

Registrar Table Talk – Wagner Contact List for Students

Public Safety:

Gate House (after hours)

Main number: (718) 390-3165

Emergency: (718) 390-3148

These are the best numbers for Wagner’s departments from enrollment through graduation.

Admissions– At the *applicant* stage, contact is with parents as well as the student. Once a student matriculates, they are handed off to the Registrar’s Office and our philosophy and primary objective is to work with the student in learning the policy and requirements for graduation. Transfer and transcripts are reviewed by enrollment for review and within a 2 week turnaround time, a transfer evaluation is sent to students for equivalency.

Main office number: (718) 390-3411

Financial Aid – The priority FAFSA filing deadline for continuing and graduate students is February 1st. If students or parents have any questions related to the financial aid process, please contact the Office of Financial Aid. Appointments are strongly encouraged and are available both in-person and via phone. The Office of Financial Aid maintains communication with students via their Wagner email address and myWagner. Students are responsible for reviewing both and submitting documentation in a timely manner.

финаid@wagner.edu

Main office number: (718) 390-3183

Bursar’s Office – Registration and Billing Timetable

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March/April – current students register for the full academic year

June – fall invoices sent to incoming undergraduate students at their permanent address

June/July - new students are registered by CACE for fall semester

July – fall e-bills are sent to continuing students via Student Account Center (accessed through MyWagner)

Mid July - due date for incoming students (fall semester)

Mid August – due date for continuing students (fall semester)

September – after drop/add, an updated e-bill is sent for fall semester - reflects changes made during drop/add

October/November – all students register for spring

Early December – spring e-bills are sent to students via Student Account Center (accessed through MyWagner)

Early January – due date for spring semester bills

February – after drop/add, an updated e-bill is sent for spring semester - reflects changes made during drop/add

Students can access Student Account Center through the Billing tab in myWagner. Once logged in, they can grant access to a parent or other payer under "Manage Account Access" on the right side of the page. For billing questions, please visit <http://wagner.edu/business-office> or email student.accounts@wagner.edu.

Main office number (718) 390-3112

Registrar’s Office–All Advanced Placement (AP) are entered prior to drop/add and once this is complete, all educational records and degree verification is handled in conjunction with the faculty in our office. We also cover transferring credit during the summer, grade information, and good student and verification letters to name a few. The Academic Review Committee (ARC), along with the Registrar’s Office, will place students on probation, suspension and dismissal if students have not made satisfactory progress at the end of each semester.

Registration, Transfer, Degree Audits:

registrar@wagner.edu

Transcript:

transcript@wagner.edu

Main office number: (718) 390-3173

Help Desk: helpdesk@wagner.edu

Information Technology – The I.T. Help Desk provides technical support to staff, faculty, and students all year round. Students may visit, call, or email the Help Desk for any technology related questions or concerns.

Main number: (718) 390-3410

1st year advising --Center for Academic and Career Engagement- (CACE) handles new student's registration for the 1st year and provides: academic advising, support, tutoring, career exploration and counseling to develop their Wagner Plan.

CACE Main number (1st year advising) (718) 390-3181

Residential Education – Residential Education oversees on campus housing and logistics for Wagner College students. Questions regarding on campus rooms, move in and move out, housing selection, and meal plan adjustments can be directed to the main office line.

Main contact number: (718) 390-3420

Dean of Campus Life- Notice of Concerns – There is a new student portal with all the information needed for the beginning of school and online process that secures dates for the orientations, residential life forms, and health forms.

Main office number: (718) 390-3432

Center for Health and Wellness - Center for Health & Wellness - The center provides advocacy, education, communication, and services, as well as promote research based educational programs and culturally competent practices to advance the health and promote the wellness of all students and members of the campus community.

Main office number: (718) 390-3158

Faculty –Contact with faculty after matriculation should be by students using the office hours as ways to have one on one time with faculty. This is the best time for students to receive advice. Most faculty post their office hours and withdrawal class policy on their syllabus. Students should view faculty office hours as part of their job as it is a direct line of communication with instructors and advisors. This is particularly important if students are in large classes more than 12.

Provost Office – The Provost Office handles all graduation celebration information.

Main office number: (718) 390-3211

Parents Portlet (TBA) –Wagner College is committed to working with parents in a partnership in order to contribute to each student's education. There are a variety of resources for you to utilize as you partner with the staff in Campus Life to ensure a positive, safe, and healthy experience for your student while they are at Wagner. Look for our new MyWagner portlet for parents about information needed during your student's time here at Wagner College.

Please visit: <http://wagner.edu/campus-life/resources/for-parents/>

Our Communication Protocol:

- Our mission is to educate all students and their families of the processes and procedures to set the tone for all interaction with the different offices at Wagner.
- We will do our best to make the student successful at Wagner College and to listen to issues as they come up.
- We will treat students with respect and will also expect this to be reciprocated.
- We will refer to the student, and if at all possible, to a direct contact in the department.
- We will assist our colleagues by keeping logs of the interaction and to inform the appropriate person by providing the background of the situation so as not to have the families repeat themselves.
- We will follow up when possible.
- We will encourage students to talk to their parents directly to place the onus on the student to work out their problems.
- Most importantly, we want to empower students to know and understand how to be successful at Wagner.

Midterm is the best time to check in with your student. Please see the academic calendar for dates.