

Office of the Registrar Newsletter

For CCSU Students, Faculty and Staff

September/October 2018

Volume 6, Number 6



Central Connecticut State University Welcomes The Class of 2022

Fall 2018 classes start on August 28th. Students 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 4th!

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.

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](#).

Enrollment Verifications

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](#).

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



Fall 2018 - Important Dates:

August 27

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

August 28-September 4

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

September 3

- Labor Day – No Classes.

September 4

- 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.
- Last day to drop 1st 8 week course without a grade of "W"

September 10

- 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 17

- 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 2-16

- Spring 2019 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](#).

It's time for undergraduates to apply for December 2018, January 2019 and May 2019 Graduation!

Applications for Graduation are required for those anticipating completing their degree requirements by either December 2018, January 2019 or May 2019. Submit your [Application for Graduation](#) to the Registrar's Office as soon as possible.



Winter Commencement Ceremony

The university's December Commencement ceremony celebration will be held on **Sunday, December 16 at 1 p.m. in Welte Auditorium**. All students who have met the requirements for their degrees as of August 2018, December 2018, and Winter Intersession will be eligible to participate. Undergraduate Policies and Requirements can be found at the Registrar's [Office Website](#).

Registrar's Office at the Student Center

Stop by and meet the Registrar's Office staff at the Student Center lobby. Find out about course registration, degree planning and applying for graduation. We will be there to answer any of the questions you might have. Stop and say hello.

Wednesday, September 12, 2018
Tuesday, October 02, 2018
Thursday, October 25, 2018
Tuesday, November 27, 2018

Tuesday, September 25, 2018
Wednesday, October 17, 2018
Wednesday, November 07, 2018
Tuesday, December 4, 2018

Dropping a Course through the 3rd Week of Classes

Students are allowed to drop courses up to the last day of the third week of classes during the regular semester. Students may drop courses on [Web Central](#). Courses dropped by the deadline do not appear on the student's transcript. Part-Time and Full-Time refund policy can be found at the [Bursar's Office website](#). Undergraduate students must be registered for 12 credits to maintain Full-Time status.

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



Practical Tips for Incoming Students:

- Check your CCSU email regularly for important university communication
- Meet with your advisor on a regular basis
- Include your CCSU ID number on all your communication
- Visit [Registrar's Office website](#) to find forms, FAQ's and up to date information
- Register during the Early Registration Period
- Always go to class and get to know your professor
- Take advantage of the resources on CCSU campus
- Get involved on campus

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!

