WELCOME TO WALSH COLLEGE! Below is a checklist to help you get started. If you have any questions, please contact Admissions & Academic Advising by emailing us at admissions@walshcollege.edu or by calling 248-823-1600.

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
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| Access the Walsh College Student Portal                              | The Student Portal gives you access to your Walsh College email, WebAdvisor, and other important student information. Follow these steps to access the Student Portal:  
  1. Go to [https://passwordreset.walshcollege.edu](https://passwordreset.walshcollege.edu)  
  2. Enter your username (sent via email to your personal email account within 24 hours of admission to the College)  
  3. Complete the required fields. If you are asked for your PIN#, use the PIN# you entered on the admissions application. If you are asked to enter your student ID#, it is included in the admissions packet mailed to you.  
  4. Log in to the Student Portal. |
| Access WebAdvisor and Review your Program Plan                       | Located on the lower right of the Portal page, WebAdvisor allows you to access the following:  
  1. Program Plan - Your Program Plan is your official list of required classes/credits for your degree program. In the WebAdvisor menu:  
     • click on Academic Planning Tools  
     • click on Program Plan  
     • check the box next to your current program  
     • click submit  
  2. Registration/Scheduling  
  3. Make Payments  
  4. Grades  
  5. Financial Aid  
  *Please note: Class schedules, grades, and financial statements are not mailed.* |
| Check your Walsh College Email                                        | Your email access is located in the upper-middle portion of the main Student Portal page. Activate your email by clicking on "Enter your Credentials" and entering the same Login ID and password you used to access the Student Portal. You should then see the email icon and a notification that you may have unread messages. Once you enroll at Walsh College, you will stop receiving notifications to your personal email account. Examples of notifications sent to your Walsh College email include:  
  - Important notifications from Walsh College Student Services.  
  - Responses to specific questions regarding your program from advisors.  
  - Communications from the College: faculty, student e-news, and more. |
| Scholarships/Financial Aid                                            | If you are interested in applying for scholarships, please go to [www.walshcollege.edu/scholarships](http://www.walshcollege.edu/scholarships). To apply for financial aid, file your FAFSA at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Walsh College's school code is 004071. Make sure to list Walsh College first.  
  Questions? Contact Financial Aid at finaid@walshcollege.edu or 248-823-1665. |
| Review New Student Orientation                                        | New student orientation is held on campus in the fall and winter. A new student orientation presentation is also located in the Student Portal. The orientation covers basic items about student services, requirements, and expectations that all students should be aware of. To register for on-campus orientation, please visit [www.walshcollege.edu/newstudentorientation](http://www.walshcollege.edu/newstudentorientation).  
  Veteran orientation is held year-round on a one-on-one format with Veteran Services. We recommend that all veterans and dependents attend, regardless of benefit eligibility. To register, visit [www.walshcollege.edu/vetorientation](http://www.walshcollege.edu/vetorientation). |
**Request Official Transcripts**

If you have a “contingent” admissions status, you were admitted using unofficial transcripts. If you haven’t already done so, **request official transcripts** from your previous institutions to be mailed directly to:

Walsh College  
ATTN: Admissions  
P.O. BOX 7006  
Troy, MI 48007-7006  
admissions@walshcollege.edu

*Note: All official transcripts are required prior to registering for your second semester at Walsh College.

**Placement Exams***

<table>
<thead>
<tr>
<th>UNDERGRADUATE</th>
<th>GRADUATE PROGRAMS</th>
<th>MAC AND MAC FOR ACC GRADUATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>All new undergraduate students are required to take the Undergraduate Communications Placement Exam. This exam is designed to determine a student’s placement into either COM 300 or COM 320.</td>
<td>All students in a program that requires COM 510 or COM 525 are required to take the Graduate Communications Assessment. The exam measures students’ written communication proficiency.</td>
<td>Refer to your admissions letter or contact an academic advisor to determine if you need to take an Accounting Placement Exam.</td>
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For more information about:
- Undergraduate: go to [www.walshcollege.edu/undergraduatecommplacementexam](http://www.walshcollege.edu/undergraduatecommplacementexam).
- Graduate programs: go to [www.walshcollege.edu/graduatecommunicationassessment](http://www.walshcollege.edu/graduatecommunicationassessment).
- MAC and MAC for ACC Graduates: go to [www.walshcollege.edu/academicadvising](http://www.walshcollege.edu/academicadvising).

*All placement exams must be taken on campus at the Testing Center, Novi Campus library, Macomb University Center, or an approved proctored location. To schedule an appointment, contact the Testing Center at 248-823-1692 or testingcenter@walshcollege.edu.*

**Register for Classes**

After logging into the portal, registration can be completed by clicking on WebAdvisor for Students Registration/Drop/Withdrawal [Register for Classes](#). Students may also attend VIP Registration Day or schedule an appointment to register for classes with an advisor in person.

**COURSE PLANNING TOOLS**

Recommended course sequencing for most programs can be found at [www.walshcollege.edu/academicadvising](http://www.walshcollege.edu/academicadvising). Future semester tentative course offerings are posted at [www.walshcollege.edu/annualguide](http://www.walshcollege.edu/annualguide).

**Buy Books**

Purchase your books at our Troy and Novi campuses, or online at: [www.walshcollege.edu/bookstore](http://www.walshcollege.edu/bookstore).

**Complete Online Course Orientation**

All students enrolling in online or virtual blended (VB & VT) classes at Walsh College are required to complete an online orientation. The online orientation ensures students are familiar with navigating the online course tool. The online orientation, as well as your online classes, can be accessed in Moodle: [moodle.walshcollege.edu](http://moodle.walshcollege.edu).

**Check Advance Assignments**

Your class may require homework to be done BEFORE your first class session. Advance assignments can be found in Moodle. We recommend checking this one week prior to the beginning of the semester. If you have questions on advance assignments, contact 248-823-1635 or [facsecr@walshcollege.edu](mailto:facsecr@walshcollege.edu).

**Review the Catalog**

To ensure that you have an understanding of Walsh College’s procedures and policies, it is highly recommended that you review, at a minimum, the Graduate Degree Programs, and Policies and Procedures section of the current catalog, which is available at [www.walshcollege.edu/catalog](http://www.walshcollege.edu/catalog).

**Begin Classes!**

Check your room assignment on the schedule of classes via the Student Portal.