

CCSU Course Selection Form for Exchange Students

Instructions for completing this form: Before you fill out this form, you must carefully read the instructions that are attached. This form must be completed in its entirety, listing one (1) alternate for each of the 5 courses that you must select. To maintain your visa status, you must be enrolled in 12 credits minimum. Be sure to submit a copy of your *most recent home university transcript* and note any course(s) from your transcript that meet the prerequisite (“prereq.”) of the CCSU course that you select (see instructions).

STUDENT NAME _____ (Last) _____ (First) CCSU ID NUMBER (if known) _____

YOUR PRIMARY FIELD OF STUDY OR MAJOR AT YOUR HOME UNIVERSITY _____

DESCRIBE YOUR FIELD OF STUDY IN 1-2 SENTENCES _____

REGISTRATION PERIOD (select *one* only; this form is NOT for full-year registration) FALL 20 _____ SPRING 20 _____

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
COURSE (Department Code And Number) (see example below)	CRN AND SECTION NUMBER	COURSE TITLE	CREDITS	PREREQUISITE If course has a prerequisite, list it below	PREREQUISITE EQUIVALENT If CCSU course has a PREREQ, indicate the course from your home university transcript that you think is equivalent.
Example: Soc300	10630 01	Sociological Theory	3.0	Soc210	
Course:					
Alternate:					
Course:					
Alternate:					
Course:					
Alternate:					
Course:					
Alternate:					
Course:					
Alternate:					

**Submit this form to the CIE (use email address or fax below). The CIE cannot guarantee enrollment, but will make every effort to register you into your selections.
If the form is incomplete or missing prerequisite information, we will not be able to process it.**

Course Selection Form Instructions

Please observe some flexibility when considering your course selections at CCSU. Registration for specific courses can never be 100% guaranteed. We ask that you make a selection of first and second choices and complete this form in its entirety, selecting 5 courses and 5 alternates.

Finding the CCSU Courses Online

On the internet, find the following website: https://ssb-prod.ec.ccsu.edu/PROD/byskcsob.P_TermSel The first screen will show “Select a Term” beside a drop-down box. Select the term when you will be arriving at CCSU and click “Submit.”

Next, you will see the **Section Offering Search** page.

From this page you can choose a subject from the listing (or CTRL+click to select more than one at a time).

Subject:

Accounting	▲
Actuarial Science	☰
African-American	▼
American Sign Language	▼

Be sure that “Open” is selected (not “Closed” or “Both”).

(O)pen (C)lose: Open Close Both

You may leave all other fields unchanged on this page. Click

Next, all of the course offerings in the selected subject(s) will appear:

Section Offering Search

https://ssb.ccsu.edu/pls/ssb_cPROD/byskcsob.P_GetCrse

WebCentral-Banner Web Services
CENTRAL pipeline

Look Up Sections Fall 2012

Central Connecticut State University / Fall 2012
Sociology

Status	Course / CRN & Sec.	Title / Days & Time	Room	Credits / Instructor
	SOC 300 Course	Sociological Theory Course Title		3.0
	Prereq.: SOC 210.	Prerequisite		
	CRN 10630 01 Section	TR 9:25 AM-10:40 AM	TBA	John A. O'Connor (P)
	→ 10650 02 ←	MW 3:05 PM-4:20 PM	TBA	Stephen D. Adair (P)

Course / CRN & Sec.: The Course (e.g. SOC 300) is an abbreviation of the department and main course number. The CRN (10630) will be 5 digits and appear in blue. These numbers are to be listed on your Course Selection Form.

Course Description: If you click the CRN, you will see the Class Schedule Listing, which is a brief description of the course. For a full description of the course, click “View Catalog Entry.” You may click “Return to Previous” to return to the course listing for the subject(s) selected. Click “New Search” to select new subjects and to restart the search process.

Prereq. means ‘prerequisite,’ which indicates that there is a preparatory course or a registration restriction that needs to be taken before registering for the actual class that is listed. If you think that you have taken a course at your home university that is equivalent to the prerequisite listed for the CCSU course, you must indicate the title of that home university course on your **Course Selection Form**.

Days & Time: Keep track of the schedule of the courses that you select in order to **avoid time conflicts**. For “Days & Time,” here are the codes: “M” = Monday, “T” = Tuesday, “W” = Wednesday, “R” = Thursday, “F” = Friday, and “S” = Saturday. A course with an “MW” designation meets both Monday and Wednesday each week. Similarly, a course with a “TR” designation meets both Tuesday and Thursday each week.

Filling out the CCSU Course Selection Form for Exchange Students

Please pay careful attention to filling out this form in its entirety. It is very important that the form is correctly completed so that you can be registered for the appropriate courses during your stay at CCSU.

COLUMN A

Fill in the main course information – the department abbreviation and the main course number. Example: SOC 300. You must select 5 courses and 5 alternates in this column to increase your enrollment opportunities.

COLUMN B

Fill in the 5-digit CRN for the courses in Column A. Example: 10630

COLUMN C

Fill in the full title for your course selections. Example: Sociological Theory

COLUMN D

Fill in the number of credits designated for each course. Example: 3.0

NOTE: To maintain your visa status, you **MUST** be enrolled in a minimum of 12 credits. Please be sure that you are registering for the appropriate amount of credits. There are certain courses offered at CCSU that offer more or fewer than the standard 3 credits.

COLUMN E

Does your selected course have a prerequisite? Example: Prereq.: SOC 210. If it does, write the CCSU prerequisite course in this column.

COLUMN F

If you indicated a “Prereq.” in Column E, you must indicate an equivalent course in this column. Write the title of the course taken at your home university that you believe satisfies the prerequisite for the CCSU course. This information will be considered when making a decision about registering you for a CCSU course that has a prerequisite.

Example: SOC 300 has a prerequisite of SOC 210. SOC 210 at CCSU is “Sociological Inquiry.” If you have taken a course that can be considered equivalent, write the title of your proposed equivalent in Column F.