

Office of the Registrar Newsletter

For CCSU Students, Faculty and Staff

August/September 2017

Volume 6, Number 1



CCSU Welcomes Class of 2021

Fall 2017 classes start on August 29th. You may add and/or drop courses on [Web Central](#). To guarantee your spot in a class, you must be registered and attending classes by September 5th!

If you encounter prerequisite, program, field of study, or other registration restrictions, please contact the department chairperson for permission to enroll. If approved, permission will be entered onto your student account and you will be able to register for the course via [Web Central](#) through September 5th.

If the course is full but has a waitlist, you can add yourself to the waitlist via [Web Central](#). A registration Waitlist is an electronic list of students who are waiting to register for a closed/filled course. Students may sign up for this when they attempt to register for a section that has reached its capacity. The first student on the registration Waitlist is notified via email when a space becomes available. (Remember to check your CCSU email accounts regularly!) This student then has 24 hours to register for the section. If the student does not register for the section within the 24 hour time frame, he/she will be dropped from the registration Waitlist for that section, and the next student on the Waitlist will be notified.

If the course does not have a waitlist, you must get approval from the [department chairperson](#) for a capacity override. Some departments require permission of the instructor first. Please be aware that many courses cannot accommodate extra students. If the Chairperson has granted an override, you can register for the course via [Web Central](#).

It's time for undergraduates to apply for May 2018 Graduation!

Applications for Graduation are required for those anticipating completing their degree requirements by either December 2017, January 2018 or May 2018. Submit your [Application for Graduation](#) to the Registrar's Office as soon as possible.

[Click here for the complete University calendar](#)



Fall 2017 - Important Dates:

August 28

- Last day for full time students to withdraw from the University with a 100% refund.

August 29-September 5

- First day of classes. Add/Drop period for all students begins.

September 4

- Labor Day – No Classes.

September 5

- Last day for Part-Time students to drop full semester courses with 100% refund. Last day to change from Part-Time to Full-Time.
- Last day for Full Time students to withdraw from the fall semester with a 90% refund.

September 11

- Last day for Full-Time students to withdraw from the Fall semester with 60% refund.
- Last day for Part-Time students to drop full semester courses with 60% refund.

September 18

- Last day to drop a full semester courses without a "W" notation.
- Last day to change from Full-Time to Part-Time status.
- Last day to declare Pass/Fail and Audit options for full semester courses.

November 3-17

- Spring 2018 Registration for matriculated students

For a complete list of dates and deadlines please visit our website at <http://www.ccsu.edu/registrar/calendar/>

Visit the Bursar's Office for the complete [refund policy](#).



Degree Works is our new degree evaluation tool that provides advisors the ability to electronically store advising notes as well as create semester-by-semester program plans for students. Degree Works is a more accessible, convenient and organized way to review academic information related to coursework and the requirements needed for graduation. For more information [click here!](#)

Annual Notice: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. To review CCSU's FERPA policy, and directory information policy click [here](#).

Registrar's Office at the Student Center

Stop by and meet the Registrar's Office Staff at the Student Center lobby between 11:00 AM and 12:00 PM on the dates below. Find out about course registration, degree planning and applying for graduation. We will be happy to answer any of your questions.

Thursday, September 07, 2017
Thursday, September 28, 2017
Thursday, October 12, 2017
Thursday, October 26, 2017
Wednesday, November 09, 2017

Wednesday, September 20, 2017
Wednesday, October 04, 2017
Wednesday, October 18, 2017
Wednesday, November 01, 2017
Wednesday, November 15, 2017

Enrollment Verification

An Enrollment Verification is an official document used to verify student's enrollment for medical coverage, loan deferments, jury duty, car and medical insurance. It does not include individual course or grade information and it does not provide GPA. To request on Enrollment Verification, click [here](#).

Construction Notice

During construction of Willard and DiLoreto Halls, offices and classrooms were moved to alternative locations. Please consult your schedule for assignments and locations. View the [campus map](#) for additional information.

[Click here for the complete University calendar](#)



MARIA'S PLACE

Located at the Newman House,
145 Paul Mannford Drive.

For more information click [here](#).
Please consider donating!

Congratulations to Jayla Payne!

Registrar's Office \$20
Barnes and Noble Gift Card Winner!

Need a form? It may be online!

Registrar's Office forms are available
online. Please visit us at:
<http://www.ccsu.edu/registrar/forms.html>

Office of the Registrar Hours:

Monday – Friday
8:00 a.m. – 5:00 p.m.

Have Questions? We're here to help.

(860) 832-2236

Visit us:

Davidson Hall, Room 116

Check out our website:

www.ccsu.edu/registrar

Send us an email: RegStaff@ccsu.edu

Like us on Facebook!

