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Office of Transfer and Academic Articulations  
Central Connecticut State University  
1615 Stanley Street, New Britain, CT 06050  
phone: 860-832-3349   email: mccoyjoa@ccsu.edu  

[www.ccsu.edu/transfer](http://www.ccsu.edu/transfer)  
Revised June 2015
1. **Attend Transfer Advising Session at a School-Based Advising Center**
   
   Academic Advisors are the main source of support and information about your academic plans and programs. You should always meet with an advisor before each semester’s registration. However, you are encouraged to meet often to discuss courses, academic work, career plans, internships and other matters. If you don’t have a major, the Center for Advising and Career Exploration will assist you. Contact CACE at 860-832-1615.

2. **Activate Your BlueNet Account**
   
   Your BlueNet account is a unique username and password to access CCSU computing services both on and off campus. See page 4 in this booklet.

3. **Submit CCSU Student Wellness Center Forms**
   
   All full-time students are required to submit a medical form to University Health Service. All medical forms must be returned by July 15 (Fall) / December 15 (Spring). Incomplete health forms will delay your registration, so please be diligent and follow up on the receipt of your health forms. Begin at www.ccsu.edu/healthservices or call 860-832-1925.

4. **Verify Your Health Insurance Coverage**
   
   All full-time undergraduate students are required to have health insurance. Students are automatically billed each semester for university group accident and sickness insurance provided by the Aetna Student Health Insurance Company. You can waive the sickness portion of the policy if you have your own health insurance. See www.ccsu.edu/bursar.

5. **If you received this Transfer Checklist at your first advising appointment, check this box now.**
   
   Students can register for courses using CentralPipeline. Transfer Students are eligible for priority registration based on the number of credits they have earned. For more information on Registration visit: www.ccsu.edu/registrar/registration. If you miss these deadlines, many of our courses may be filled and course selection will be very limited.

6. **Obtain Photo I.D./Blue Chip Card**
   
   Once you have registered for at least one course, obtain your Student I.D./Blue Chip card by visiting the University Bookstore. Please print your class schedule and bring it with you. This student identification card will give you access to multiple services, including meal plans, debit spending accounts, the library, University Wellness Services, gyms and fitness centers, and special events. website: www.ccsu.edu/cardoffice

7. **Learn About CCSU’s – Writing and Mathematics Requirements**
   
   CCSU’s writing and mathematics requirements must be satisfied with your first 24 credits of coursework or you will not be allowed to register for further classes at the University. See: www.ccsu.edu/transfer/placements

8. **Obtain Parking Permit**
   
   All students are eligible to apply for a parking permit after registering for classes. A parking permit is required for all vehicles on campus. The application form is provided for your convenience. See: www.ccsu.edu/cardoffice

9. **Pay Your Tuition and Fees**
   
   All the information for paying your bills and managing your account is available online at www.ccsu.edu/bursar. The due date for tuition for the Fall Semester is July 15 and for the Spring Semester is December 15. Questions: 860-832-2010.

10. **Send Final College/University Transcripts**
    
    If you are currently enrolled at another university or college, you must have the Registrar forward a final academic transcript as soon as grades are available. Transcripts should be sent to the Office of Undergraduate Recruitment & Admissions, Davidson Hall, Room 115, CCSU, 1615 Stanley Street, New Britain, CT 06050.

11. **Purchase Textbooks**
    
    Shop early and save by reserving your textbooks at the CCSU Bookstore. Visit the Bookstore located in the Student Center. To learn about the Textbook Price Guarantee, and textbook rentals, visit: www.ccsu.edu/bookstore

12. **Emergency Notification System**
    
    All students are automatically enrolled in the CCSU Emergency Notification System to receive important notifications about campus emergencies. Be sure to check that the correct information has been recorded: www.ccsu.edu/ens. Through the ENS, you will receive critical public safety alerts via telephone, email, text messaging, voice mail, and web.

13. **Still Have Questions?**
    
    Contact the Office of Transfer and Academic Articulations at 860-832-3349 or visit: www.ccsu.edu/transfer. We will assist you with all of your transfer questions and point you in the right direction.
BlueNet Account
A BlueNet Account is a unique username and password assigned to each faculty, staff, and student at CCSU. It is used to access computing services both on and off campus. Use your BlueNet Account to log in to campus computers and log in to online systems via CentralPipeline (such as WebCentral-Banner Web, Blackboard, Remote Application Server, and the On-Line Card Office). You will use the Accounts Management System at https://accounts.ccsu.edu to activate your account and select your My.CCSU e-mail address.

Password Security
To keep your account secure, your BlueNet Account password will expire every 120 days. You can avoid expiration by changing your password on a regular basis. You do not have to wait 120 days; you can reset it anytime using either a campus computer or the Accounts Management System at https://accounts.ccsu.edu.

Your password must be a “strong” password, comprised of at least 8 characters and include at least one uppercase letter and at least one numeric or symbol character. An example of a “strong” password is MyP@ssw0rd because it contains uppercase letters, a symbol and a number.

My.CCSU Email
Your My.CCSU e-mail is powered by Microsoft. It provides you with a lifetime mailbox, accessed by going to https://my.ccsu.edu. You select your My.CCSU e-mail address when you activate your BlueNet Account. Your My.CCSU e-mail address will end in “@my.ccsu.edu.” It is your official University e-mail address. The first time you access your My.CCSU e-mail, use your 8-digit CCSU ID number as the password. Along with your e-mail account, you have access Microsoft Office 365 ProPlus on up to five computers and five mobile devices, for more information visit www.ccsu.edu/office365.

Technical Support
The IT Help Desk is the single point of contact for assistance with supported software, hardware and other IT services. The Walk-in Support Center provides technology support for personally-owned computers and campus technology. We are located in Willard Hall, room 013.

Technology Resources
The Marcus White Student Technology Center is the main center for general purpose computer use on campus. We have over 210 PCs and 39 Macs with a variety of software available for use. Visit: www.ccsu.edu/stc.

You have various software titles available to you. Visit www.ccsu.edu/office365 to learn more about Microsoft Office 365 ProPlus, included with your My.CCSU account. Log in to https://apps.ccsu.edu to access applications such as Microsoft Office, Adobe Acrobat Pro, and academic software from anywhere with an Internet connection.
Registering for Classes

By now you should have met with your advisor. You know what courses to register for. You have an Alternate PIN number obtained from your academic advisor. From the CentralPipeline main page, follow the 9 steps to register for classes:

1. Navigate to the CCSU home page at www.ccsu.edu. Point to CentralPipeline (near the top on the right), then click on CentralPipeline for Students (or click on Current Students).
2. From the CentralPipeline home page, click on the WebCentral-Banner Web link and log in with your BlueNet account username and password.
3. Click on the Student tab, then Registration, Add/Drop Classes.
4. Click on Check Your Registration Status. Use this screen to review items that may affect your registration. This screen provides curriculum information on your level (undergraduate or graduate), your degree, your major, and any holds that will prevent you from registering. If you find registration holds,* you should contact the appropriate office before attempting to register. You will also be able to verify the correct dates and times that you may register.
5. If you have no restrictions, click on the Back button in your browser to return to the previous menu and click on Registration, Add/Drop Classes, and Make Payment.
6. You will be prompted to review and update your address and emergency contact information. Update the information or check the box indicating that the information is correct, then click on the Submit button. You will receive a confirmation that your contact information has been updated, click on the Continue button.
7. Undergraduate Matriculated students will be asked for your Alternate PIN (given to you by your advisor). Enter your Alternate PIN, then click on the Submit PIN button.
8. There are two ways to register for classes from the Add/Drop Classes screen:
   a. Enter the CRN(s) in the Add Class table until you have entered all of your classes, then click on the Submit Changes button.
   b. Click on the Class Search button.
      i. Click on the Subject you are looking for (use the scroll bar to scroll through the list of classes).
      ii. Enter any additional search criteria you would like to use to narrow down the search.
      iii. Click on the Class Search button.
      iv. The search results will be displayed. If you find a class you would like, click on the checkbox in the left column, then click on Register to immediately register for the class. If you do not find any classes you would like, you can click on the Class Search button to search again.
9. After selecting your classes, the Add/Drop Classes screen will display your Current Schedule and any Registration Errors.
   a. If you DO NOT have any Registration Errors, you have successfully registered for classes and your schedule is all set.
   b. If you DO have Registration Errors, you will need to select alternate classes to add to your schedule.

*Types of “Holds” — Bursar’s Office - www.ccsu.edu/bursar (860-832-2010); Health Services - www.ccsu.edu/healthservice; (860-832-1925)

Shorten Your Time to Graduation

Things You Can Do to Shorten Your Time to Graduation —

Transfer Credit Evaluation
You have received a Transfer Credit Evaluation with your admission packet. In your transfer advising session, you will review your transferred courses with your advisor to ensure all appropriate courses are applied to your program at CCSU. If any of your courses require further evaluation, you may be referred to the Assistant Dean of Liberal Arts & Social Sciences for General Education courses or for a course to apply to your major or minor, to the chairperson of the department offering the course. Any alterations to your transfer course evaluation should be made prior to the start of your first semester or as soon as possible. The Office of Transfer and Academic Articulations at 860-832-3349 also assists and facilitates the assessment of all possible transfer courses and changes to transfer credit evaluations.

Foreign Language Requirement
If you are a native speaker of a language other than English and want to verify that you have met the foreign language proficiency requirement you must contact the of the Modern Languages Department, at (860) 832-2890, or the department website at www.modlang.ccsu.edu.

Mathematics Requirement
If you have not already completed your Skill Area II Mathematics requirement, it is important to know which courses you must take. If you do not have CCSU transfer credit for Math 099, Math 101 or a higher level mathematics course, you must take the placement test. Please note courses designated by Math 1XX and Math 2XX do not count toward general education credits, unless they are approved by the Department of Mathematical Sciences. Please refer to the enclosed insert for additional information on Math Placement Testing.

Please contact the Learning Center at (860) 832-1900 to schedule your placement exam.
**FAQs**

**How do I meet my financial obligations at CCSU?**
Begin at www.ccsu.edu/bursar. There you will be able to make deposits on your Blue Chip Card, pay tuition and fees, view your bill, and set up your Central Payment Plan. You’ll also find information about waiving sickness insurance, refund policy, and the university’s policy on electronic communications.

**How do I register for classes?**
Students should register online for classes. See page 5 of this guide.

**Can I change my schedule once I have registered for my classes?**
You can make changes to your schedule until the end of the first week of classes.

You may drop a course up to the end of the third week of classes, and no record of the course whatsoever appears on your transcript.

You may withdraw from a course and receive a grade of “W” from the 3rd through the 12th week of classes. If you withdraw during this period a grade of “W” will appear on your transcript. Withdrawals will not be approved after the 12th week of classes without documentation of the extenuating circumstances.

**What is required to be a full-time student?**
A typical program of study for a CCSU student in good standing is considered to be 15 to 17 credits of academic work per semester, depending on classification and major. A full-time student must carry a minimum of 12 credits per semester.

**How many credits do I need to complete at CCSU to earn my degree?**
To earn a CCSU degree, you must complete a minimum of 30 CCSU credits with a minimum of 15 credits in your major and 9 CCSU credits in your minor, if applicable, regardless of how many credits you transfer in. This requirement is called the residency requirement.

REMEMBER: You must be registered for 12 credits to remain a full-time student.

**How do I find out how my transfer credits have been applied?**
To get credit for a course you took and received a grade of C- or better, you need to go to the Office of Recruitment and Admissions, Davidson Hall, Room 115 or call 860-832-2278. If after a meeting with your advisor you still have questions about your transfer credit evaluation, please contact The Office of Transfer and Academic Articulations at 860-832-3349.

**Who is my advisor?**
Faculty advisors are assigned to students during the student’s first semester at CCSU. Until that time your department chairperson, or the dean’s office or advising center in your academic school can answer your questions or assist you. If you have not selected a major, advisors in the Center for Advising and Career Exploration can help you. If you require further assistance please contact the Office of Transfer and Academic Articulations.

**Where do I park?**
There are many parking options here at CCSU. Be careful not to park in a restricted lot. Please refer to the campus map in the Transfer Guide.

**What if I require services for my disability?**
Contact Student Disability Services if you require accommodations during the academic year due to physical, psychological and/or learning disabilities. Contact Student Disability Services at 860-832-1952. All information for students with disabilities is available online: www.ccsu.edu/specialstudentservices.

**Graduating with Honors: Who is Eligible?**
Graduation honors, which appear on both the diploma and the transcript, will be awarded only to full-time and part-time students who complete their graduation requirements with a minimum of 62 credits in residence at CCSU and a cumulative earned GPA of at least 3.5. The residency requirement for honors may not be waived.
Let CCSU become your home away from home! Our beautiful suburban campus offers a comfortable and safe place to live and learn. We offer different styles of living, free Wi-Fi, cable TV, four fitness centers, game rooms, study lounges, and a diverse, welcoming community. You’ll find the support you need for successfully navigating your classes and college life. And you’ll find that living on campus generally costs less than renting an off-campus apartment.

From our residence halls, you’ll be within easy walking distance to the dining halls, classrooms, and on-campus entertainment – and there are plenty of events to keep you busy. From Division I athletics and club and recreational sports, to concerts, plays, and social clubs – there’s something for everyone. Not to be forgotten is our Student Center, considered one of the “most amazing” in the US by Best College Values.

If it’s hassle-free, affordable living you’re looking for, living on campus has to be your top choice. You’ll have no worries about high utility bills, chasing down rent from roommates, or getting to campus early to find a parking spot. Plus, the new CTFastrak will take you to shops, clubs, and other interesting spots in Hartford and New Britain cheaply and quickly.

Learn about our Top 10 Reasons to live on campus!
www.ccsu.edu/reslife/top10

**Mid-Campus Residence Hall**
The new Mid-Campus Residence Hall features 150 suite-style rooms, fitness facility, kitchenette on each floor, large kitchen and living room with a cozy fireplace on main floor.
Financial Literacy

Understanding FAFSA: Knowing the Rules, Deadlines and Resources
The FAFSA (Free Application for Federal Student Aid at FAFSA.GOV) is free to fill out and submit. Be sure to submit your application each year by the deadline March 1 for incoming and transfer students and April 15 for continuing students. Knowing all the deadlines is important to making sure you get the financial support you need to finance college.

Student Loan Debt
Student loan debt is the largest national debt at $1.1 trillion! Here are some tips to help you manage your student loan debt.

If you decide to take out a loan, make sure you research and understand all of your options. Explore the different types of loans available to you and the interest rates. Student loans can come from the federal government or from private sources such as a bank or financial institution. Loans made by the federal government usually offer borrowers lower interest rates and have more flexible repayment options than loans from banks or other private sources. (Please note that you can’t consolidate your federal loans with your private loans). You don’t have to accept everything — take out loans only for what you need. Please be advised that there is a limit to the amount of Federal Stafford Loan and Federal Pell grant (if you qualify) that a student can receive during their educational career. If you have any questions contact the Financial Aid Office at 860-832-2200. Borrowing wisely will allow you to afford college and find resources to help meet any financial need.

What do I owe?
Your CCSU loan history can be checked regularly by logging into your CentralPipeline account. All of the loan information is located in self-service by clicking on the financial aid tab. Then under the special messages tab all current CCSU loan information can be reviewed.

Your complete federal loan history can be found by visiting NSLDS.ed.gov. All federal loan information will be listed allowing you to review before making future financial decisions. This comprehensive information will help in developing a financial plan to pay for your educational needs.

Student Responsibilities

- Check your campus email account REGULARLY. This is the University’s official way to contact students.

- You are responsible for knowing the requirements of your major, minor and general education program you are pursuing. Read your online catalog! (www.ccsu.edu/catalogs)

- You are responsible for knowing your schedule at all times. You are responsible for knowing the repercussions of schedule changes (e.g. financial aid, graduation date.)

- You are responsible for checking prerequisites to ALL classes you register for.

- You are responsible for paying your bill

- You are responsible for attending your classes.

- If you are struggling with a class, it is your responsibility to talk with the instructor and ask for help.

- You are responsible for officially dropping courses you have stopped attending. An instructor will not automatically drop you from a course just because you have stopped attending.
Get Involved

A sampling of CAMPUS LIFE & ORGANIZATIONS

**Academic & Special Interest**
- Art Club
- Communication Club
- Criminal Justice Club
- Education Club
- Habitat for Humanity
- Helix
- Marketing Club
- The Recorder
- Veterans Student Organization

**Fraternities & Sororities**
- Lamda Theta Phi
- Phi Delta Theta
- Phi Sigma Sigma

**Honors & Professional**
- Golden Key International Honour Society
- Psi Chi

**International & Multicultural**
- Black Student Union
- Chinese-American Student Association
- Le Cercle Francais
- Irish Student Union
- Italian Club
- Latin American Student Organization
- Muslim Student Association
- PRIDE

**Performing**
- Acapella Society
- Cheerleaders
- Colada
- Concert Band
- Dance Club
- Ebony Choral Ensemble
- Marching Band
- Pep Squad
- Theatre Unlimited
- University Singers

**Religious**
- Christian Students at Central
- Hillel Jewish Student Organization
- Muslim Student Association
- Newman Club

**Sports & Recreation**
- Central Car Club
- Ice Hockey Club
- Karate Club
- Lacrosse Club - Men’s
- Rec Central
- Ski & Snowboard Club
- Women’s Volleyball Club

**Governmental**
- Student Government Association
- Inter Residence Council
- Central Activities Network

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Center for International Education
STUDY ABROAD PROGRAM

Experience the world on one of CCSU’s Study Abroad Programs!

Why Should You Study Abroad?
- Travel while earning college credits.
- Learn a new language or put a second language to use.
- Experience first-hand differences between cultures and customs.
- Increase personal confidence by living in a different environment.
- Looks good on a resume.
- Become more independent.
- Improve communication skills.
- Gain a higher appreciation for the United States.
- Prepare for the ever-increasingly interdependent world.
- Try new food.

Visit our website to learn more about these great opportunities at www.ccsu.edu/CIE

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Visit our website to learn more about these great opportunities at www.ccsu.edu
# Central Connecticut State University Vehicle Registration

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Banner Assigned Number

Office Use Only
- Permanent Faculty/Staff
- Part Time Faculty
- Student
- Part-time Faculty Office- End Date
- Human Resources Department
- End Date

Department Representative Signature

I certify that this information is true and that I am responsible for reporting any changes. I agree to abide by the CCSU Parking Regulations. I understand that I will be held responsible for any violations issued to any vehicle displaying the permit issued to me.

Signature

Date

You must apply in person to receive permit
Not valid unless signed