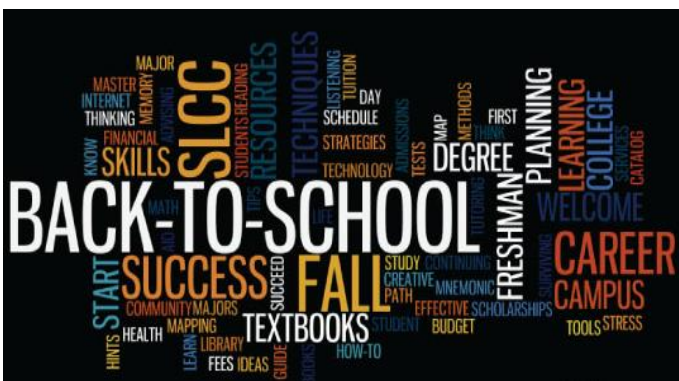

Welcome Class of 2020!
Start with a dream. Finish with a future!

Office of the Registrar Newsletter

For CCSU Students, Faculty and Staff.

September/October 2016

Volume 5, Number 1



Fall 2016 classes start on August 29. You may add and/or drop courses on WebCentral through September 6. To guarantee your spot in a class, you must be registered and attending classes by September 6!

What if a course is full? If the course has a waitlist, you can add yourself to the waitlist via WebCentral. 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. However, please be aware that many courses cannot accommodate extra students. If the chairperson has granted an override, you can register for the course via WebCentral through September 6.

What about registration add errors? 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 WebCentral through September 6.



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



Important dates:

August 28

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

August 29

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

September 5

- Labor Day – No classes.

September 6

- 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 of Add/Drop.

September 12

- Last day for Full-Time students to withdraw from the University with a 60% refund. Last day for Part-Time students to drop with 60% refund.

September 26

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

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



Coming this Fall: New Degree Audit & Advising Tools

Degree Works will replace our current degree evaluation tool (CAPP) and provide 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 requirements needed for graduation. For more information [click here!](#)



Graduation – It's time to apply for December 2016 and May 2017

Are you an undergraduate student anticipating completing your degree requirements by either December 2016 or May 2017? You should file an [Application for Graduation](#) with the Registrar's Office now!!!

Construction Notice:



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. Some of the new locations are listed below:

EB – Elihu Burrit Library

DEC- Dance Education Center

MCRH – Mid-Campus Residence Hall

CC - Clarence Carroll Hall

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](#).

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



New Refund Policy

Full-Time Tuition and Fee Refund Policy:

100% of the term charges will be cancelled upon withdrawal from the University up to, but not including, the first day of the term;

90% of the term charges will be cancelled during the **first** week of the term,

60% of the term charges will be cancelled during the **second** week of the term,

40% of the term charges will be cancelled during the **third** and **fourth** weeks of the term,

No cancellation of charges after the fourth week of the term.

Note: The Application Fee and Enrollment Confirmation Deposit are non-refundable Fees. Visit the [Bursar's Office](#) for the complete refund policy.

Office of the Registrar Hours:

Monday – Friday
8:00 a.m. – 5:00 p.m.

Questions?

Visit us:

Davidson Hall, Rm 116

Call us:

(860) 832-2236

Check out our website:

www.ccsu.edu/registrar

Send us an email:

RegStaff@ccsu.edu