

# Office of the Registrar Newsletter

For CCSU Students, Faculty and Staff

March/April 2018

Volume 6, Number 4



## Congratulations to the Class of 2018!

Congratulations to all students who are graduating in May! Information regarding the Spring 2018 Ceremony can be found at the [Commencement Website](#).

Diplomas will be available for pick up in the Registrar's Office upon completion of all degree requirements. Students who participate in commencement will be presented with a diploma cover during the ceremony.

## 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/](http://www.ccsu.edu/registrar/grades/). Current and former students can request official eTranscript to be sent to other educational institutions, potential employers, or any other place of their choosing.

## Fall 2018 Registration Schedule Now Available:

[Click here to view the schedule](#)

Continuing students are encouraged to meet with their academic advisor ahead of registration to review their degree requirements, discuss course selection and to obtain their alternative PIN. Academic Advising begins March 26<sup>th</sup>, call for an appointment today. For early registration schedule click [here](#).

## Spring 2018 Final Exam Schedule

The Final Exam Schedule for the spring 2018 has been posted online. The entire schedule can be viewed on the [Registrar's Office Website](#).

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



### Important dates:

#### March 28

- Summer 2018 Registration begins

#### March 26-April 6

- Academic Advising for Fall 2018

#### March 30 – April 1

- Good Friday Holiday (A day of Reflection) – No Classes

#### May 1

- Suggested deadline for undergraduate students to apply for May 2019 Graduation

#### May 7-13

- Final Exams - Spring Semester

#### May 19

- Graduate and Undergraduate Commencement

#### May 29

- First Five-Week and Eight-Week Summer Session begins

#### July 1

- First Five-Week Session ends

#### July 2

- Second Five-Week Session begins

#### July 23

- Eight-Week session ends

#### August 5

- Second Five-Week Session ends

#### August 6 – August 26

- Three-Week Post Session

For a complete list of dates and deadlines please visit our website at [www.ccsu.edu/registrar](http://www.ccsu.edu/registrar).



## Summer 2018 Registration begins March 28<sup>th</sup>, schedule is now available online.

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

Choose from 4 Convenient Sessions

First 5 Week Session:	May 29 - July 1
8 Week Session:	May 29 - July 23
Second 5 Week Session:	July 2 - August 5
3 Week Post Session:	August 6 - August 26

## It's time to apply for May 2019 Graduation

Are you an undergraduate student anticipating completing your degree requirements by May 2019? You should file an [Application for Graduation](#) with the Registrar's Office one year in advance.

## Undergraduate Degree Evaluations

Undergraduate students at CCSU can run their own degree evaluation. A degree evaluation is a report that shows a student's progress towards their degree. It shows requirements for the degree, pointing out which requirements have been met and which requirements still need to be met. [Degree Works](#) is an accessible, convenient and organized way to review information related to your coursework and requirements needed for graduation.

## Incomplete (INC) and Not-Reported (NR) Grades

A grade of incomplete may be recorded at the discretion of the instructor for a course in which a student (because of circumstances beyond his or her control) has not completed certain work or has been absent from the final examination.

Undergraduate student's INC grade must be changed to another grade by the instructor within the first 8 weeks of the next major semester otherwise the INC grade will default to an "F" grade. Graduate students have one year before the INC grade is changed to an "F". It is the student's responsibility to complete the missing assignments within allowable time limits.

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



### Benefits of taking Summer Classes:

- Shortened terms
- Smaller class sizes
- Fewer distractions
- Boost your grades
- Easier to get into a class
- Get ahead on your graduation requirements

### Taking courses elsewhere?

- Complete Transfer Credit Approval Form and obtain permission from the Registrar's Office before you register.
- A minimum grade of "C-" must be earned for the course to be transferred.
- Upon completion of the course, request an official transcript to be sent to the Registrar's Office/Transfer Credit Evaluator for processing.

**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](http://www.ccsu.edu/registrar)

**Have a Question? Send us an email:**  
[RegStaff@ccsu.edu](mailto:RegStaff@ccsu.edu)

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