



WAYNESBURG UNIVERSITY

New Student FAQ Sheet

Top Frequently Asked Questions

[How do I start a payment plan for my tuition?](#)

[How do I receive my financial aid package?](#)

[I forgot my username and password for myConnect. What do I do to reset it?](#)

[What if I forget my student ID number?](#)

[What do I do if I can't log into myConnect with my username and password?](#)

[What credits usually transfer in?](#)

[When will transfer credits be posted?](#)

[Who do I talk to if I have questions about my schedule or change of major?](#)

[How do I know who my academic advisor is?](#)

[When should I buy my textbooks?](#)

[When do I get my student ID card?](#)

[What should I bring for my dorm room?](#)

[When will I find out about my class schedule, roommate and residence hall?](#)

[How are roommates selected?](#)

[When is the first day of class?](#)

[What are the different meal plans offered?](#)

[When is the last day to change my meal plan before school starts?](#)

[What are Jacket Dollars?](#)

[When should I plan to arrive on campus?](#)

[Can I bring a car to campus?](#)

[Other Questions?](#)

Financial Aid

Q: How do I start a payment plan for my tuition?

A: The University offers a convenient, ten month payment plan for its student for a one-time charge of \$40 dollars. This is set up through our Business Office at 724-852-3403, -724-852-3298, or 724-852-3385 or you can email at: businessoffice@waynesburg.edu.

Q: How do I receive my financial aid package?

A: Once a student is officially admitted to the University and completes their Free Application for Federal Student Aid (FAFSA), the Office of Financial Aid will send them an Award Letter detailing their aid eligibility and aid options for the upcoming year. This process normally begins in December of the year preceding their actual enrollment and continues on a rolling basis from there.



WAYNESBURG UNIVERSITY

New Student FAQ Sheet

Information Technology Services

Q: I forgot my username and password for myConnect. What do I do to reset it?

A: If you forget your password, you can click on the “*forgot password*” link below the login box on myConnect. You will be instructed to use your security questions to reset your password. If you have not set your security questions you will need to call the help desk at 724-852-3413 for assistance resetting your password. Your username is the first 3 letters of your last name followed by the last 4 digits of your student ID number.

Example: John Smith ID: 000101234 Username: smi1234

Q: What if I forget my student ID number?

A: Your student ID number is located on both your student ID card and your bill from the Waynesburg University Business Office. If you have not received either of these items yet, you can contact the Registrar’s Office at 724-852-3252 for your student ID number.

Q: What do I do if I can’t log into myConnect with my username and password?

A: If you are unable to login, please call the helpdesk at 724-852-3413 or place an [ITS request](#). Be sure to provide as much detail as possible so we can assist in getting your access to myConnect available as quickly as possible.

Registrar

Q: What credits usually transfer in?

A: Waynesburg University will accept credits from any regionally accredited institution. The following is a list of the regional accrediting bodies:

1. Middle States Commission on Higher Education
2. New England Association of Schools and Colleges
3. North Central Association
4. Northwest Commission on Colleges and Universities
5. Southern Association of Colleges and Schools
6. Western Association of Schools and Colleges

Each course is individually evaluated. Courses similar to those offered in the Waynesburg University catalog and graded C- or above are accepted.

The maximum number of hours allowed for credit earned at a two-year institution will not exceed the number of hours required in the first two years of the student’s program at Waynesburg University.



WAYNESBURG UNIVERSITY

New Student FAQ Sheet

Q: When will transfer credits be posted?

A: Transfer credits are posted to a students' transcript after the drop/add period for the semester and before pre-registration of the next semester. Students' academic plans are updated after the transfer credits have been posted to the transcript.

Q: Who do I talk to if I have questions about my schedule or change of major?

A: After an applicant has deposited, they may contact the Admissions Office with questions about changing their intended major.

When new students have been notified of their schedule of classes, any questions should be directed to Brian Carr (bcarr@waynesburg.edu; 724-852-3317).

Upperclassmen should direct questions to their academic advisor or department chair. The Counseling Center (3rd floor, Stover Campus Center) is also available to answer questions a student may have about changing his or her major.

Inquiries related to grades, schedule and academic standards may be directed to the Office of the Registrar (registrar@waynesburg.edu; 724-852-3252 or 724-852.7619).

Q: How do I know who my academic advisor is?

A: An academic advisor is assigned when a new student's schedule is created. The advisor assignment is included on the bottom of the student's schedule in Self-Service. If a student decides to change his or her major, a new academic advisor is assigned by the department chair during the process.

Q: When should I buy my textbooks?

A: Around August 1, textbooks will become available for online purchase at www.efollett.com. Many titles are also available to rent or in an electronic format. Since your schedule is still tentative, if you purchase textbooks before coming to campus, remember that your required textbooks may change. For this reason:

- Know the return policies if you buy from other textbook vendors
- Do not cut shrink-wrapped textbooks
- Do not write in the textbooks
- Keep the receipts



WAYNESBURG UNIVERSITY

New Student FAQ Sheet

Student Services

Q: When do I get my student ID card?

A: you will receive your Student ID Card the day you move in to your Residence Hall or New Student Check In for Orientation. You can visit Student Services and get your ID photo taken any time after you make your deposit, but you must schedule your appointment to get this picture taken with either an Admissions Visit or an Express Check In Day visit. If you are unable to have your photo taken before New Student Check In, you will receive your ID picture taken during the check-in process on New Student Move-In Day.

Q: What should I bring for my dorm room?

A: Here are our suggestions for [what to bring](#)

Q: When will I find out about my class schedule, roommate and residence hall?

A: That depends on when you complete your New Student Forms through the myConnect portal. Your schedule and housing assignment will come to you via your Waynesburg University email account.

If you complete your New Student Forms by:	Then you will receive your tentative class schedule and housing assignment by:
March 1	April 15
April 15	May 31
May 31	early August

Q: How are roommates selected?

A: We work to match you with a compatible roommate based upon the information you submit in the roommate preference section of the New Student Form.

Q: When is the first day of class?

A: The date can be found on the 16-17 Academic Calendar for students entering in Spring 2017 or the 17-18 Academic calendar for students entering Fall 2017.

Q: What are the different meal plans offered?

A: As a resident student, you can choose from a 10, 14 or 19 meal plan. As a commuter student, in addition to the options above, you also have the option of choosing a 5 meal plan or no plan. A meal plan is based upon the number of meals available to you from Friday breakfast to Thursday dinner. For example, a 10 meal plan means that you have 10 meals available to you each week starting with



WAYNESBURG UNIVERSITY

New Student FAQ Sheet

breakfast on Friday and ending with dinner on Thursday. The meal plan you select is accessible on your Student ID.

Q: When is the last day to change my meal plan before school starts?

A: You can always increase your meal plan throughout a semester. Meal plans can only be decreased before 4:30pm on the Friday before the start of the semester.

Q: What are Jacket Dollars?

A: Jacket Dollars are additional funds that can be added to your student ID that can be used in Benedum Cafeteria or the Beehive. To use your Jacket Dollars, you simply have to notify the cashier at the location you are using it that you will be using Jacket Dollars when you hand them your ID. To add Jacket Dollars to your account please contact the Business Office. The Business Office will accept check, credit/debit card or cash to be added to the student account.

Q: When should I plan to arrive on campus?

A: All new students will need to arrive between 8 a.m. and 11 a.m. on the Thursday before classes begin to attend Orientation and some new students may be asked to arrive earlier than that to participate in athletic or other organizations. Additional information on early arrivals will be sent to your Waynesburg University email over the summer.

Q: Can I bring a car to campus?

A: Freshmen are not permitted to have a car on campus. If you have extenuating circumstances, please complete a [Freshmen Parking Permit Form](#) to explain your need and request an exception. Student Services offers a free local shuttle service for Waynesburg University Students, two days a week when classes are in session.

Q: Other Questions?

A: Feel free to contact Student Services with any other questions you have at 724-852-3206 or email studentservices@waynesburg.edu