
Office of the Registrar Newsletter

For CCSU Students, Faculty and Staff

January/February 2017

Volume 5, Number 3



Spring Semester Begins January 17, 2017 - Over 2,400 Courses Scheduled!

Enroll in spring classes and move closer to earning your CCSU degree!
View [course offerings](#) and [register](#) on line.

Add/Drop spring semester courses on [WebCentral](#) through January 23rd.

Building Names and Abbreviations

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

Spring 2017 Final Exam Schedule

The [Spring 2017 Final Exam Schedule](#) is now available. Please note there have been updates to some of the time blocks to resolve scheduling conflicts with hybrid courses.

Apply for May 2017 Graduation

Are you an undergraduate student anticipating completing your degree requirements by May 2017? You should file an [Application for Graduation](#) with the Registrar's Office now!!!

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



Important Dates:

January 16

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

January 17

- Spring 2017 classes begin.
- Add/Drop period begins.

January 23

- Last day for Full-Time students to withdraw with a 90% refund & Part-Time students with a 100% refund.
- Last day of Add/Drop.

January 30

- Last day for Full-Time and Part-Time students to withdraw with a 60% refund.

February 6

- Last day to change from Full-Time to Part-Time status.

February 13

- Last day for Full-Time and Part-Time students to withdraw with 40% refund.

February 17-20

- Presidents' Holiday – No classes.

For a complete list of dates and deadlines please visit our website at www.ccsu.edu/registrar

Be Prepared for Inclement Weather!!

Use the University's website (<http://www.ccsu.edu/cancel/>) or Storm Phone (860-832-3333) for the most accurate information about CCSU's closings or delays. The University will also notify the following broadcast media of cancellations or delays:

- **WTIC-AM 1080 is the principal radio outlet.**
- **WFSB-TV 3, WTNH-TV 8 and WVIT-TV 30 are the principal television outlets.**

Change of Address

A student must notify the Office of the Registrar in writing of a change of address. Students living off campus and not at their permanent addresses should register their local address with the Registrar's Office.

Students can update their Emergency Contact Information by logging in to CentralPipeline, clicking on the "Home" tab, then on "Update Contact Information." Please use the link below to our [Change of Address form](#).

Grades and Transcripts

Requesting an eTranscript is the most efficient way to obtain your record. Most online requests will be processed within 24 hours or less. There are no charges for transcripts. CCSU now offers the ability to order official transcripts online, on the **Transcript Ordering Portal** at www.ccsu.edu/registrar/grades/. Current and former students can request official eTranscripts to be sent to other educational institutions, potential employers, or any other place of their choosing.

Need a Form? It Might be Online.

For your convenience, the Office of the Registrar has many forms available online. Please visit the [Registrar's Office Forms page](#).

Top 5 Registrar Tips for Students:

- Check your CCSU email regularly for important communication.
- Include your CCSU Id number on all your communication.
- Visit our [website](#) to find Forms, FAQs and up to date information.
- Meet with your advisor on a regular basis.
- Register during the Early Registration Period.

Congratulations to the Registrar's Office Raffle Winners - \$20 Barnes and Noble Gift Cards

Miriam Desgazon Leah Barman Sara Adamczyk

For your chance to win, visit us at the Registrar's Office table in the Student Center on selected Wednesday and Thursday mornings during the spring semester!

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



What are you doing this Summer?



Consider taking a summer class!

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

The Summer 2017 class schedule will be available mid-March.

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



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