

Office of the Registrar Newsletter

For CCSU Students, Faculty and Staff

January/February 2018

Volume 6, Number 3



Spring Semester Begins January 17 - Over 2,000 classes scheduled!

Spring 2018 registration will remain open, on a space-available basis, through the end of the Add/Drop period – January 23. Degree-seeking undergraduate students must meet with their advisor and obtain a registration PIN prior to registering.

Many closed courses offer an electronic registration waitlist option. When attempting to register for a closed course, students will be given the option of adding themselves to the waitlist. If a seat opens up, the first student on the waitlist will be notified via email. Waitlisted students need to check their CCSU email account daily! The student has 24 hours to claim the open seat and register for the course. If the student does not register for the section within the 24-hour time frame, he/she will be dropped from the waitlist and the next student on the waitlist will be notified.

**Spring semester classes start January 17.
Students may add/drop courses on WebCentral until January 23.**

Have you applied for Graduation yet?

Applications for Graduation are required for those anticipating completing their degree requirements in 2018. Submit your [Application for Graduation](#) to the Office of the Registrar as soon as possible.

Congratulations to our December 2017 graduates!



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



Spring 2018 - Important Dates:

January 16

- Last day for Full-Time students to drop from the University with a 100% refund

January 17

- Spring 2018 classes begin

January 17-23

- Add/Drop period for all students

January 23

- Last day for Full-Time students to drop from the University with a 90% refund

January 30

- Last day for Part-Time and Full-Time students to drop full semester courses with 60% refund

February 6

- Last day to declare Pass/Fail
- Last day to change from Full-Time to Part-Time status

February 13

- Last day for Full-Time students to withdraw from the University with 40% refund

February 16-19

- Presidents' Holiday Break - No classes

March 12-18

- Spring Break – No classes

March 28

- Summer 2018 Registration begins

For a complete list of registration related dates and deadlines please visit our [website](#).

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



MARIA'S PLACE

CCSU Community Food Pantry

Located at the Newman House
145 Paul Manafort Drive - For more information click [here](#).

Fill the Pantry Challenge!

Our campus food pantry is asking the Central community to show their support for less fortunate students and staff by donating non-perishable food and other necessary items listed below. Items are needed during the entire academic year. We appreciate any donations you can make. Your donations can be dropped off at Maria's Place or donation boxes throughout campus. Any of the items below will be greatly appreciated!

- Peanut butter
- Jelly
- Pasta
- Pasta sauce
- Rice
- Canned tomatoes
- Canned carrots
- Canned fruit
- Black beans
- Black eyed peas
- Macaroni and cheese
- Cereal
- Oatmeal
- Mashed potato mix
- Box meals, ex. Hamburger Helper
- Canned chicken
- Canned tuna
- Personal care items: Shampoo, Razors, Toothpaste, Body wash, Deodorants,

Be prepared for inclement weather

Check the University's website at <http://www.ccsu.edu/cancel/> or Storm Phone (860-832-3333) for information about University closing or delays. The University will also notify the following broadcast media:
WTIC-AM 1080 (the principal radio outlet)
You can also tune in to local TV stations WFSB-TV 3, WTNH-TV 8 and WVIT-TV 30

Enrollment Verification

An Enrollment Verification is an official document used to verify student's enrollment for medical coverage, loan deferments, jury duty, car, medical insurance and other agencies. It does not include individual courses or grade information nor GPA. To request Enrollment Verification, click [here](#).

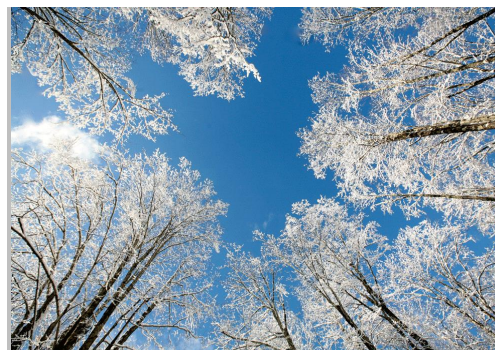
Grades and Transcripts

Requesting an eTranscript is the most efficient way for a student to obtain their official records. Most online requests will be processed within 24 hours or less. There is no charge for transcripts. CCSU now offers the ability to order official transcripts online, through our Transcript Ordering Portal [here](#). Current and former students can request official eTranscripts to be sent to other educational institutions, potential employers, or any other place of their choosing.

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](#).

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



Need a form? It may be online!

Many Registrar's Office forms are available online.

Please visit our form webpage [here](#).

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 at:

Davidson Hall, Room 116

Check out our website:

www.ccsu.edu/registrar

Send us an email: RegStaff@ccsu.edu

Like us on Facebook!



Get ready for Summer 2018!

Consider taking a summer class

- Shortened Terms
- Fewer Distractions
- Boost your grades
- Smaller Classes
- Get Ahead on Requirements

The Summer 2018 class schedule will be available in mid-March.