

Academic Advising

The Admissions and Academic Advising office provides support programs and services to assist Walsh College students in achieving their goals. Academic advisors are available to help students choose programs, majors, minors, and assist with selecting a career field. All students are encouraged to meet with an advisor during their first semester and thereafter as needed. Students are also encouraged to meet with an advisor if they experience academic difficulties, would like assistance selecting classes, have questions about their academic program, or seek tutoring assistance.

A student's academic program plan is located in WebAdvisor and outlines the course of study at Walsh College based on the Catalog in effect at the time of admittance. Students may change their degree program, major, minor, or update their program to the newest catalog year with approval of an advisor in the Admissions and Academic Advising office. All current admissions requirements and policies will apply.

Students are encouraged to review their program requirements each year. An advisor can confirm courses remaining for program completion and review the cumulative and major grade point averages to ensure that students are meeting the expected requirements. Students can check their progress by viewing their Program Plan through our WebAdvisor online student portal system.

Throughout a student's course of study, concerns of a personal nature may be experienced that could hinder academic success. Academic advisors are qualified to offer options or appropriate referrals to external resources for any personal counseling issues.

Change of Major, Minor, or Degree Program

A student who would like to explore changing their major, minor, or degree program should schedule an appointment with an academic advisor to discuss available options. A student desiring to change their degree program, major, or minor needs to officially request this change in WebAdvisor.

A complete evaluation will be required to determine appropriateness and fulfillment of admissions criteria for the new degree or major. The student will be placed on the most current program of study and a new Program Plan will be created. All current admissions requirements and policies will apply. In addition, international students must see the coordinator of international student advising so that proper changes can be made to their I-20s.

Request for Guest Student Status

Students must request permission through the Admissions and Academic Advising office to enroll as a guest student at another institution. Enrolling as a guest student is permitted on an approved basis only. For more information, please refer to the Guest Student at Another Institution section of this Catalog.

New Student Orientation

The Admissions and Academic Advising office will provide new students the opportunity to become acquainted with the College's academic and administrative staff, policies, and student organizations. Information about campus services and academic programs will be provided. The new student orientation is accessible in an online format, located in the Student Portal. New student orientation sessions will also periodically be offered in an on-ground format. Upon admission, students will receive information on how to access the online new student orientation and future dates for on-ground sessions.

Disability Services

A student seeking a reasonable accommodation based on a disability should contact a disability services representative within the Admissions and Academic Advising office immediately after being admitted to the College, or whenever he or she requires an accommodation. A member of the disability services team will meet with the student to review documentation requirements and determine the proper course of action. The Admissions and Academic Advising office will implement reasonable accommodations in a timely manner where appropriate to provide access to education and programs at the College. Requests for accommodations should be made as far in advance as possible in order to provide disability services with ample time to make the appropriate arrangements.

Tutoring

Walsh College takes a very supportive position in assisting students and offers tutoring services for selected courses each semester. Tutors are valuable resources when students are experiencing academic difficulties or wish to increase their level of understanding in a subject area. Although every effort is made to have tutors available for every student who needs one, the College cannot guarantee that there will be a tutor for every class. Students are encouraged to request a tutor as early in the semester as possible to better ensure the chance of obtaining a tutor. Students requiring a tutor should contact Student Academic Success Services, or go online to myportal.walshcollege.edu, and click "Student Services/Tutoring," then "Find a Tutor." Once the student completes and submits the Tutor Request form, they can select and contact a tutor from the online tutor list. All tutoring is free of charge.

Walsh College has received a grant to provide tutoring labs for accounting, communication, finance, statistics, and quantitative methods courses. English as a Second Language (ESL) tutoring sessions are also available. These labs are on a walk-in basis and are free of charge to students. The schedule of labs is posted on the Walsh College portal.

Bookstore

Barnes and Noble has partnered with Walsh College to provide bookstore services. There are two bookstore locations – one at the Troy campus and one at the Novi campus. The Troy bookstore

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carries books for all campus locations including online classes. The Novi bookstore carries books for classes located in Novi as well as for online classes. Both stores offer spirit clothing, school supplies, and gift items. Please check out the store events listing found at the bottom right section on the main bookstore page (www.walshcollege.bncollege.com) for more information on textbook buyback, last day to use financial aid in the bookstore, special hours, extended hours, special events, and other useful information.

Ordering Textbooks

For the convenience of all Walsh College students, Barnes and Noble has established a website, located at www.walshcollege.bncollege.com. Students may have books delivered to the Troy or Novi campus free of charge, or shipped to their home or office (no P.O. boxes) for a small additional fee. Textbooks can also be paid for via financial aid or direct bill to employers on the website or in the store. Students who use these payment methods must contact the Troy campus bookstore in advance of placing an order.

Computer Software

Barnes and Noble offers a variety of computer software at great savings through a partnership with www.thinkedu.com/bn.

Textbook Refund Policy

- A full refund will be given in the original form of payment if course materials are returned with original receipt within the first seven days of the school's semester.
- With proof of a schedule change and a receipt, a full refund will be given in the original form of payment during the first 30 days of classes.
- All specialty reference book refunds will be given in the original form of payment with a receipt within three days of purchase.
- No refunds on course materials will be given without a receipt.
- Shipping and handling charges are not refundable.

Book Buy-Back

Book buy-back dates for best prices will be posted each semester in the bookstores and on Facebook (www.facebook.com/walshcollegebookstore), and on Twitter (www.twitter.com/walshbookstore). Textbooks selected by Walsh College instructors for use in the following semester will be purchased from Walsh College students at approximately 50 percent of the retail price until inventory requirements are met. Books brought in for buy-back after the stores' needs are met will be purchased at current wholesale prices. The bookstores provide wholesale book buy-back year-round. This service allows students to sell books even though they are not needed by our campus stores. Prices paid under this program are determined by market forces and are set by the wholesale company. A driver's license or state ID is required to utilize book buy-back.

Business Office

The Business Office collects tuition payments, processes tuition vouchers, and assists students with questions on charges, payments, and other accounts receivable issues.

Tuition and Fees

To obtain the current tuition and fee expenses and payment due dates, students should refer to the Tuition and Fees section of the College Website, or contact the Business Office at business@walshcollege.edu, or call 248-823-1620.

Tuition Payment Methods

When registering for classes, students are entering into a financial obligation, which includes non-refundable fees. Students may make full payment of tuition and fees after registration. Refer to the Tuition and Fees section of the College website for how to make a payment or utilize one of the following payment methods listed below.

Students using financial aid or any other form of tuition assistance are responsible to ensure that all required paperwork is submitted by the appropriate due date.

Qualified Employer or Third Party Voucher

This option is available to students whose employer or other third party pays the College directly for tuition and/or fees. The payment of tuition must not be dependent on grades. Only official employer vouchers or purchase orders will be accepted. Applications for vouchers will not be accepted. Direct billing of all third parties will take place after the add/drop period. Vouchers can only be accepted until the first day of the withdrawal period to avoid potential late fees. If vouchers are received after the payment due date, a 1.5% fee of the total balance will apply.

Submitting an employer or third party voucher does not release a student's liability of tuition and fees. Students are responsible for any balance their voucher may not cover or if their employer fails to pay Walsh College.

Financial Aid/Scholarship Payments

Students must complete and file all necessary paperwork to receive financial aid (including scholarships, grants, and loans). Please refer to the Financial Aid section of this Catalog.

Financial aid/scholarship payments will be applied to student accounts after the add/drop period. Financial aid recipients are permitted to charge books to their account until the add/drop period is over. The bookstore will have a list of all eligible students. If aid exceeds the tuition and fees charges, a refund will be issued where appropriate. Refund checks are issued weekly.

If a balance remains on a student's account after aid is applied, payment is due in full by the first payment date.

GI Bill Education Benefits

Students must complete and file all necessary paperwork to receive GI Bill Education Benefits. Chapter of eligibility will

determine how tuition and fees are to be paid to the College. Please refer to the Veteran Students section of this Catalog.

Students are responsible for any balance not paid by their GI Bill Education Benefits. Refer to the appropriate Benefit packet for more information and payment deadlines.

MET

Students that have a MET account set up with the State of Michigan need to inform the MET office that they will be attending Walsh College. The MET office will submit the appropriate paperwork to Walsh College indicating the balance in the MET account.

Account Statements

Account statements and FAQs are available online via Web Advisor by logging in to the portal. Go to the Web Advisor tab under the Student Home page, and under Financial Information click "Accounts Receivable Statement."

Students who have questions about their account balance or payment dates or need to request a copy of their statement should contact the Business Office at business@walshcollege.edu, or call 248-823-1620.

Student Financial Responsibility

Students are responsible for adhering to published refund dates when registering for courses and making the proper payments by the due dates. Students should refer to the Tuition and Fees section of the College Website.

Students using financial aid or any other form of tuition assistance are responsible to ensure that all required paperwork is submitted by the appropriate due date.

Submitting an employer voucher does not release the student's liability of tuition and fees. Students will be responsible for any balance the voucher may not cover or if the employer fails to pay Walsh College.

Dropping courses is the responsibility of the student. Instructors and advisors do not register, drop or withdraw students from courses. Students are not automatically dropped for non-payment or non-attendance.

Note: Walsh College does not mail printed statements nor send notifications prior to the payment dates. Students must view their account statements online via WebAdvisor to check their account balance.

Policy on Non-Sufficient Fund Checks

Checks returned to Walsh College that are not honored by the student's financial institution will be charged a non-refundable service fee per occurrence. The student will be notified and expected to pay the owed amount within five business days to avoid collection efforts. The check may be re-deposited only upon request by the student (if allowed by the student's financial institution). In the case of bank error, a written document directly from the bank or financial institution will correct the situation. After receipt of two non-sufficient fund checks, a student may no longer

submit checks as a method of payment. Students who submit a non-sufficient check to register for classes (such as payment of a past due balance) will be dropped from registered courses (5 business days to submit payment does not apply). Refer to the "Indebtedness to Walsh College" section of this catalog.

Tuition Refund Policy

See Student Financial Responsibility section of the catalog. Students may drop classes through the fourteenth day of the semester. After the fourteenth day of the semester students will have to withdraw from courses and no refund will be given during the withdrawal period. Students can add, drop or withdraw from courses online using WebAdvisor or by submitting an add/drop/withdrawal request by mail, Walsh College email, fax, or in person. Below is a breakdown of the Refund Policies:

- For courses dropped through the eighth day of the semester, 100 percent of tuition charges will be credited to the student's account.
- For courses dropped between the ninth and fourteenth day of the semester, 50 percent of tuition charges will be credited to the student's account.
- No tuition refund will be given for courses dropped after the fourteenth day of the semester (withdrawal period).
- International fees are non-refundable.
- Registration fee is non-refundable unless all courses are dropped. 100% or 50% of the fee will be refunded based on when the last course is dropped. See refund dates.
- All accounts with credit balances will be issued a refund after the add/drop period.

NOTE: Dates pertain to 11 week courses. Dates for courses that meet for less than 11 weeks may differ. Dates for these courses can be found on WebAdvisor or in the course syllabus.

Tuition Refund Policy Affecting Financial Aid Recipients

See the Financial Aid section of the catalog.

Exceptions to Tuition Refund Deadlines

If a documentable unforeseen and unavoidable circumstance occurs that prevents a student from attending their courses for the term, exceptions to the tuition refund deadlines may be granted. To be considered for an exception to the policy, the student must drop or withdraw from all course(s). Walsh College does not automatically drop students from classes for non-payment or non-attendance. The last day to withdraw from courses is during the ninth week of the term (students should refer to the academic calendar each semester for drop and withdraw dates). Students receiving federal financial aid should refer to the section entitled "Tuition Refund Policy Affecting Financial Aid Recipients" in this Catalog.

Requests for exceptions to the refund policy must be directed in writing to the Chief Financial Officer of the College and must

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be accompanied by a signed Tuition Exception Request form available on the College's Website. Any original documentation supporting the request should be included. Only signed Tuition Refund Exception Request forms, statements of request, and documentation with original signatures will be accepted. Faxed and emailed copies will not be accepted. Requests must be postmarked within four weeks after the start of the subsequent term (refer to the Academic Calendar for dates). Late requests will not be reviewed.

Requests will be reviewed by the Refund Exception Committee and a response will be sent in writing within 30 days. If the Committee determines that the request meets the criteria for an exception (a documentable unforeseen and unavoidable circumstance preventing a student from attending their courses), a 100 percent credit of the tuition charges will be credited to the student's account. Registration fees are non-refundable unless all courses are refunded.

Examples of circumstances that may qualify for an exception include but are not limited to:

- Illness or injury with signed doctor's note on original letterhead indicating inability to attend course(s);
- Death of an immediate family member (spouse, parents, siblings, and children) with death certificate or death notice;
- Involuntary work transfer or shift change with employer documentation; or,
- Military deployment.

Tuition refund requests will not be granted for:

- Conflicts between personal and class schedules;
- Overtime;
- Accepting a new position or voluntary transfer within current employment;
- Loss of employer tuition reimbursement;
- Difficult class schedules or non-attendance;
- Missing posted refund dates, or;
- Completed courses.

Tuition Rate Assessment

Tuition charges are billed at the level of the course in which the student enrolls. All 200 through 400 level courses are billed at undergraduate tuition rates. All 500 through 600 level courses are billed at graduate tuition rates. Students should consult the Tuition and Fees section of the College website for current tuition rates.

Indebtedness to Walsh College

A student who is indebted to Walsh College will not be permitted to register for classes, receive their diploma or certificate, and/or academic transcript. All indebtedness to the College must be paid in full and all materials and/or books borrowed from the Library or a faculty member must be returned prior to the student receiving a diploma or certificate, and/or academic transcript. A student with a past-due balance will be sent to collections.

Tax Information

1098-T Forms will be processed for all students with billable tuition and fees during the calendar year by January 31. Students can sign up to receive their 1098-T electronically by signing up for electronic consent. To sign up for electronic consent or to view a 1098-T online, log in to the portal, select "Financial Information" on the WebAdvisor tab under the Student Home page, and selecting "1098 Electronic Consent" or "View My 1098-T Forms."

Per IRS guidelines, institutions may use the amounts paid method (box 1) or amounts billed method (box 2). The College's system supports the amounts billed method. Note that the taxpayer may not be able to claim a credit for the entire amount billed.

Walsh College cannot provide tax advice or determine if students are eligible for a tax credit. Please consult a tax advisor or visit the IRS website at www.irs.gov. Tip: Search the IRS site for "Form 8863."

W-9S

The IRS requires Walsh College to collect and provide correct identifying numbers to file certain information returns such as Form 1098-T Tuition Statement. This is a social security number (SSN) or individual taxpayer identification number (ITIN). Please note that non-resident aliens who do not have income that is subject to tax are not required to supply this information to the College.

If the identifying number has not been provided, submit form W-9S Request for Student's Taxpayer Identification Number and Certification.

Failure to provide the correct identifying number could result in a penalty from the IRS imposed on each incorrect document.

Submit the completed W-9S forms by December 1 to:

Walsh College
Attn: Business Office
P.O. Box 7006
Troy, MI 48007-7006

Career Services

The Career Services office assists current for-credit students and degreed-alumni in the pursuit of their career goals by providing career development coaching, resume reviews, job search techniques, mock interviews, topical workshops, confidence building sessions, and Strong Interest Inventory assessments. Additionally, they provide connections to many employers by hosting employer meet & greets, employer presentations, an annual Internship Connection, an accounting Meet the Firms, and two career fairs per year. Students and alumni can also participate in On-Campus Recruiting (OCRs), where employers interview students on campus for a single day. Information about events and activities sponsored by Career Services, are emailed to students and alumni through the Career Services database at www.WalshCareerLink.com; therefore, it is important for students to activate their accounts, and review their Walsh College emails regularly.

The Career Service office is located at the Troy campus; however, appointments can be scheduled at the Troy, Novi, and University

Center campuses. Phone and email appointments are also available for your convenience.

It is recommended that students schedule an appointment with a career advisor during their first semester at Walsh College to become familiar with the services offered and career events as well as establish a career action plan well in advance of graduation. Internships are an important part of preparing for a successful career transition and many employers interview and hire candidates well before graduation. Working with Career Services while pursuing your degree is strongly advised.

Some companies and organizations interview students utilizing the On-Campus Recruiting process. On-Campus Recruiting is primarily held twice a year, during October/November and February/March, however employers are able to set an OCR schedule at any time throughout the year. Students should plan to participate in on-campus recruiting at least three semesters prior to graduation. Accounting students interested in interviewing for positions at public accounting firms should plan to participate in October/November on-campus recruiting in their first semester at Walsh College.

The initiative for finding employment remains with the student or graduate. Career Services cannot guarantee employment as hiring decisions are made by employers, but will assist individuals in their efforts to secure employment. Any student dismissed from the College is ineligible to utilize Career Services until reinstated.

Career Services Student Responsibilities

The manner in which students and alumni conduct themselves in the job search process affects the way employers view Walsh College. Acting in a professional and considerate manner creates a positive impression and keeps employers coming back to hire students and graduates.

To be eligible for continued use of Career Services, students are required to:

- Regularly update their resume, profile and contact information on file.
- During OCR's, inform Career Services when a position is secured or the student is no longer seeking employment.
- During OCR's, return phone calls or emails from employers and Career Services, even if the student is not interested in the position.
- Prepare for interviews by researching the company and understanding the job responsibilities.
- For off-campus interviews, if an interview has to be cancelled or rescheduled, call in advance of the scheduled time to inform the employer. On-campus interviews must be cancelled at least two business days prior to the interview in accordance with on-campus recruiting policies found on the Career Services Portal.
- Be courteous and professional in interactions with employers and Career Services staff.

- Ensure student's voice mail greeting and name of the email address is professional and appropriate for employers.
- Follow other Career Services policies and procedures posted on the Career Services webpage.

Campus Libraries

Walsh College Libraries collect and make available specialized professional print and electronic resources in support of the undergraduate and graduate curricula at both the Troy and Novi campuses. The print collection consists of over 27,000 bound reference and circulating volumes, as well as more than 155 current periodical subscriptions. The EBSCO e-Book Collection consists of 20,000 titles that are easily downloadable to smartphones, laptops or e-readers. The College's extensive tax collection is one of the finest in the State of Michigan. The Library delivers 24/7 access to over 75 full-text online business databases which includes over 71,500 online periodicals and 35,000 e-books. Off-site access to these online resources, as well as to a variety of electronic reserve items, are available to all Walsh College students, faculty and staff.

The College has fully staffed Libraries at its Troy and Novi campuses. The Troy and Novi campus libraries have computers available to students for research and class assignments. Students can telephone or e-mail the librarians with questions and requests, as well as visit the Troy or Novi campuses for one-on-one assistance.

Walsh College librarians provide reference services and deliver tailored classroom presentations. They are well versed with multiple citation methods and copyright compliance.

The Walsh College Library supports student and faculty research needs through no cost interlibrary loan. The Library participates in the MeLCat patron initiated interlibrary loan program which allows direct patron borrowing from more than 430 libraries throughout Michigan. This statewide resource sharing initiative makes the holdings of most academic libraries in Michigan readily available to Walsh College students, staff, and faculty. Walsh College is also a member of DALNET (Detroit Area Library Network) which is a consortium of 18 academic, public and special libraries in Southeastern Michigan. OCLC is another interlibrary loan partner, making books and articles loans from libraries worldwide.

The Library discovery system and curated research guides provide students access to discipline specific information in areas such as: Accounting, Communication, Entrepreneurship, Finance, Human Resource Management, Global Business Information, Information Assurance, Legal Resources, Marketing, Operations Management, Organizational Change and Learning, Project Management and Tax.

The main library collection is housed in the Vollbrecht Library located in the Jeffery W. Barry Center at the Troy campus. The Kaufman Library at the Novi campus houses a smaller print collection of circulating books, reference materials and periodicals. Print materials are delivered between the two libraries for student and faculty convenience. Walsh College students attending classes at the Macomb University Center and SC4 University Center have library privileges through the Macomb Community College and St. Clair County Community College libraries.