

# NEW STUDENT CHECKLIST

**Welcome to Walsh!** Below is a checklist to help you get started. If you have any questions, please contact Admissions & Academic Advising at [admissions@walshcollege.edu](mailto:admissions@walshcollege.edu) or 248-823-1600.

<input type="checkbox"/> <b>Access the Walsh Student Portal</b>	<p>The Student Portal gives you access to your Walsh College email, WebAdvisor, and other important student information. Follow these steps to <b>access the Student Portal</b>:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://passwordreset.walshcollege.edu">passwordreset.walshcollege.edu</a></li> <li>2. Enter your username (sent via email to your personal email account within 24 hours of admission to the College)</li> <li>3. Complete the required fields. When asked for your PIN, use the PIN you entered on the admissions application.</li> <li>4. Log in to the Student Portal.</li> </ol>
<input type="checkbox"/> <b>Access WebAdvisor and Review Your Program Plan</b>	<p>Located on the top right of the Portal page, <b>WebAdvisor allows you to access the following</b>:</p> <ol style="list-style-type: none"> <li>1. Program Plan - Your Program Plan is your official list of required classes/credits for your degree program. In the WebAdvisor menu: <ul style="list-style-type: none"> <li>• Click on <b>Academic Planning Tools</b></li> <li>• Click on <b>Program Plan</b></li> <li>• Check the box next to your current program</li> <li>• Click <b>submit</b></li> </ul> </li> <li>2. Registration/Scheduling</li> <li>3. Make Payments</li> <li>4. Grades</li> <li>5. Financial Aid</li> </ol> <p><i>Please note: Class schedules, grades, and financial statements are not mailed.</i></p>
<input type="checkbox"/> <b>Check Your Walsh Email</b>	<p>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 enter 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:</p> <ul style="list-style-type: none"> <li>• <b>Important notifications</b> from Walsh College Student Services.</li> <li>• <b>Responses</b> to specific questions regarding your program from advisors.</li> <li>• <b>Communications</b> from the College: faculty, student e-news, and more.</li> </ul>
<input type="checkbox"/> <b>Scholarships/ Financial Aid</b>	<p>If you are interested in applying for scholarships, please go to <a href="http://www.walshcollege.edu/scholarships">www.walshcollege.edu/scholarships</a>. To apply for financial aid, file your FAFSA at <a href="http://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a>. Walsh College's school code is 004071. Make sure to list Walsh College first.</p> <p><i>Questions? Contact Financial Aid at <a href="mailto:finaid@walshcollege.edu">finaid@walshcollege.edu</a> or 248-823-1665.</i></p>
<input type="checkbox"/> <b>Review New Student Orientation</b>	<p>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 information about student services, requirements, and expectations that all students should be aware of. To register for on-campus orientation, please visit <a href="http://www.walshcollege.edu/newstudentorientation">www.walshcollege.edu/newstudentorientation</a>.</p> <p>Veteran orientation is held year-round as a one-on-one format with Veteran Services. We recommend that all veterans and dependents attend, regardless of benefit eligibility. To register, visit <a href="http://www.walshcollege.edu/vetorientation">www.walshcollege.edu/vetorientation</a>.</p>

<input type="checkbox"/>	<b>Request Official Transcripts</b>	<p>If you have a “contingent” admissions status, you were admitted using unofficial transcripts. If you haven’t already done so, <b>request official transcripts</b> from your previous institutions to be mailed directly to:</p> <p>Walsh College  ATTN: Admissions  P.O. BOX 7006  Troy, MI 48007-7006  <b>transcripts@walshcollege.edu</b></p> <p><i>*Note: All official transcripts are required prior to registering for your second semester at Walsh College.</i></p>		
<input type="checkbox"/>	<b>Placement Exams</b>	<b>Undergraduate</b> 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.	<b>Graduate programs</b> (MA in Business, MBA, MSMKT, MSM, MSF, MSITL, and dual degrees) 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.	<b>MAC and MAC for ACC Graduates</b> Refer to your admissions letter or contact an academic advisor to determine if you need to take an Accounting Placement Exam.
		<p>For more information about:</p> <ul style="list-style-type: none"> <li>• Communication Assessments: go to <a href="http://www.walshcollege.edu/communication-assessments">www.walshcollege.edu/communication-assessments</a></li> <li>• MAC and MAC for ACC Graduates: go to <a href="http://www.walshcollege.edu/academicadvising">www.walshcollege.edu/academicadvising</a>.</li> </ul> <p><i>* The Undergraduate and Graduate Communication Assessments may be taken online, at the Troy or Novi location, or on pre-selected dates at the Macomb University Center. If you are outside of the Walsh location area, you will take the exam online from your location.</i></p>		
<input type="checkbox"/>	<b>Register for Classes</b>	<p>After logging into the portal, registration can be completed by clicking on WebAdvisor for Students → Registration/Drop/Withdrawal → Register for Classes. Students may also schedule an appointment to register for classes with an advisor in person.</p>		
<input type="checkbox"/>	<b>Buy Books</b>	<p>Purchase your books at our Troy and Novi locations, or online at: <a href="http://www.walshcollege.edu/bookstore">www.walshcollege.edu/bookstore</a>.</p>		
<input type="checkbox"/>	<b>Complete Online Course Orientation</b>	<p>All students enrolling in <b>online or virtual blended (VB &amp; VT) classes</b> at Walsh College are required to complete the online Moodle orientation. The Moodle orientation ensures students are familiar with navigating the online course tool. The online orientation, as well as your online classes, can be accessed in <b>Moodle</b>: <a href="http://moodle.walshcollege.edu">moodle.walshcollege.edu</a>.</p>		
<input type="checkbox"/>	<b>Check Advance Assignments</b>	<p>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. <i>If you have questions on advance assignments, contact 248-823-1635 or <a href="mailto:facsecr@walshcollege.edu">facsecr@walshcollege.edu</a>.</i></p>		
<input type="checkbox"/>	<b>Review the Catalog</b>	<p>To ensure that you have an understanding of Walsh College's policies and procedures, it is highly recommended that you review the current catalog, which is available at <a href="http://www.walshcollege.edu/catalog">www.walshcollege.edu/catalog</a>.</p>		
<input type="checkbox"/>	<b>Begin Classes!</b>	<p>Check your room assignments in My Class Schedule via WebAdvisor in the Student Portal.</p>		