Transfer Checklist

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 Book store. 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 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.