

Westfield State University

Administrative Procedure Document

Procedure Number: ADM002 **Title:** New Student Enrollment Guide **Effective Date:** August 15, 2023

1.0 Purpose and Overview

This document outlines the essential procedures for all new undergraduate and graduate students to complete their enrollment at Westfield State University. The guide covers the entire process from confirming admission to enrolling in first-semester courses. Our goal is to provide a clear and comprehensive roadmap to ensure a smooth and successful transition into the university community.

2.0 Scope

These procedures apply to all newly admitted undergraduate and graduate students for all academic programs at Westfield State University. This includes students who have deferred their admission from a previous semester.

3.0 Step-by-Step Procedures

3.1 Admission Confirmation

Upon receiving an offer of admission, students must formally accept or decline the offer through the Westfield State University student portal.

- **Deadline:** The deadline to confirm admission is May 1 for the Fall semester and November 1 for the Spring semester.
- **Action:**
 1. Log in to the [Westfield State University Student Portal](#).
 2. Navigate to the “Admissions” section.

3. Select “Accept/Decline Offer.”
4. Submit the non-refundable enrollment deposit of \$300.

3.2 Orientation Requirements

All new students are required to attend a New Student Orientation session. Orientation provides critical information about academic advising, university resources, and campus life.

- **Registration:** Registration for orientation opens on May 15 for the Fall semester and November 15 for the Spring semester.
- **Action:**
 1. Log in to the student portal.
 2. Navigate to the “Orientation” section.
 3. Select a preferred orientation date.
 4. Complete the registration form.

3.3 Placement Tests

Placement tests are required for certain subjects to ensure students are placed in the appropriate course level.

- **Subjects:** Mathematics, English, and Foreign Languages (if applicable).
- **Action:**
 1. Check your student portal for required placement tests.
 2. Complete the tests online before your scheduled orientation date.
 3. Test results will be available in the student portal within 48 hours and will be used during academic advising.

3.4 First-Semester Enrollment

Course enrollment for the first semester is completed during the New Student Orientation with the assistance of an academic advisor.

- **Action:**
 1. Review your degree requirements and sample course plans in the university catalog prior to orientation.

2. Meet with an academic advisor during your orientation session to discuss course selection.
3. Register for courses through the student portal.

4.0 Deadlines and Timelines

Action	Fall Semester Deadline	Spring Semester Deadline
Confirm Admission	May 1	November 1
Register for Orientation	August 1	December 15
Complete Placement Tests	Before Orientation	Before Orientation
First-Semester Enrollment	During Orientation	During Orientation

5.0 Required Forms and Systems

- **Westfield State University Student Portal:** Used for admission confirmation, orientation registration, and course enrollment.
- **Official Transcripts:** Final, official transcripts from all previously attended institutions must be submitted to the Registrar's Office by August 1 for the Fall semester and January 1 for the Spring semester.
- **Immunization Records:** All students must submit proof of required immunizations to University Health Services before the start of the semester.

6.0 Contact Information

For questions regarding the enrollment process, please contact the appropriate office:

- **Admissions Office:**
 - Email: admissions@westfieldstateuniversity.edu
 - Phone: (555) 123-4567
- **Registrar's Office:**
 - Email: registrar@westfieldstateuniversity.edu
 - Phone: (555) 123-4568
- **New Student Programs:**

- Email: orientation@westfieldstateuniversity.edu
- Phone: (555) 123-4569

7.0 Frequently Asked Questions (FAQ)

Q: What if I miss the deadline to confirm my admission?

A: If you miss the deadline, your offer of admission may be rescinded. Please contact the Admissions Office immediately to discuss your options.

Q: Can I change my orientation date after I have registered?

A: Yes, you can change your orientation date up to one week before your scheduled session through the student portal, subject to availability.

Q: Are there any exemptions for placement tests?

A: Exemptions may be granted based on standardized test scores (e.g., SAT, ACT) or transfer credits. Please refer to the Placement Testing section on the university website for more details.

Q: Who is my academic advisor?

A: You will be assigned an academic advisor based on your major. You will meet your advisor during New Student Orientation.

8.0 Revision History

Version	Effective Date	Author	Changes
1.0	August 15, 2023	Registrar's Office	Initial document creation.
1.1	September 1, 2024	Registrar's Office	Updated contact information and FAQ section.