0 will be dismissed from the university

- **Course Repeat**

Currently enrolled undergraduate degree students may repeat a course or courses in which a grade lower than C was received but the option to repeat a course may be exercised no more than five (5) times in total during their matriculated enrollment. No individual course may be repeated more than twice.



ACADEMIC POLICIES

- **Pass/No Credit**

First Time First Year students, enrolled in their first or second semester at William Paterson University may choose to convert a grade to Pass/No Credit (P/NC) for up to two courses per semester. A transfer student with no more than one semester matriculated at another college or university may utilize the P/NC option for one semester for up to two courses. A student may select the P/NC option to convert one or two course grades of D or F to a P or NC up to two weeks following the deadline for posting final course grades.

- **Policy for Withdrawal and Leave of Absence**

DEFINITIONS

Withdrawal: An official course withdrawal refers to an action taken by a student to withdraw from a course after program adjustment for one or more credits. The course grade for this action results in a “W” on their transcript. There are three types of withdrawals:

- Partial Withdrawal: The student withdraws from one or more courses but remains enrolled in at least one for the term.
- Term/Session Withdrawal (Complete withdrawal during a term/session): The student withdraws from all courses registered for a term.
- University Withdrawal: Students who wish to separate completely from the University.

Leave of Absence

- There are two types of leaves of absence:
 - Military Leave of Absence (MLOA): Students whose military obligations make it difficult or impossible for them to be successful in their academic program. For purposes of granting a MLOA, a military obligation is defined as (a) deployment, (b) mobilization leading to deployment, or (c) attendance at a military school or college.
 - Medical / Mental Health Leave of Absence: Students who must interrupt their studies temporarily due to physical or psychological conditions.

POLICY

Withdrawal Policy

- Course Withdrawal: Students are permitted to withdraw from one or more classes within the published semester timeline available on the semester calendar.
- Term/Session Withdrawal: Students who are currently registered for a term and withdraw from their full course load may return the following term/semester without taking further action. A grade of ‘W’ will be posted for all courses for that term. Students who do not return the following term/semester may return within two years of withdrawing by consulting with an advisor.
- Students who wish to withdraw from the university with no intent to return must request a university withdrawal. If a student decides to return to WPU after taking a University withdrawal that is longer than two years, they will need to complete the necessary paperwork for readmissions through the admissions office.

Leave of Absence Policy

- Leave of Absence must be requested prior to the start of the term.
- Students who receive federal Direct Loans will need to return before the end of the 180 day leave of absence time limit. Failure to return before the end of the 180 days will be considered a withdrawal for financial aid purposes related to reporting to the clearinghouse by the Office of the Registrar.
- Leave of Absence may not exceed two years for enrollment purposes.
- To be eligible for a leave of absence students must be in good academic standing. Unless an exception is made by the Dean of Students.

ACADEMIC POLICIES

- **Responsibilities:** When a student on LOA is ready to enroll in courses, they must meet with an advisor in the Advisement Center to receive guidance on appropriate courses and the process for re-enrollment.
- **Enforcement:** Students who fail to return from the approved leave of absence will be considered a complete withdrawal and will be required to re-apply to the University after a period of two years.
- The Registrar will reflect all students who qualify for military or medical LOA as a withdrawal through the national clearinghouse at the time they get approved prior to the beginning of the semester. When the student returns (before 180 days), it will be changed to a Leave of Absence in the clearinghouse.

PROCEDURE

- When a student registers in the fall or spring and they are approved for a LOA prior to the start of the semester, the student will be reflected as a withdrawal for the semester both on our Banner records and with the Clearinghouse.
- When the student returns at the start of the next semester, they will be reinstated as a LOA for the previous semester in Banner and the Clearing house if it is less than the 180-day maximum for financial aid purposes.
- To request a complete withdrawal or apply for a LOA student should communicate with an advisor.

Academic Integrity Policy

Violations of the Academic Integrity Policy will include, but not limited to the following examples:

1. **Cheating:**

During examinations includes any attempt to (1) look at another student's examination with the intention of using another's answers for attempted personal benefit; (2) communicate in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination; (3) use any materials, such as notebooks, notes, textbooks or other sources, not specifically designated by the professor of the course for student use during the examination period or (4) engage in any other activity for the purpose of seeking aid not authorized by the professor.

2. **Plagiarism:**

The copying from a book, article, notebook, video or other source, material whether published or unpublished, without proper credit through the use of quotation marks, footnotes and other customary means of identifying sources, or passing off as one's own, the ideas, words, writings, programs and experiments of another, whether such actions are intentional or unintentional. Plagiarism also includes submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.

3. **Collusion:**

Working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative effort) of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.

4. **Lying:**

Knowingly furnishing false information, distorting data or omitting to provide all necessary, required information to the University's advisor, registrar, admissions counselor, professor, etc. for any academically related purpose.

Other concerns which relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records as well as vandalism of library materials. No list could possibly include all the possible violations of academic integrity. These examples should, however, give a clearer idea of the intent and extent of application of this policy.

WPU TECHNOLOGIES



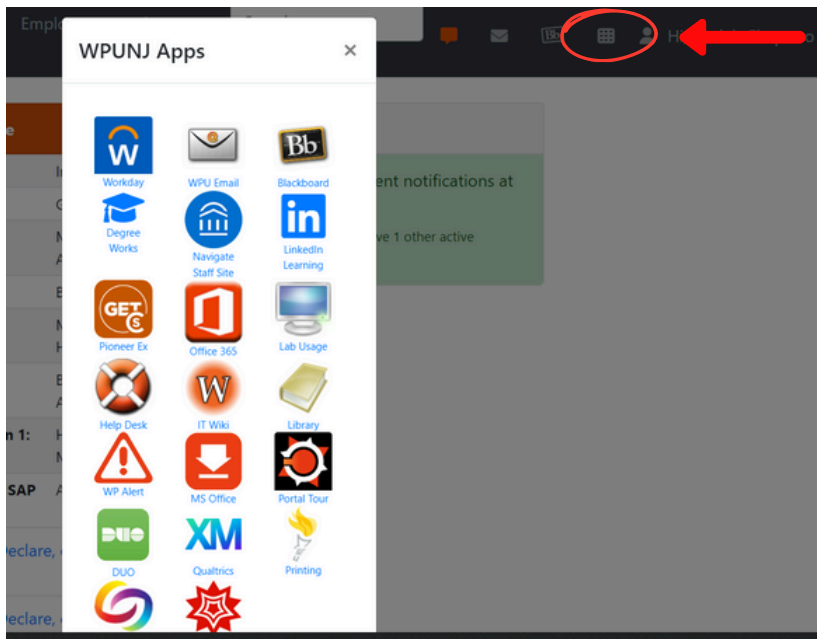
At William Paterson University, we employ various technologies to support our students' needs, identify barriers to their success, ensure effective communication, and monitor academic progress throughout their college journey. Students are introduced to these technologies either through their academic advisor or within their courses. If a student faces challenges accessing technology such as a laptop or internet at home, they should reach out to their academic advisor. Our campus provides free WiFi and multiple computer labs with printers available. Each semester, students receive printing funds included in their tuition fees for assignments and course materials. WPU is committed to student success and offers a laptop loan program to assist with technology concerns.

WPCONnect

A screenshot of the WPCONnect student portal. The top navigation bar includes the William Paterson University logo, the WPCONnect logo, and a menu with 'Home', 'Student' (highlighted with a red circle and a red arrow), 'Employee', and 'My Account'. A search bar is also present. The main content area is divided into several sections: 'My Schedule' with links to 'My Schedule' and 'Registrar Calendar'; 'Billing and Payments' with a 'Click here to view your balance' button and links for tax information, bill payment, enrollment, and refunds; 'My Degree' with a table of student information (Status: Inactive due to Graduation, Class: Senior, Degree: Bachelor of Arts, College: Humanities & Soc Science, Program: BA Political Science, Major: Political Science, Financial Aid SAP Status: Award Aid) and links for adding/declaring/changing majors/minors, degree works, final grades, early assessment, transcripts, and Starfish Student Success; 'Notifications' showing 0 notifications; 'My Registration' with links for add/drop, repeat requests, course offerings, registration status, and timetables; 'Financial Aid and Scholarships' with links for FAFSA verification, financial aid awards, application, summer aid, NJ financial aid information, authorization, and loan cancellation; 'Academic Services' with links for education checklist, honors application, nursing clearance, nursing skills checklist, peer-to-peer program, Qualtrics survey, and SEC rate my tutor; and 'Transportation / Parking' with links for live shuttle map, transit discount passes, parking permit request, and pioneer parking garage student sign-up. A 'Technology Resources and Services' section at the bottom right includes a link for computer lab usage.

WPCONnect is a virtual student portal to find important resources and tools needed to support students needs, access campus department directories and event calendars, monitor their academic progress and so much more! Within WPCONnect, there are numerous electronic forms to allow students to setup online billing and payments, handing in missing verification documents for financial aid, submit a HelpDesk ticket for any online or computer difficulties, sign a FERPA form, register their vehicle on campus, etc. WPCONnect is a one-stop-shop for many of the processes at WPU. Students are also encouraged to visit our website for access to additional campus resources and directory information and support (Visit us [HERE!](#))

Applications within WPConnect



As a Pioneer, students receive access to different apps within the university. We encourage students to get familiar with the free technological resources the university offers.



Microsoft Office 365 is a subscription-based online office and software plus services suite which offers access to various services and software built around the Microsoft Office platform. This service provides cloud storage and collaboration for students through their University accounts. Some of the features included in Office 365 are Outlook and access to the Microsoft Office Web Apps. Students may sign into Office 365 through the following site: www.wpunj.edu/365.



Students can now protect their WPUNJ accounts with Duo multifactor authentication. This app adds an extra layer of security and prevents against scams targeting your WP account and its access to your WPconnect, WP email, Blackboard and other university systems.

Degree Works

Degree Works is an online tool that allows a student to review their degree audit and progress toward graduation so that they understand what is required of them to complete in order to graduate from the University. On this site, their major and minor classes, grades, credits earned, GPA, and demographic information can be found.

Data refreshed 12/01/2022 11:04 AM

Student ID: 855483603 Name: Student, Test Degree: Bachelor of Arts

Advanced search

Level: Undergraduate Classification: Freshman Major: Psychology Program: BA Psychology College: Arts, Humanities & Social Sci

Academic Advisor: Christine Bravo - bravo4@wpunj.edu Financial Aid Counselor: Dayana Nunez - nunezd@wpunj.edu Financial Aid Status: Award Aid

Student Type: Continuing Campus: Main Registration Holds: None Previous College(s): Bergen Community College Attributes: None

Basic Skills English Score: 20 Basic Skills Reading Score: 20 Basic Skills Math Score: 20 Transfer Credits: 19 Graduation Status: No Graduation Application

Academic Standing: Good Standing

Academic What-If View historic audit: 12/01/2022 at 11:04 AM UG/BA

Formal Student View

Degree progress

Overall GPA: 3.233

Requirements: 29% Credits: 18%

PROCESS

Audit date: 12/01/2022 11:04 AM

Diagnostics Student data Save audit Delete audit Expand all

Bachelor of Arts INCOMPLETE

Credits required: 120 Credits applied: 22 Catalog year: 2022-2023 GPA: 3.175

120 Minimum Credit Requirement	Still needed:	You have completed or have in progress 22 credits - a minimum of 98 additional credits are required, as well as completion of all requirements in this degree audit.
Minimum 2.0 Overall GPA Requirement		
Last 30 Credits Must Be Completed at WPUJ (Not Transferred)	Still needed:	The last 30 credits of this degree program must be taken at William Paterson University and may not be transferred.
Pioneer Success Seminar		
Foundations Requirement		
University Core Curriculum Requirements	Still needed:	See University Core Curriculum section

Navigate EAB

Navigate is an application that shows college students all the important things they need to do in one easy-to-view path. Navigate also helps students to pick a major, build a best-fit course schedule, register for classes, find resources on campus, and communicate with their advisor.

Blackboard Blackboard

Blackboard is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Students are able to view grades, submit assignments, participate in discussion posts, communicate with professors, etc.

Microsoft Outlook



The primary way of communication with students at a college/university is by email. At WPU, we use Microsoft Outlook for our email communications across the institution and with our students. William Paterson student emails are issued when a student is admitted to the University along with their student ID number (855#). They are created in a standard format as this: lastname.firstinitial.#@student.wpunj.edu. When a student is first admitted to the University, their password is their student ID number and they are encouraged to change it once they login to secure their email account. Students are expected to check their student emails several times a day. The recommendation from the Advisement Center is at least 3 times a day: morning (before they leave to come to class), afternoon (sometime midday between classes) and evening (after their school day concludes). The University, campus departments, professors, academic advisors and others are sending emails to students to keep them in the loop constantly. Therefore, it's easy to get overwhelmed with the abundance of emails when you aren't checking your inbox regularly. This is a practice for the future careers of our students as email is a primary form of communication at most companies, businesses and schools as we continue to become a more digital/virtual society.

Microsoft Teams



Microsoft Teams is an online instant message system that academic advisors, faculty and professional staff at the University can use for informal communication with a student to chat back and forth via text, call or video chat. Academic advisors use Microsoft Teams to communicate with students regarding urgent matters and to meet with their students on their caseloads for advisement appointments throughout the academic year. Freshman students are required to meet with their academic advisor at least 3 times per semester and upperclassmen (sophomores, juniors and seniors) are required to meet with them at least 2 times per semester. To download, click [here](#)!.

SignalVine



SignalVine is a virtual texting platform that WPU uses to send out academic communications and alerts from the academic advisors and professional staff on campus. These texts go directly to a student's registered cell phone number on file. It is important for students to always update their contact information with the University to ensure they are getting all alerts, texts and University communications.

WPU CAMPUS RESOURCE DIRECTORY

Click on department names to visit their website.

Gloria S. Williams Academic Advisement Center

Contact Info: Raubinger Hall Rm 140 | Phone: (973) 720-2653 | Email: asktheadvisor@wpunj.edu

The Gloria S. Williams Advisement Center provides undergraduate students with information, guidance and support to create and implement an integrated educational plan. Advisement is an essential part of the undergraduate educational experience. Students who work closely with an advisor, feel empowered and equipped to attain their academic goals. Our office primarily works with students who have earned 0-60 credits.

The Office of Parent and Family Relations

Contact Info: Eva Reyes | University Commons Suite 117 | Phone: (973) 720-2312 | Email: wpfamilies@wpunj.edu

The Office of Parent and Family Relations is a newly created office, established this year. We believe that when we partner with our parents and families, we are able to promote success with our students. The office is your conduit to the University and its resources so that you are able to best help your students and ensure their success. It is our goal to also provide you with the right tools, resources and programs so that you are able understand the intricacies of the university experience, from start to finish.

Parents and families should join The William Paterson Family Portal to stay up to date with important information and news, upcoming deadlines, resources, newsletter and events. The portal can be accessible [here!](#).

Office of Veteran and Military Affairs

Contact Info- Silvia Barrera | barreras1@wpunj.edu | VetMilitarySvcs@wpunj.edu | Phone: (973) 720-3660

The Office of Veteran and Military Affairs provides support to veterans, active duty service members and their families by administering services that assist with the transition from military service member to college student. Our goal is to be responsive to the multifaceted concerns of Veterans and assist them in achieving their educational goals.

Academic Success Center

Location: Cheng Library, Room 111B | Phone: (973) 720-2563 or (973) 720-3324

In the Academic Success Center, students receive both 1:1, and group-oriented tutoring assistance for a wide range of lower-level and upper-level courses; as well as for developmental skills for mathematics and reading courses. Academic workshops are facilitated to help students develop effective study skills for lifelong learning. From the Center's lab, students may access network computer facilities. Study groups, and exam review sessions are also available upon request.

The Writing Center

Contact Info: Dr. Sean Molloy | Barbara Moll Grant Hall Room 352 | Email: molloy1@wpunj.edu

Phone: (973) 801-4688 | Text: (201) 285-7751

Writing papers in college is very different than K-12 education systems. Many students get writer's block, need someone to proofread their paper or even help them with MLA/APA formatting. We offer one to one assistance in our Writing Center with all parts of the writing process. Students can schedule virtual appointments or drop by the center for face-to-face assistance.

Tutor.com

Tutor.com is an excellent live online tutoring 24hrs/7 days a week platform that we proudly offer! All students have a subscription for free hours through this service and they cover most courses across all colleges. **Students can access this service through their Blackboard homepage under the Tools listing and click the link for Tutor.com 24/7 Online Tutoring.**

WPU CAMPUS RESOURCE DIRECTORY

Science Enrichment Center

Location: Science Hall East 3023 | **Phone:** (973) 720 - 3340 | **Text:** (408) 462-2929

The Science Enrichment Center is a "student-centered environment" that empowers students with diverse needs to achieve high levels of intellectual and personal growth and enables professors to maintain high academic standards. Within this environment, SEC staff and faculty challenge students to develop a deeper appreciation and understanding of the sciences. The Center provides resources, cooperative learning, coaching and mentoring to facilitate student learning.

Bookstore

Contact Info: Student Center | **Phone:** (973) 720 - 3232 | **Email:** bookstore@wpunj.edu

The Bookstore has everything the students need to succeed: new, used, rental and digital course materials, plus a large assortment of school supplies, backpacks, technology, and more.

Accessibility Resource Center (ARC)

Location- Speert Hall 134 | **Phone:** (973) 720-2853 | **Fax:** 973-720-3293 | **Email:** arc@wpunj.edu

The Mission of the Accessibility Resource Center (ARC) is to assist students with documented disabilities by providing reasonable accommodations and services that ensures equal access to all programs, activities, and related benefits of the University's educational and professional programs. ARC acts as a resource and works in cooperation with faculty and other university departments. We strive to empower, support and guide our diverse community in achieving, promoting and fostering independence, self-advocacy and success.

Counseling Health & Wellness Center (CHWC)

Location: Overlook South, 1st Floor. (Between Matelson and White Hall) | **On call Counselor 24/7, if a student is on crisis Phone:** (973) 720-2257 | **If an emergency call 911 and/or the Campus Police.**

The Counseling Center staff facilitate students' personal, social, and intellectual growth, as well as adjustment to and engagement within the university community. Students are assisted with identifying and working through personal barriers, normal developmental issues and stressors, and clinical problems which could impede academic success.

The Health and Wellness Center staff members provide care for students who are ill or injured. Through health-related counseling and education, we support students' efforts to maintain their physical and emotional well-being and make informed decisions that promote personal wellness and effect life-long health.

We also have a school social worker that operates out of Campus Victim Services. This department is committed to assisting survivors of dating and domestic violence, stalking, and sexual violence in their recovery process and empower the community to sustain a campus that is free from gender-based violence.

Career Development Center

Contact Info: Student Center Rm. 301 | **Phone:** (973) 720 - 3291 | **Fax:** (973) 720- 2074

The Career Development Center educates students by providing career counseling and coaching, job, internship and graduate school preparation as well as employment and mentoring connections. The center works in collaboration with the University and community constituents to help students develop the professional skills needed to achieve career success in a multi-cultural, global society.

WPU CAMPUS RESOURCE DIRECTORY CONT.

Campus Activities, Service and Leadership (CASL)

Location: Student Center, Room 302 | **Phone:** (973) 720-2518 | **Email:** campusactivities@wpunj.edu

Programs, activities and services offered by CASL promote student engagement, leadership, and service learning opportunities outside of the classroom. We encourage participation in campus life and the surrounding community in our interactions with students. CASL oversees the student clubs, organizations, fraternities and sororities that are affiliated with the Student Government Association. They work with the students and the university community to plan activities for Theme Celebrations including Welcome Weeks, Pioneer Pride, Women's History and more! They also organize civic engagement and community service opportunities to encourage students to serve their local communities.

Center for Diversity & Inclusion

Location: Student Center Rm. 214 | **Email:** diversity-inclusion@wpunj.edu

The Center for Diversity & Inclusion will support an intersectional environment where individuals of all cultures and identities are understood, included and valued. WP is one of the most diverse colleges and universities in New Jersey; approximately 60 percent of the student body are students of color. This Center will promote cultural awareness, knowledge and inquiry so that students can learn more about their personal identity(s), appreciate the uniqueness of others, and contribute to the creation of a more just society.

Student Enrollment Services (SES)

Contact Info: Morrison Hall, Room 104 | **Phone:** (973) 720-3945 | **Fax:** (973) 720-2095 | **Email:** studentservices@wpunj.edu

This office is the face-fronting department that counsels our students on billing and financial aid concerns to ensure they are receiving support and assistance with resolving any pending matters that need to be addressed from Financial Aid and the Bursar (billing office). These are main areas of support that Student Enrollment Services (SES) assists students at the University with: financial aid/scholarships, financial literacy, billing/payment, installment plans and record/select registration services.

Financial Aid

Location: Morrison Hall 101 | **Email:** FINAID@wpunj.edu | **Phone:** (973) 720-3945

The Office of Financial Aid specializes in providing personalized service and resources to help students and their families make their William Paterson University education as affordable as possible. We understand how various challenges can affect the goal of attending college and offer a wide range of assistance to meet student needs — regardless of background or educational status. We are here to help you find the best financial aid options to support your academic journey. We also are here to help students and their families navigate the process for applying for financial aid, submitting missing documentation, completing verification, etc.

Registrar

Contact Info: Lower level Morrison Hall, Rm G-03 | **Phone:** (973) 720-2700 | **Email:** registrar@wpunj.edu

The Office of the Registrar provides services include maintaining accurate academic records including course offerings, registration records, grades, progress towards degree completion, veterans certification, processes transcript and enrollment verification requests and accuracy of data (room scheduling) and the implementation of the university's academic policies.

GLOSSARY

Commonly used college terms



- **Academic Advisor**

An academic mentor who guides your student through their degree, making sure they are taking the right courses and helping them make important academic decisions.

- **Academic Progress**

WP requires students to maintain a minimum cumulative grade point average of a 2.00 (GPA) to remain in school. GPA varies depending on major.

- **Add/Drop Period**

A grace period at the beginning of each semester during which your student can decide to add or drop a course with no penalty. To view calendar, please click [here](#).

- **Asynchronous Courses**

Asynchronous courses allow students to view instructional materials each week at any time they choose and does not include a live video lecture component. A syllabus is provided by the professor in order for students to be aware of due dates, assignments, policies, etc.

- **Bursar (Office of Student Accounts)**

The Office of Student Accounts is a department under the Office of the Controller. Responsibilities include billing of tuition, fees, room and board, collection of current and delinquent accounts, processing student refunds and lost/stolen student refund checks. For more information, click [here](#).

- **Career Development Center**

Where your student can get career advice and assistance in finding internships and beginning the job hunt for after graduation.

- **Course Load**

The number of courses, or total credit hours, your student takes in any given semester.

- **Credit Hour**

Each course is assigned a certain number of credit hours, usually corresponding to how often class occurs and how long classes are, as well as the course difficulty. Many classes earn a student 3 to 4 credit hours.

- **Dean's List**

A regularly issued list of students who have achieved high academic excellence. Qualification for the Dean's List varies from college to college.

- **Department Chair**

Educator assigned to manage an academic department. They unite the department and act as a liaison between the department and college administration.

- **FAFSA**

Stands for Free Application for Federal Student Aid. This is the first step in applying for financial aid, and most universities require incoming students to complete the FAFSA form. To apply and/or review the FAFSA form, please click [here](#).

GLOSSARY CONT.

Commonly used college terms



- **FERPA**

Stands for Federal Educational Rights and Privacy Act. This act gives college students the right of privacy over the school records, even if they're under 18. This means you, as their parents, cannot access their academic information, such as their grades.

- **Financial Aid**

Refers to any type of student loan, scholarship, or grant your student receives to help pay for college.

- **First Generation College Student**

A student who is the first in their family to attend college. The term first generation college student typically refers to a student whose parents didn't earn a college degree.

- **Fraternities and sororities**

Social and academic organizations for college students formed to pursue a common goal or ideals. Most are identified by letters of the Greek alphabet (Alpha, Beta, Gamma, etc.) and as whole comprise a school's Greek life.

- **GPA**

Stands for grade point average. This reflects your student's academic achievement at school. The GPA is updated after each semester's grades are finalized and reported.

- **Grading scale**

System in which letter grades are awarded a grade point or number to help calculate GPA.

- **Hold**

A hold is placed on a student's academic record when an outstanding obligation, monetary or material, occurs. The Hold is released when the obligation has been satisfactorily met. Any person who has a Hold placed on their record will not be allowed to register, receive transcripts, or receive any other services from the college until the Hold is released. To view holds, students can visit their WPCconnect account >> My Registration >> View Holds

- **Hybrid classes**

A hybrid course is one that combines online learning (accessible from the Web) and face-to-face instruction. The schedule and structure (which include online assignments and discussion forums as well as required labs) can significantly vary from one class to another. These are typically determined by the instructor based upon learning goals, course objectives, content, and available resources. Generally, a course that offers at least 25% face-to-face time combined with at most 75% online components or up to a maximum of 75% face-to-face time and at least 25% online components is a hybrid course.

- **Incomplete**

An instructor may assign an incomplete (a grade of "IN") to a student. It will be assigned only when a student has not completed a major assignment or examination. Course requirements must be completed within a mutually agreed-upon timeframe by instructor and student by a specified time or the "I" grade will be automatically changed to an "F."

- **Major**

The primary focus of study in a 4-year degree. For example, your student might major in biology, philosophy, or Art Studio. To review list of majors and credits click [here](#).

GLOSSARY CONT.

Commonly used college terms



- **Minor**

A secondary focus of study, typically earned in tandem with a major. Your student, for example, might graduate with a major in biology and a minor in chemistry.

- **Orientation**

Is a chance for your student to go to their college before freshman year begins to get a tour of the campus and ask questions.

- **Open Educational Resources**

Open educational resources are materials for learning that are either in the public domain or have been released to be freely used, changed, or shared with others.

- **Part Time College Student**

A student who does not have a full course load of 12 credit hours in any given semester.

- **Pass/Fail Course**

A class in which no grade is given — a student simply passes or fails.

- **Plagiarism**

Copying some or all of someone else's work and claiming it as your own.

- **Probation**

Academic probation means a student has fallen from good standing status and is at risk of being dismissed from the university. This is measured by GPA and courses passed.

- **Provost**

A provost is a senior academic administrator who works closely with academic deans, department deans and faculty to ensure the quality of academic programs.

- **Pre-Requisite**

A course a student must complete before taking another specific course.

- **Registration**

The period in which a student can sign up for the classes they wish to take in a semester.

- **Registrar**

A specialist tasked with handling several administrative and logistical areas of academia. The registrar's office is responsible for many administrative academic duties like preparing student transcripts, schedules, etc.

- **Satisfactory Academic Progress (SAP)**

Ensures that students who are receiving federal and state aid are making measurable progress toward completion of a degree within a reasonable time frame. Performance is measured in the following areas: completion rate, GPA and length of eligibility. For more information, click [here](#).

- **SAP Appeal**

Students who fail to meet SAP as defined in the college catalog and student handbook have the option of submitting an appeal.

GLOSSARY CONT.

Commonly used college terms



- **Semester**

A half year of college. There is a fall semester and a spring semester. Most courses are one semester long.

- **Summer and Winter Sections**

Summer and winter sessions provide students the opportunity to advance toward their undergraduate degrees.

- **Syllabus**

A general summary of a course handed out to students at the beginning of a semester.

- **Synchronous and Online courses**

synchronous online learning means that students are required to log in and participate in class at a specific time each week.

- **Study Abroad**

Many programs offer the ability to study abroad for a semester, in which your student can live in another country while attending school there. For more information, click [here](#).

- **Transcript**

A transcript is an overview of a student's academic progress — it usually includes their GPA and total credit hours.

- **Tuition**

The amount paid to attend a college.

- **Undergraduate**

An undergraduate is any student pursuing a 4-year Bachelor's degree.

- **University Core Curriculum (UCCs)**

Include fundamental classes like English, math, general science and history that provide a foundation for major-specific classes. The exact class requirements may vary depending on your major. Core courses may also be referred to as general education courses.

- **Waitlist**

A term commonly seen during registration periods. Students hoping to enroll in a full class can opt to be placed on a waitlist. This essentially saves a place in line in case spots open from registered students dropping or changing plans.

- **Withdraw**

If your student leaves a course after the add/drop period is over, it is called a withdraw. While withdrawal does not affect a student's GPA, it is shown on their transcript. Withdraw also refers to term withdrawal, in which a student stops taking all their courses for the rest of a semester. Students should always consult with their advisors and the Financial Aid office, if they receive financial aid.

- **Work Study Program**

A federal program which provides universities with funding to hire students for part-time jobs. For more information on how to apply and review if the student qualifies, please click [here](#)!

FREQUENTLY ASKED QUESTIONS (FAQs)

- **Where can I find dates of University breaks and holidays so I can plan my student's vacation schedule?**

Please click [here](#) to view William Paterson's Academic Calendar.

- **How do I pay a bill?**

There are various ways a student and/or family member can pay a student bill. Please click [here](#) to view payment options.

- **Where can I find information if my student needs academic or physical accommodations?**

The laws protecting students with disabilities are different at the high school and university level. In college, it is the student's responsibility to request services. The Accessibility Resource Center (ARC) assist students with documented disabilities by providing reasonable accommodations and services that ensures equal access to all programs, activities, and related benefits of the University's educational and professional programs.

- Please click [here](#) for more information.

- **As a parent of a first-to-go-to college student, where can I find information to aid in my student's success; specifically course selection and number of credits per semester?**

To best assist with your student's academic success, please encourage your student to schedule an academic advising appointment with their **academic advisor**, a minimum of three times per semester. During this appointment, the advisor will discuss academic progress, personal and professional goals, discuss course planning and selection, and much more! To schedule an appointment, the student can visit their starfish account on WPCConnect >> My Degree >> Starfish Student Success to view the advisor's calendar and schedule an appointment at a date and time convenient for them.

- To view the catalog for your student's intended major and requirements, please click [here](#).

- **What health records are required prior to attending William Paterson?**

Please click [here](#) to view information regarding health records.

- **How do I opt out of the William Paterson Aetna Student Health Insurance Plan?**

Students may opt out of the Student Health Insurance by going to universityhealthplans.com/wpunj. The student must have their insurance card readily available when starting the insurance waiver. For more information on the WPU University Student Health Insurance Plan and waiver instructions, click [here](#).

- **Where does my student go to put more money on their meal card?**

Parents, families, and students can add money on their meal card in person, online, or via mail. Please click [here](#) to review options.

- **What is the mailing address for students?**

Mailing addresses for each building are different in that there is a PO Box specific to each area. Once the student is assigned to a building, they can verify the correct address. Packages sent via USPS, UPS, FEDEX, and DRL should be addressed to the student, William Paterson University | 300 Pompton Road | Wayne, NJ, 07470.

- **Will students have to take all of their belongings with them when the semester ends?**

No. Students who live on campus for the fall and plan to return for the spring, may leave their things in their room, but we advise that they take valuable items home.

FREQUENTLY ASKED QUESTIONS (FAQs)

- **What students employments are offered?**

Students can find on-campus employment through [Hiretouch](#) on their WPconnect account. The Federal Work-Study program lets students hold part-time jobs on campus. A student's financial Aid package will indicate if they were awarded work-study — it's based on their financial need as indicated on their FAFSA. Work-study is money a student must earn through employment. For more information on Federal Work Study, click [here](#).

- **Does tuition include books or is that separate?**

Tuition does not include the cost of books. Students are encouraged to communicate with their academic advisor to discuss available options for books and materials needed for courses.

- **Are the residence halls/apartments open during break periods?**

The residence halls are closed during the Thanksgiving and winter break; which is from the end of the fall semester until the beginning of the spring semester and again during spring break in March. Students are sent information regarding break closing each semester. Students who need to request to stay on campus during break period should the Office of Residence Life to determine if accommodations can be made.

- **How does my student know if the University will be closed or classes cancelled due to inclement weather?**

In the event the university closes or classes are cancelled due to inclement weather, students will be notified via email and in some cases, text message. For instructions on how to receive campus notifications and alerts, click [here](#).

- **What resources are available for commuter students?**

Please click [here](#) for information on resources available such a transportation discount, monthly passes and commuter student breakfast events.

- **Can freshmen have cars on campus?**

Yes, any student can park on campus as long as the car has a current parking decal. To register the car and receive a decal, please click [here](#).

- **How can I get information on my student's grades? Can I access their academic records?**

The privacy of a student's educational records is protected by the Family Educational Rights and Privacy Act (FERPA). Under FERPA, a student has a right to expect that information in his/her educational records will be kept confidential unless he/she gives permission to the school to disclose such information.

- **Who do I call if there is an emergency on campus?**

The campus police emergency phone number is (973) 720-2200.

- **Where can I find a list of student organizations or ways my student can get involved?**

Pioneer Life is the on-line portal used by students to find out what activities and events are happening at WP, search for and join student organizations, manage their engagement portfolio and “digital badge” progressions, manage student organization membership, etc. Students can Log into Pioneer Life portal [here](#).