

Dear Student,

This **Registration Packet** will help guide you as you're registering for classes at Walsh College. It also provides helpful reminders about key dates and other College information as it relates to class registration. If you have questions or need assistance, please contact Admissions and Academic Advising at [advising@walshcollege.edu](mailto:advising@walshcollege.edu) or 248-823-1610.

Sincerely,



Marsha Kelliher  
President and Chief Executive Officer

### **Important Fall 2017 Dates**

**NOTE:** All dates pertain to 11 week courses. Shorter courses may have different dates. Consult your syllabus for specifics.

Fall 2017 graduation application deadline	August 1
Priority registration for new, graduating, and veteran students (begins 9:00 am)	August 7-13
VIP Registration Day for new students (9 am-7 pm) <a href="http://www.walshcollege.edu/admspecialevents">www.walshcollege.edu/admspecialevents</a>	August 8
Regular registration for all students (begins 9:00 am)	August 14-October 3
Syllabi available to registered students (by 6:00 pm)	September 20
Semester begins	September 27
Week one course materials for online classes available online (by 6:00 pm)	October 2
Last day to register or add classes	October 3
Last day for book refunds (check <a href="http://walshcollege.bncollege.com">walshcollege.bncollege.com</a> for refund dates and policies)	October 3
Last day to drop classes for 100% tuition refund (See page 3 for details.)	October 4
Last day Financial Aid bookstore purchases	October 10
Last day to drop classes / 50% tuition refund	October 10
Withdrawal period	October 11-November 21
Full tuition due / Last day to submit employer vouchers / First deferred tuition payment due★	October 11
Last day for book refunds (for those who have dropped the course)	October 26
Second deferred tuition payment due / Full tuition due for Financial Aid recipients	November 2
Holiday recess (no classes)	November 22-26
Final exam week	December 11-16
Last day to return textbook rentals	December 16
Grades posted	December 18

★ If full tuition is not paid by this date you will be placed on the deferred payment plan and charged a \$20 non-refundable fee. We encourage you to complete online payments thru WebAdvisor.

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## Registration Methods

Registration, schedule changes, and withdrawals must be completed by one of the methods listed below. They cannot be processed over the phone.

Register online via WebAdvisor (preferred method)

[my.walshcollege.edu](http://my.walshcollege.edu)\*

Schedule of Classes available (WebAdvisor)

[my.walshcollege.edu](http://my.walshcollege.edu)

Video tutorials available

[www.walshcollege.edu/registration](http://www.walshcollege.edu/registration)

Registration forms

[www.walshcollege.edu/regforms](http://www.walshcollege.edu/regforms)

\*Note: Log in to the Portal. Click on “WebAdvisor for Students” near the top right hand side of the Student page. Click on “Registration/Drop/Withdrawal,” then “Register for Classes.”

## Student Responsibility

You are responsible for knowing and abiding by all important dates each term, including registration, add/drop, and withdrawal. Important dates are published above and online at [www.walshcollege.edu/academic\\_calendar](http://www.walshcollege.edu/academic_calendar). You are also responsible for making changes to your own schedule. Instructors and advisors do not drop or withdraw students from courses. Also, students are not automatically dropped for non-payment or non-attendance.

## Student Confirmation

Carefully review your schedule after registering and *every time* a change is made. It is your responsibility to ensure its accuracy. Confirm your schedule any time online by using the “My Class Schedule” link on WebAdvisor.

## WebAdvisor Registration Tips

Our system gets very busy at 9 am on the first day of registration. Here are a few tips to assist you:

### PRIOR TO THE FIRST DAY OF REGISTRATION: BE READY!!!

- \* **Log in to WebAdvisor** [my.walshcollege.edu](http://my.walshcollege.edu)
- \* **Put classes on your preferred list through WA.**  
Go to WebAdvisor for Students, click “Registration/Drop/Withdrawal,” “Register for Classes,” select classes you would like. On first day of registration, you will be able to go to “Register for Previously Selected Classes,” which will save time.
- \* **Know your login and have your password up to date.**  
Passwords expire every 90 days. If you need to reset yours, go to the “Change/Reset Password” form available at <https://www-secure.walshcollege.edu>PasswordReset>.

### ON THE FIRST DAY OF REGISTRATION:

- \* **Log in after 9 am.**  
If you access WA *before* 9 am, you will get a “You’re not eligible to register” error message – even once it turns 9 am. (If you get this message, log out and log back in.)
- \* **Use “Express Registration” or “Register for Previously Selected Classes” for faster processing.**
- \* **Avoid using the “Search and Register for Classes” link.**  
Have classes on your preferred list in advance and use “Register for Previously Selected Classes.” If you must use “Search and Register for Classes,” be sure to *narrow down your results by entering 2-3 search criteria (e.g. term, subject and course level OR term, subject, and course number).*
- \* **Be Patient.**  
During heavy usage, processing may take a few extra seconds.
- \* **Wait until later.**  
If you are in a program where classes do not fill quickly, consider registering later.
- \* **Log out.**  
Once you finish registering, log out so others can log in!
- \* **If you do not plan to register the first day – be kind to your fellow classmates by not logging in!**

## Tuition & Fees

	<b>Undergraduate</b>	<b>Graduate</b>
Tuition per credit hour	\$460	\$770

\*Tuition is billed at the level of the course.

Registration fee	\$125	\$125
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\*No minimum registration deposit is required. Once registered, tuition and all applicable fees will be assessed.

### **Non-Refundable Fees:**

Registration fee per semester	\$125 ■	Deferred payment plan fee per semester	\$20
International F-1 student fee per semester	\$275 ■	Late payment fee per semester	\$20
		Returned check fee per occurrence	\$30

### Notes:

- \* Registration and International fee are non-refundable. All courses have to be dropped and 100% or 50% of the fee will be refunded based on when the **last** course is dropped. See refund dates on the front cover.
- \* In order to register, your past account balance must be paid in full.
- \* We encourage you to complete online payments thru WebAdvisor, our secure and confidential online payment environment.
- \* **Account Statement/Payment Responsibility:** 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. Students are responsible for adhering to all dates on the front cover when registering for courses.
- \* To make a payment or view your account statement, log in to the portal and select "Financial Information" on the WebAdvisor menu.

## Department Information

<b>Subject to change. Unless otherwise noted, hours are for Troy. Keep this list handy.</b> Check <a href="http://www.walshcollege.edu/hours">www.walshcollege.edu/hours</a> for current operating hours and phone number.			
<b>Department</b>	<b>Phone</b>	<b>Hours</b>	<b>Email Contact</b>
Academic Advising	248-823-1600	M-TH 9 a.m.-7 p.m.; F 9 a.m.-5 p.m.	advising@walshcollege.edu
Admissions	248-823-1600	M-TH 9 a.m.-7 p.m.; F 9 a.m.-5 p.m.	admissions@walshcollege.edu
Alumni Relations	248-823-1298	M-F 8:30 a.m.-5 p.m.	wcaa@walshcollege.edu
Bookstore - Troy	248-823-1343	For current hours, check <a href="http://www.walshcollege.edu/hours">www.walshcollege.edu/hours</a> and <a href="http://walshcollege.bnccollege.com">walshcollege.bnccollege.com</a> for bookstore special hours.	sm229@bnccollege.com
Bookstore - Novi	248-679-1452	For current hours, check <a href="http://www.walshcollege.edu/hours">www.walshcollege.edu/hours</a> and <a href="http://walshcollege.bnccollege.com">walshcollege.bnccollege.com</a> for bookstore special hours.	sm139@bnccollege.com
Business Office/Billing & Payments	248-823-1620	M-TH 9 a.m.-6p.m.; F 9 a.m.-5 p.m.	business@walshcollege.edu
Career Services	248-823-1600	M-TH 9 a.m.-7 p.m.; F 9 a.m.-5 p.m.	careerservices@walshcollege.edu
Division of Online Learning	248-823-1680	M-TH 9 a.m.-5:30 p.m.; F 9 a.m.-5 p.m.	onlinesupport@walshcollege.edu
Faculty	248-823-1635	M-TH 9 a.m.-7 p.m.; F 9 a.m.-5 p.m.	facsecr@walshcollege.edu
Financial Aid & Scholarships	248-823-1600	M-TH 9 a.m.-7 p.m.; F 8:30 a.m.-5 p.m.	finaid@walshcollege.edu
Help Desk - Troy	248-823-1350	M-F 8 a.m.-10:30 p.m.; SAT 8 a.m.-5 p.m.; SUN Noon-5 p.m.; Phone Support: 24x7x365	helpdesk@walshcollege.edu
Help Desk - Novi	248-823-1350	M-F 8 a.m.-10 p.m.; SAT 8 a.m.-3:30 p.m.; Phone Support: 24x7x365	helpdesk@walshcollege.edu
International Student Services	248-823-1600	M-TH 9 a.m.-7 p.m.; F 9 a.m.-5 p.m.	iscullen@walshcollege.edu
LaunchPad	248-823-1670	M-TH 9 a.m.-6 p.m.; F 9 a.m.-4 p.m.	launchpad@walshcollege.edu
Library - Troy	248-823-1228	M-TH 8:30 a.m.-10:30 p.m.; F-SAT 8:30 a.m.-5 p.m.; SUN Noon-5 p.m.	librarian@walshcollege.edu
Library - Novi	248-679-1410	M-TH 3:30 p.m.-10:30 p.m.; SAT 8:30 a.m.-3 p.m.; F & SUN Closed	librarian@walshcollege.edu
Macomb University Center	586-723-1500	M-TH 8:30 a.m.-7 p.m.; F 8:30 a.m.-Noon	universitycenter@walshcollege.edu
Marketing	248-823-1206	M-F 8:30 a.m.-5 p.m.	marketing@walshcollege.edu
Novi Campus	248-349-5454	M-TH 8:30 a.m.-7 p.m.; F 8:30 a.m.-5 p.m.; SAT 8:30 a.m.-3 p.m.	NoviAdminTeam@walshcollege.edu
Records & Registration	248-823-1600	M-TH 9 a.m.-7 p.m.; F 9 a.m.-5 p.m.	records@walshcollege.edu
Student Academic Success Services	248-823-1132	M-TH 10 a.m.-6:30 p.m.; F 10 a.m.-5 p.m.	mcorace@walshcollege.edu
Student Life	248-823-1394	M-F 9:30 a.m.-6 p.m.	studentlife@walshcollege.edu
Testing Center - Makeup Testing Hours	248-823-1692	M 2-9 p.m.; T & TH 4-9 p.m.; W 9 a.m.-2 p.m. & 4-9 p.m.; SAT 9 a.m.-2 p.m.	testingcenter@walshcollege.edu
Veteran Services	248-823-1210	M-F 8:30 a.m.-5:00 p.m.	veterans@walshcollege.edu
Walsh Institute	248-823-1670	M-F 8:30 a.m.-5 p.m.	Walshinstitute@walshcollege.edu

**Campus Locations****Troy Campus**

3838 Livernois  
PO Box 7006  
Troy, MI 48007-7006  
P-248-689-8282

**Novi Campus**

41500 Gardenbrook Road  
Novi, MI 48375-1313  
P-248-349-5454  
F-248-349-7449

**Macomb UC**

44575 Garfield Road  
Clinton Township, MI 48038-1139  
P-586-723-1500  
F-586-723-1501

**SC4 UC**

323 Erie Street  
Port Huron, MI 48061-5015  
P-810-989-5808 ext. 4

**Walsh Online**

[www.walshcollege.edu](http://www.walshcollege.edu)  
[my.walshcollege.edu](http://my.walshcollege.edu)  
<https://moodle.walshcollege.edu>

Connect with us on social media:

[www.walshcollege.edu/facebook](http://www.walshcollege.edu/facebook)  
[www.walshcollege.edu/linkedin](http://www.walshcollege.edu/linkedin)  
[www.twitter.com/walshcollege](http://www.twitter.com/walshcollege)  
[www.instagram.com/walshcollege](http://www.instagram.com/walshcollege)

**Online Course Orientation**

The *free and no credit* Moodle orientation is **mandatory** for online and blended courses. It is necessary to complete if you have not taken it at Walsh and/or failed the orientation. **MDL 001\*R1** must be taken prior or concurrently with your first online (V) or blended (VB or VT) course, but is not necessary for on ground courses. After registering, it should be available online thru Moodle within 24 hours.

**Completing the Orientation**

1. Log in to <https://moodle.walshcollege.edu> with your WebAdvisor username and password.
2. A list of your available courses will be displayed. Click "Moodle Student Orientation" to enter the orientation course.

Note: After completing the orientation and passing the exam at the end, the requirement has been fulfilled. If you have previously passed the orientation, but choose to repeat it, you will need to retake the exam.

Please read the following information carefully:

<b>Course Types:</b>		
Three types of courses utilize an online course system: Online, Blended, and On Ground. Syllabi for these courses are available to registered students one week before the course starts.		
<b>Online</b>	V#	In an online course, the student and instructor are separated by distance and connected via the College's chosen Course Management System (CMS) for delivery of the course content and course interaction.  Walsh College online courses are largely asynchronous, meaning student and teacher do not need to be online at the same time, and work can be completed at different times, barring any specific synchronous activities that will be explained in the course syllabus.  Students located in any geographic location may complete their studies via courses and will not be required to come to campus for any of the course components. However, a student may be required to take a proctored exam in another location.
<b>Virtual Blended</b>	VB#	Held in the traditional classroom as well as online. Some of the course content, including exams/quizzes, lecture materials, and/or interaction, is delivered via the College's chosen Course Management System (CMS). Students will be notified of the balance of classroom/online times in their syllabus. Students must come to one of the College campus locations to complete a VB course.
<b>2+2</b>	VT#	This is a blended course that will meet in the classroom and online weekly. Some of the course content and/or interaction is delivered via the College's chosen Course Management System (CMS). Students must come to one of the College campus locations to complete a VT course.
<b>Video Conferencing</b>	VC#	These meet weekly and requires the simultaneous participation of all students and faculty in "real time" instruction. It incorporates telecommunication technologies which allow two way videoconferencing between the Troy and Novi campuses by two-way video and audio transmissions.
<b>On Ground</b>	01, 51, 61, etc.	These courses meet in-person each class session. Your instructor decides what technology will be used, if any. Note: MDL 001*R1 for on ground courses is recommended, but not required.

**Waitlist (WL) Program**

If a course fills, you will have the option to go on a waitlist. If a seat opens later, an email will be sent to your **Walsh email account**. You will have 24 hours to register for the seat, by going to the “Manage My Waitlist” link on WebAdvisor. If you no longer want the seat, go to “Manage My Waitlist” to remove yourself. **Please note that being placed on a WL does not guarantee a seat in the class.** (Note: The Waitlist feature will be turned off one week prior to the start of classes. At that time, registering for open seats will be on a first come, first served basis.)

**Blended (VB or VT) Courses**

Courses designated as blended (VB or VT) combine both online and classroom delivery. To obtain the mix of classroom and online meeting times, access course syllabi at <https://moodle.walshcollege.edu>. The course syllabi and advance assignments are posted the week prior to the first day of classes. VT classes have a 2+2 format. They meet in the class and online weekly.

**Undergraduate Communication Placement Exam**

All undergraduate students are required to take a communication placement exam online prior to registering for COM 320, Business Communication Methods. Students who pass the placement exam will be eligible to enroll in COM 320. Students who do not pass the placement exam will be required to take COM 300, Communication Essentials, prior to taking COM 320. The communication placement exam must be taken in a proctored setting. For more information on the placement exam and COM 300, please visit [www.walshcollege.edu/commplacementexam](http://www.walshcollege.edu/commplacementexam).

**Textbook Information**

Walsh College has an online tool to provide students with textbook information. You can go to [textbooks.walshcollege.edu](http://textbooks.walshcollege.edu) to see the textbooks and course materials required.

**Advance Assignments**

Many classes have advance assignments that need to be completed before the semester begins. They are available a week before the semester starts in Moodle with your course’s syllabus.

### Emergency Information

In the event of an emergency or campus closure, you will receive an email via your Walsh College account. **Also, if you'd like to receive a text message, you need to register your cell phone number via the Portal.** For details, visit [www.walshcollege.edu/TextMessageAlert](http://www.walshcollege.edu/TextMessageAlert).

### College Email Procedures

Walsh College is committed to protecting your information and identity. To maximize security, the following procedures are in place:

1. Official administrative email communications (including graduation audit notifications, commencement information, e-newsletters, etc.) are sent *exclusively* to your Walsh email account.

\* You can forward your Walsh email to another account by going to [www.walshcollege.edu/forward](http://www.walshcollege.edu/forward).

Questions or problems? Contact the Help Desk at 248-823-1350 or [helpdesk@walshcollege.edu](mailto:helpdesk@walshcollege.edu).

Note: *The Walsh email system has a spam filter to reduce unwanted messages.*

2. Student administrative email requests (e.g. advising questions, adding/dropping classes, and enrollment verifications) must come from your Walsh email address.

### Accessing Your Information

<p>To get your student ID#:</p> <ul style="list-style-type: none"> <li>* Stop by any campus with photo identification.</li> <li>* Contact Student Services at 248-823-1600.</li> <li>* Check your admission materials.</li> <li>* Check WebAdvisor under “<b>My Profile.</b>”</li> </ul>	<p>To get your WebAdvisor or Portal username and password:</p> <ul style="list-style-type: none"> <li>* Go to <a href="http://www.walshcollege.edu/username">www.walshcollege.edu/username</a>.</li> <li>* Enter your last name and SSN (without the hyphens) or student ID#.</li> <li>* After your username is displayed, log in to the Portal by clicking “<b>Portal Login</b>” -OR- click “<b>Change/Reset my Password</b>” if you don't know your password.</li> </ul>
<p>To obtain your GPA, course schedule, etc.:</p> <ul style="list-style-type: none"> <li>* Go to <a href="http://my.walshcollege.edu">my.walshcollege.edu</a> and log in.</li> <li>* Go to the WebAdvisor tab, click “<b>My Academic Info &amp; Profile,</b>” and choose the appropriate link.</li> </ul>	

### Graduate Communication Assessment

All new graduate students entering the MBA, MSF, MSITL, MSM, MSMKT, and dual MBA degree programs are required to complete the Graduate Communication Assessment (GCA). Students that started in fall 2015 and later must take the GCA prior to the first COM 510 class session. Students who do not meet the cut score will be required to complete additional assignments and meet weekly with a tutor while enrolled in COM 510. The GCA must be taken in a proctored setting. For more information on the GCA, please visit <http://www.walshcollege.edu/graduatecommunicationassessment>.

**Direct Deposit**

Instead of having your refund checks mailed, you can set up direct deposit! Set-up is easy:

1. Login to [my.walshcollege.edu](http://my.walshcollege.edu).
2. Go to WebAdvisor, click "WebAdvisor for Students", "Financial Information," then "Bank Information."
3. Enter your account information: routing number, bank account number, and account type.  
Note: Account has to be in your name.
4. Enter the date you want this to take effect.
5. Accept the terms/conditions, select the check box, and click "submit."

Any future refunds will be disbursed to this account within 3-5 business days. Confirmation of the disbursement will be sent to your Walsh email. For details, contact the Business Office at 248-823-1620 or [business@walshcollege.edu](mailto:business@walshcollege.edu).

**Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all universities and colleges to publish specific information about their campus crime and security policies. The Walsh College Annual Campus Security Report includes the following required information:

- \* Campus security policies
- \* Reporting procedures
- \* Campus crime statistics for the most recent three years
- \* Information about crime prevention
- \* Access to campus

The Annual Campus Security Report information is available on the College website. A printed copy may be requested from:

Walsh College  
Facilities and Auxiliary Services  
Campus Safety  
PO Box 7006  
Troy, MI 48007-7006  
248-689-8282

**Right-To-Know Act**

In compliance with the Department of Education's Student Right-to-Know Act, Walsh College reports various points of information to current students, employees, and prospective students. Links to pertinent information regarding selected Walsh College policies and procedures, campus security, and drug-free atmosphere are on the College website. Check your Walsh College student email for updates.

**Voter Registration**

The 1998 Higher Education Act requires post-secondary institutions to distribute state voter registration forms to on-campus degree or certificate-seeking students. Voter registration forms are available at each campus location or on the Michigan Secretary of State website at: [www.michigan.gov/sos/](http://www.michigan.gov/sos/).

# The Schedule of Classes can be found on WebAdvisor.

1. Login to <http://myportal.walshcollege.edu/>
2. "WebAdvisor for Students"
3. "Registration/Drop/Withdrawal"
4. "Search for Classes" (or "Register for Classes")

If you can't login to the Portal, please visit WebAdvisor directly:

1. <https://webadvisor.walshcollege.edu/>
2. "Students"
3. "Search for Classes"