

**Earn your Bachelor’s Degree while Becoming a Pilot!**

**Getting Started Is As Easy As 1 - 2 - 3!**

**Step 1:**

**Admission:** Applying to an academic, online bachelor’s degree completion program and obtaining a student ID # (CWID) is easy. The WSU Outreach Team, the Admissions Office or the airport you plan to train with can provide you with an application packet. Once our office has received, processed, and reviewed all required documents in your admissions folder, you will receive a letter indicating if you have been accepted into Westfield State University. If you wish to inquire as to what documents are still needed, please contact our Admissions Office. (Note: Veterans in the Division of Graduate & Continuing Education (DGCE) do not need to be accepted to begin participating in the academic portion of the program and receiving benefits for the *initial* semester of enrollment only. However, only fully accepted students may participate in flight classes. Veterans not accepted by the second semester are not eligible to receive VA benefits. Therefore, we encourage you to begin this process early). The admissions process can take up to 8 weeks, so please consider the timeline when planning to enroll. Contact information for the Admissions Office and the Outreach Team are listed below.

**Step 2:**

**Obtain your Post-9/11 GI Bill benefits**: The Post 9/11 GI Bill benefits are your best option for paying for the program. If you have already applied and received your Certificate of Eligibility (COE) from the VA please submit a copy to our Veteran Services Office immediately. Contact information for the Veteran Services Office is listed below. If you have not yet applied for your benefits, please go to <http://www.gibill.va.gov/> to apply as soon as possible. Participation in the program is strictly prohibited until your COE is confirmed by the WSU Veteran and Military Services Coordinator.

**Step 3:**

**Register for Flight and Academic Classes**: Again, you must be accepted into a degree program and your COE must be on file at WSU before you can register to fly. Once you are accepted, please contact the Aviation Office to register for flight classes. You must register for academic classes via the MyWestfield web portal, which can be accessed from our main website: [www.westfield.ma.edu](http://www.westfield.ma.edu). Please note that you should meet with or speak to your academic advisor prior to registering for classes so that an appropriate program of study can be devised that takes into account transfer credits, upcoming course schedules, and other factors. The contact information for your academic advisor and the Aviation Office is listed at the end of this document. If your Post-9/11, Chapter 33 benefits are less than 100%, payment is due at the time of registration.

**Other Important Information**

* **Flight Physical:** Students must visit an AME (Aviation Medical Examiner) before flight to complete a flight physical. You can find an AME closest to you by visiting [www.FAA.gov](http://www.FAA.gov) then clicking on “pilots,” then “Find an AME.” Students are responsible for costs associated with this flight physical.
* **Flight Rating:** Students may train in either fixed wing or rotorcraft, but not both.
* **Financial Aid:** You may be eligible to receive financial aid as well as your VA benefits. Please complete a FAFSA online. Complete instructions can be found online at <http://www.westfield.ma.edu/prospective-students/financial-aid/apply-financial-aid/>. If you have any questions, please contact the financial aid office, whose contact information is listed below.
* **Track Your Flight Expenses:** Once you have been accepted and your ID card has been created, an Aviation Bucks card is issued for you to track your flight expenses. Please visit [www.managemyid.com](http://www.managemyid.com) to sign up for an account. This can be used to track flight expenses only.
* **Basic Allowance for Housing (BAH):** Basic housing allowance benefits are prorated based upon rate of pursuit, rounded to the nearest multiple of 10. The chart below indicates the rate of pursuit as determined by the VA. To receive BAH benefits, you must enroll at a rate of at least half-time in each semester. Students enrolled less than half-time are not eligible for any portion of the BAH in that semester. Active duty military personnel and their spouses using transferred benefits are not authorized to receive BAH benefits.

Full-time course enrollment: Spring and Fall 12 credits (each semester)

 Winter session 2 credits

 Summer I 4 credits

 Summer II 4 credits

Three-quarter enrollment: Spring and Fall 9 credits (each semester)

 Winter session 2 credits

 Summer I 3 credits

 Summer II 3 credits

* **Other Financial Considerations:** The housing allowance (BAH) is sent directly to you by the VA at the end of each month or early the following month. For example, if you begin coursework on September 1, you will not be sent any housing allowance until the end of September, sometimes later depending on current processing times at the VA Initial processing time for benefits can take 8-12 weeks, and you will not have your housing allowance in advance, so please plan your personal finances accordingly.
* **WSU Student Portal Account:** All WSU students have a student portal account and an email address, accessible through the MyWestfield link on the homepage, [www.westfield.ma.edu](http://www.westfield.ma.edu). Your username is the first initial of your first name and your full last name followed by the last four digits of your student College Wide Identification Number (CWID), also known as the A number. Your password is your CWID with a capital A. EXAMPLE: John Smith, A000123456. Username: jsmith3456, Password: A000123456.
* **Flight Timeline:** If you are a new student, you cannot begin flying prior to the start date of the semester. All charges incurred at the airport for flight experiences that took place prior to the start of the semester are the responsibility of the student and will not be charged back to the VA. Please be sure the DGCE Director of Operations, Kathy Couture, is notified when a check-ride is scheduled to prevent delays in continuing on to the next level of flight. Only Kathy can register you for your flight courses. Therefore, communication about progression is required, especially during registration time and when your check-ride is scheduled. You may be registered for 2 stages of flight within the same semester, (i.e. PP Flight III and Instrument) if you believe you will be done with PP mid-semester. Kathy’s contact information is located at the end of this document.
* **Academic Program:** Westfield State University offers online bachelor’s degree completion programs in Business Management with a concentration in Aviation Management (with a flight and non-flight option available), Liberal Studies, Psychology, Sociology, History, and Criminal Justice. Students in the Psychology, Sociology, History and Criminal Justice may still participate in aviation courses, which will be counted as elective courses. Students in Business and Liberal Studies may, in some cases, use aviation courses towards the major. Bachelor’s degree completion programs are designed for students with an Associate’s Degree, and offer all required major coursework online. Students with no previous college experience or who do not have an Associate’s Degree are encouraged to apply, though these students may need to supplement their coursework with additional classes at a local institution. Please consult the Outreach Team or your academic advisor for specific information on academic requirements by major. Students are expected to progress through the bachelor’s degree program at a rate of 9 academic credits for every 6 credits of aviation. Failure to maintain this ratio may result in dismissal from the program. Students interested solely in flight and not the academic degree are not eligible for this program.
* **Student ID Card:** All aviation students must have a Westfield State University Student ID card. You may not begin the program without an ID card. Your participation in actual flight experiences requires you to “swipe” your ID card against your WSU Aviation Bucks account. No one should be in possession of your student ID card except you, and no one is allowed to swipe the card except you. To obtain your ID card, send a notarized passport photo directly to Shelly Normand in the Records Office using the Picture ID Notary Form, which is attached to the end of this packet. Please also send a .JPEG image to Shelly electronically and the picture will be inserted onto an ID card for you. Both the electronic picture and the Picture ID Notary Form are required to produce an ID card. After you have been given your CWID (A#) contact the WSU Campus Card Office. The cost of the ID card is $10 and replacement cards are $25. The card will be mailed to the address you provide on your application. Contact information for Shelly Normand in the Records Office and the Campus Card Office are located at the end of this document. Campus Card Office hours (EST):

Monday-Wednesday     8:00 – 4:30

Thursday                             8:00 – 6:00

Friday                                   8:00 – 2:00

* **Registration:** Course registration is not allowed without a COE on file. This document provides the University with the authorization to bill the VA. The percent of entitlement is determined by the VA and indicated on the certificate. If the COE is not submitted with the registration, the student is responsible for the costs incurred at the time of registration. DGCE begins registration well in advance of the beginning of the semester. Veterans can be certified up to 60 days prior to the beginning of the semester. However, disbursement of the VA housing benefit is based on the begin date of the semester, not the date of early certification. The balance due, if any, must be paid at the time of registration.
* **Flight Courses:** Private Pilot is the only phase of flight that is currently divided into 3 sections. All other phases contain one class of flight and one class of ground school, worth 3 credits each. Private Pilot is broken into 3 1-credit sections, Flight I, Flight II, and Flight III and also has a 3-credit ground school component.
* **Withdrawing From Courses:** Course/semester withdrawal could significantly affect your eligibility to receive funding. If you will not be completing a course or a semester for any reason, you must contact the University in writing (email will suffice). Dropping courses could leave you personally responsible for charges incurred from both the flight training at the airport and academic charges from the University. The course withdrawal schedule and refund policy are published for each term on the website and in the semester course catalog. Before withdrawing from any course you must inform the VA who will let you know how your withdrawal affects your entitlement.

**Important Contact Information**

* Academic advisors:

 Business Management, Christine Irujo: cirujo@westfield.ma.edu

 Criminal Justice, John Jones: jjones@westfield.ma.edu

 History, Mark Abate: mabate@westfield.ma.edu

 Liberal Studies, Enrique Morales-Diaz: emoralesdiaz@westfield.ma.edu

 Psychology, Jack Szpiler: jszpiler@westfield.ma.edu

 Sociology, Nomazengele Mangaliso nmangaliso@westfield.ma.edu

* Admissions:

Shelly Janke: mjanke@westfield.ma.edu

Celeste Washington: cwashington@westfield.ma.edu

PH: 413-572-8020

FX: 413-572-5227

* Aviation Office: PH: 413-572-8420

 FX: 413-572-5227

* Campus Card Office, James Johnson: jjohnson@westfield.ma.edu

PH: 413-572-8184

* Director of Operations, Kathy Couture: kcouture@westfield.ma.edu

PH: 413-572-8025

* Financial Aid, Sue Kmon: skmon@westfield.ma.edu

PH: 413-572-5218

* Outreach Team, Jose Lopez-Figueroa: jlopezfigueroa@westfield..ma.edu

PH: 413-572-8293

FX: 413-572-5227

* Records Office, Shelly Normand: mnormand@westfield.ma.edu

PH: 413-572-8024

* Veterans Administration: [www.va.gov](http://www.va.gov)

 PH: 888-442-4551

* Veteran & Military Services Coordinator, William LaFever: wlafever@westfield.ma.edu

(and Certifying Official) PH: 413-572-8370

FX: 413- 572-5227

**Important Airport Contact Information**

* Elite Flight Training & Management: PH: 702-835-1222

<http://iflyelite.com>

* Higher Ground Helicopters Flight Academy: PH: 513-217-6700

[www.hghelicopter.com](http://www.hghelicopter.com)

* Horizon Aviation, Inc.: Boston: 781-762-7600

 Providence: 401-736-5115

 [www.horizonaviation.com](http://www.horizonaviation.com)

* Northampton Aeronautics: PH: 413-584-7980

[www.northamptonairport.com](http://www.northamptonairport.com)

* Northeast Helicopters Flight Services: PH: 866-634-3567

(866-NE-HELOS)

[www.northeasthelicopters.com](http://www.northeasthelicopters.com)

* Westfield Flight Academy: PH: 413-568-5800

[www.westfieldflight.com](http://www.westfieldflight.com)

**Picture ID Notary Form**

**Westfield State University**

 **Division of Graduate & Continuing Education**

**Instructions:**

1. Obtain a passport size (2 X 2) photo. Save the JPG image to a CD or flash drive.
2. Copy the picture onto this form.
3. Obtain a Notary’s signature at the bottom.
4. Scan the form.
5. Send the JPG file from CD or flash drive along with the form via email to:

mnormand@westfield.ma.edu, or, include with your application packet.

When received, we will forward your WSU student ID number to you by return email. Your ID card will then be created and sent to you at the address on your application. You will use your student ID to pay for each flight transaction (flight and ground instructional fees). No one else should be in possession of your ID card and no one but you should swipe the card. Your card will not be created and sent to you until the first week of classes in your first semester with WSU. Thereafter, you can start flying on the first day of the term.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have verified the identity of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

 **Print Notary Name Print Requestor Name**

**using: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on this \_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_.**

 **Print Document Type & Number Used To Verify Day Month Year**

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**Notary Signature (Seal Over Signature) Date Commission Expires Requestor Signature**