

## Taking Accounting Courses at CCSU as a Non-Matriculated Student

We often get inquiries from students wanting to take one or more accounting courses at CCSU without enrolling in a degree program. We get inquiries from:

- Students with an accounting degree from another university who would like to take additional accounting courses to satisfy the 150 undergraduate or graduate credit-hour requirement and/or the 36 credit-hours in accounting requirement to become a CPA in Connecticut.
- Students with a degree other than accounting who would like to satisfy the 24 hours in accounting courses required to sit for the CPA exam.
- Students planning on enrolling in an MS in Accounting program who want to take undergraduate accounting pre-requisites they are missing.
- Students enrolled in accounting programs at other universities who want to take an accounting course while home on summer or winter break.

Students can take up to three classes per semester at CCSU (and up to two classes in each of two summer sessions and one class during the winter intersession) without being enrolled in a degree program at CCSU. You will be allowed to register for a class subject to the above limitations provided there is space available and provided you have the necessary background for the individual courses for which you are enrolling.

If you already have a degree from CCSU, especially a BS (Bachelor of Science) and are interested in taking several courses, you may want to consider enrolling as an accounting major. Contact Cristina Higham at the School of Business Student Services Center 860-832-3242 and arrange to have an informal evaluation of your transcript to determine how many courses would be required to earn an undergraduate degree in accounting (the formal evaluation will be done by Admissions if you decide to apply to be a matriculated student majoring in accounting). If your degree is from another university, there is a 30 credit-hour residency requirement that must be satisfied to earn an undergraduate degree from CCSU. For more information on enrolling at CCSU, go to <http://web.ccsu.edu/undergradadmission/> or click on undergraduate admissions under the admissions tab on the CCSU home page.

### **Registering as a Non-Matriculated Student**

If you would like to register as a non-matriculated student, go to <http://www.ccsu.edu/nonmatric>. The center of the page has information on semester and registration dates. There are links on the right side of the page to information on course offerings for the upcoming sessions and for course descriptions.

**Obtaining a CCSU ID number through quick registration.** If you see a course you would like to take, click on the non-matriculated web registration tab on the left side of the page. Enter your name, address, some biographical information, whether you graduated with a bachelor's or master's degree, etc. You will get immediate notice on the screen whether the process was completed successfully or not. If the process is completed successfully, you will get your CCSU ID number. If the process is not complete due to an error, call the registrar's office at the phone number listed to resolve the error and get your CCSU ID number.

**Obtaining permission to register for a specific accounting course or courses.** Once you have a CCSU ID number, you still need to obtain permission to enroll in an accounting course. We need to ensure you have the necessary pre-requisites to be successful in the course. Send an unofficial copy of your transcripts showing the previous accounting courses you have taken (and any non-accounting prerequisites for the course or courses you are interested in taking at CCSU to the accounting department chairman Lawrence Grasso [grassola@ccsu.edu](mailto:grassola@ccsu.edu). Include your name and CCSU ID number in the body of the email, list the numbers or names course or courses you would like permission to take, and the semester or session in which you would like to take them. The department chair will process permission and notify you by email when the permission has been processed.

**Enrolling in the course or courses.** Once you have obtained the necessary waiver you can return to the non-matriculated student website <http://www.ccsu.edu/nonmatric>, and register for the course or courses provided space is available.

#### **Notes:**

You must pay for the classes within 48 hours of registering or you will be removed from the class.

## **Taking Accounting Courses at CCSU as a Non-Matriculated Student**

Non matriculated students are not allowed to register for fall and spring semester classes until the pre-registration period for matriculated students is completed. Go to <http://www.ccsu.edu/nonmatric> or call the registrar's office 860-832-2236 for specific dates for registering for each session.

You can obtain a CCSU ID number and permission to enroll prior to registration opening.