



Welcome to Montclair State University!

Steps for a Smooth Transition

Congratulations!

Once again, congratulations on your acceptance to Montclair State University! Although this is a very exciting time, it can also be a stressful time too. Balancing life, work and school can be challenging but it can also be very rewarding! And, to be sure you have all of the resources you need to be successful in your educational pursuits, the Center for Academic Advising and Adult Learning (CAAAL) is available to assist you every step of the way.

So, to help ensure that you have a smooth transition into (or back into) college life, be sure to read all of the following information and follow the directions indicated. By following these outlined steps, you can be sure that you are doing what you can to provide a solid foundation for academic success.

Step #1: RSVP to Attend a Transfer and Adult Learning Orientation Session

- Your first step is to **RSVP** to attend a ***required*** Transfer and Adult Learning Orientation Session - *a new student orientation and academic advising information session* - hosted by the **Center for Academic Advising & Adult Learning (CAAAL)**.
- Reservations are required for attendance. To reserve your seat simply log on to the following website and follow the onscreen instructions: <http://www.montclair.edu/transferdays>

Step #2: Submit Your Candidate's Reply Form and Deposit

- If you have not done so already, please complete the Candidate's Reply Form (available at the following web address: http://www.montclair.edu/admissions/accepted/reply_form.pdf) and mail it along with your tuition deposit to:

**Montclair State University
Cashier's Window - College Hall 216
1 Normal Avenue
Montclair, NJ 07043**

- Once your Candidate's Reply Form and tuition deposit are received you will be officially enrolled at Montclair State University and eligible to register for classes.

Step #3: Schedule to Take the Montclair State University Placement Test (MSUPT)

- All University students, transferring less than 26 credits, are required to take the **MSUPT**, please complete the MSUPT Reply Form at <http://www.montclair.edu/pages/ANA/Web-Pages/placeinfo.html> - print, complete and submit the form to the Center for Academic Development and Assessment (CADA) at (973) 655-4476; Morehead Hall, room 139.
- Or, at the above site, simply click on "MONTCLAIR STATE UNIVERSITY TEST REPLY FORM" to electronically submit your reply form.

- If you are required to take the MSUPT, you must schedule to take the test prior to your initial registration. You will be permitted to register for classes before completing the MSUPT; however, you must have already scheduled to take the test. If you fail to take the test on the date scheduled, a registration hold will be placed on your record by CADA.
- **IMPORTANT: DO NOT** enroll in courses which require high level math and/or reading and writing before finding out the results of your MSUPT (these courses include but are not limited to ENWR100 and 105; and MATH100, 103, 104, 106, 109, 112 and 114).
- Once you receive your MSUPT results from CADA, please contact your CAAAL advisor to discuss any necessary changes to your schedule.
- If you are required to take the math portion of the MSUPT, contact CADA and ask about the workshops that are designed to help you “brush-up” on your computation and basic algebra skills -- the same topics that will appear on the math section of the MSUPT; RSVP for a workshop by calling 655-5425; or 7134.

Step #4: Access Your Online Analysis of Academic Progress (degree audit)

- To access your analysis of academic progress (audit), which includes your transfer credit equivalencies (if applicable), simply log on to www.montclair.edu then go to the **Quick Links** drop down menu (located on the top right side of the page) and select the **WESS Login** option.
- Select the **Enter Student Services** link to login to your student account.
- Go to the following website for information on setting up your campus wide identification number (CWID) at: <http://www.montclair.edu/admissions/accepted/cwid.html>
- Once you have entered the Web Enrollment Services for Students (WESS) site, click the **Analysis of Academic Progress** link. Visit this link to view step-by-step screenshots of the process: http://www.montclair.edu/pages/academicadvising/pdf/How_To_Print_Your_Audit.pdf (Note – the analysis of academic progress link is located towards the bottom left corner of the screen in the Student Records Menu.)

Attention: *Undeclared students, students interested in obtaining teacher certification, and/or students interested in “exploring” other majors (e.g. restricted programs) must choose the “Modeling” option.*
(Note – “modeling” will not change your major, it is simply a what-if scenario for you to review)

- Once you have reached the **Analysis of Academic Progress** page (see above instructions), simply select the **Modeling** option if you would like to view a major other than the one you are currently enrolled in.
- Next, select your *intended* major and the **GenEd 2002 (2008 Fall)** option.

Step #5: Review Your Analysis of Academic Progress/Credit Evaluation

- You should review your degree audit (a.k.a. Analysis of Academic Progress) thoroughly.
- **STUDENTS RECEIVING AN AA/AS/AFA DEGREE FROM A NJ COMMUNITY/COUNTY COLLEGE – Please note that your General Education requirements have been fulfilled by your transfer coursework. Your credit evaluation will list your general education courses under “Free Electives”.**
- Be sure to print a copy of the online **Guide to Interpreting Your Analysis of Academic Progress** as a handy reference for understanding your evaluation.
- Your **Analysis of Academic Progress** is an on-line evaluation of your individual degree program. This **Analysis** will provide you with a comprehensive outline of the courses you must take in order to complete your chosen degree (any required basic skills courses will not appear on your **Analysis**).
- To access your **Analysis** simply log on to www.montclair.edu then go to the **Quick Links** drop down menu (located on the top right side of the page) and select the **WESS Login** option.

- Select the **Enter Student Services** link to login to your student account.
- Next, enter your Campus Wide ID (CWID) and your PIN which is your date of birth. (Note, follow the onscreen instructions to change your PIN.)
- Once you have entered the Web Enrollment Services for Students (WESS) site, click the **Analysis of Academic Progress** link to view your individual **Analysis**. (Note: this link is located towards the bottom left corner of the screen in the Student Records Menu.) If you have transfer credits, these credits will be evaluated and reflected on your **Analysis of Academic Progress**. If you notice any discrepancies with the evaluation of your transfer credits, please speak with your CAAAL advisor after attending an Adult Learning New Student Orientation Session.

Step #6: Register for Classes

- Remember to include GNED100: Adult Academic Success Seminar, required of all students admitted through the Adult Learning program, in your first semester of enrollment.
- To register for a class go to <http://wfs.montclair.edu>
- Click on **WESS**.
- Click on **Enter Student Services**.
- Enter your Student CWID (College Wide Identification Number) and your PIN (if you don't remember your PIN after you changed it, simply choose the "reset your PIN" option on WESS or contact the Registrar at 973-655-4376).
- Click on **Registration** to view the menu options.
- Click on **Drop/Add Classes** (this link is located in the Registration Menu).
- Select the semester you want to register for (e.g., Fall 2008).
- On the bottom of the screen, enter the five-digit Call Number for the class you want to register for. If you are unable to locate the Call Number please see the instructions below.
- Click **Submit** and you will be registered for the class.

Locating the Call Number of a Class

- Let's assume you want to register for a course called Cultural Anthropology (ANTH100) but you do not know the Course Call Number.
- Follow the *Register for Classes* instructions above. At this point you will be asked for the Course Call Number.
- Click on **Course Sections**.
- Select the term when the class will be offered.
- Scroll to select the subject of the course you want to register for. In our example, you would select ANTH to find the class called Cultural Anthropology.
- Select the course (e.g., ANTH-100) that you want to register for.
- Write down the call number corresponding to the course you want to register for.
- Scroll to the bottom of the page and click on **Drop/Add Classes**.
- Enter the Call Number of the class you want to register for.
- Click **Submit** and you will be registered for the class.

Step #7: Attend a Transfer and Adult Learning Orientation Session

- Your next step is to attend a **required** Transfer and Adult Learning Orientation session — *a new student orientation and academic advising session*—hosted by the **Center for Academic Advising & Adult Learning (CAAAL)**.
- Reservations are required for attendance. If you have not done so already (as indicated in step #1 above) reserve your seat by simply logging on and following the onscreen instructions at:
<http://www.montclair.edu/transferdays>

Important Information for Adult Learning Students

Frequently Asked Questions (FAQ)

Please visit our "FAQ" site often to view answers to commonly posed questions by incoming adult learning students:

Adult Learning FAQ's: <http://www.montclair.edu/pages/cal/adultlearningfaq.htm>

Undeclared Student FAQ's: <http://www.montclair.edu/pages/academicadvising/ufaq.htm>

Montclair State Immunization Requirements for Measles, Mumps, and Rubella (MMR)

All full-time and part-time undergraduate and graduate students (new or continuing) born after 1956, enrolled in a program of study leading to an academic degree at any 4-year public or independent institution of higher education in NJ are required to provide evidence of immunization as a prerequisite for enrollment.

Proof of MMR immunization must be received prior to the **beginning** of the first semester (students can process their initial registration before providing this documentation). Failure to submit the required documentation will result in a registration hold that will prevent future registration activity.

Please visit the following website for additional information (including immunization exemptions) and to download an immunization form:

<http://www.montclair.edu/wellness/wellness/html/Immunization.html>

Meeting with an Advisor

After attending a Transfer and Adult Learning Orientation session, if you still have questions or concerns, you may schedule an appointment with an advisor. **All students accepted through the Center for Academic Advising and Adult Learning (CAAAL)** have an assigned CAAAL advisor throughout their entire time at Montclair State. Appointments with CAAAL advisors can be arranged **after** attending a Transfer and Adult Learning Orientation by calling 973-655-7114.

Keep in mind that all students with a declared major also have an assigned Faculty Advisor within their given department. These major/faculty advisors can help you with any questions you may have about your major.

Courses Labeled "DPT" on your Montclair State Credit Evaluation

Courses labeled "DPT" currently do not have Montclair State course equivalencies established. These courses are automatically listed under free electives. However, if you believe a "DPT" course should fulfill a general education or major/minor requirement, you must contact the department that oversees that particular discipline. For example, if you took a public speaking course and it is currently labeled as SPCMDPT, you would need to contact the Communication Studies Department to have the course evaluated and possibly designated as equivalent to Montclair's SPCM101.

*** International Students:** *Coursework taken outside of the United States is designated as a "DPT" under the free electives section of your analysis of academic progress. Please follow the steps indicated above to have your "DPT" courses evaluated.*

Please use the search option on the Montclair website to locate the department contact information. It is best to first call the department to find out who is responsible for reviewing "DPT" courses and when would be the best time to visit. Remember to bring supporting documentation such as a course description, syllabus, or text book information.

"What if my PIN is not working?"

If you are having trouble logging on to WESS because your PIN is not working, please call the Registrar's Office at 973-655-4376 for assistance.

Majors Which Require Upper Level Math

(e.g. *Business Administration, Computer Science, the Natural and Physical Sciences*)

If you intend on following a major that requires upper level math (*MATH 111, MATH 112, MATH 114, MATH 116, and MATH 122*) and have not received transfer credit for the required math course, you must first take a Math Readiness Test. Refer to the undergraduate catalog for course descriptions and prerequisites. The test must be scheduled in advance by calling the Center for Academic Development and Assessment at 973-655-4476.

"What if I want to change my major?"

The WESS system allows students to do "what if" scenarios for all majors. To review work programs for other majors, simply log onto WESS then click **Analysis of Academic Progress**. Select the **Modeling** option and click **Submit**. Choose a major and the **GenEd 2002 (2008 Fall)** option.

Helpful Phone Numbers

Center for Academic Advising & Adult Learning _____	973-655-7114
Undergraduate Admissions _____	973-655-5118
Bookstore _____	973-655-5460
Bursar (Student Accounts) _____	973-655-4105
Center for Academic Development and Assessment _____	973-655-4476
University Health and Counseling Services _____	973-655-4361
Financial Aid _____	973-655-4461
Library _____	973-655-4291
Parking _____	973-655-7580
Registrar _____	973-655-4376

CHECKLIST FOR NEWLY ADMITTED ADULT LEARNING STUDENTS

- RSVP for (and attend) a required Transfer and Adult Learning Orientation Session

<http://www.montclair.edu/transferdays>

- Submit Your Candidate's Reply Form and Deposit
- Schedule to Take the Montclair State University Placement Test (MSUPT)
- Access and review your online *Analysis of Academic Progress* via WESS
- Register for classes and review your *Analysis of Academic Progress* (Remember to include *GNED100: Adult Academic Success Seminar* in your first semester of enrollment)

<http://www.montclair.edu/pages/ANA/Web-Pages/placeinfo.html>

- Submit proof of immunization for Measles, Mumps, and Rubella (MMR)

<http://www.montclair.edu/wellness/wellness/html/Immunization.html>

- Visit the CAAAL FAQ's for Adult Learning and Undeclared students

<http://www.montclair.edu/pages/cal/adultlearningfaq.htm>

<http://www.montclair.edu/pages/academicadvising/ufaq.htm>

- After registering, and attending a Transfer and Adult Learning Orientation Session, contact your CAAAL advisor:

<http://www.montclair.edu/pages/academicadvising/advisor.htm>

- After processing your registration:

Obtain your Montclair State e-mail account: <https://netid.montclair.edu/>

Contact Financial Aid (if applicable):

<http://www.montclair.edu/pages/financialaid/index.shtml>

Obtain your parking permit: <http://www.montclair.edu/parking/>