

Office of the Registrar Newsletter

For CCSU Students, Faculty and Staff

September/October 2019

Volume 7, Number 4



CCSU Welcomes the Class of 2023!

Fall 2019 classes start on Tuesday, August 27. You may add/drop courses on [Web Central](#) through Tuesday, September 3. To guarantee your spot in a class, you must be registered and attending classes by Tuesday, September 3.

Waitlist. 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 daily!) 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 Verification

An Enrollment Verification is an official document used to verify student's enrollment for medical coverage, loan deferments, jury duty, insurance or other purposes. It does not include individual course or grade information and it does not provide GPA. To request an Enrollment Verification, click [here](#).

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



Fall 2019 - Important Dates

August 26

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

August 27-September 3

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

September 2

- Labor Day – No Classes.

September 3

- 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 9

- 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 16

- Last day to drop a full semester course 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 8-22

- Spring 2020 Priority 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](#).

Financial Aid: Satisfactory Academic Progress (SAP)

Federal law requires all students who receive financial aid to make Satisfactory Academic Progress (SAP) towards their degrees. The intent of this policy is to ensure that students who are receiving federal financial aid for their education are making measurable progress toward completion of a degree in a reasonable period of time. The full policy can be found on the [Financial Aid Website](#).

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 (September 16) during the regular semester. Courses dropped by the deadline do not appear on the student's transcript. Use [Web Central](#) to drop a course or come in-person to the Registrar's Office in Willard-DiLoreto, room D202. The refund policy for dropped course can be found at the [Bursar's Office website](#). Undergraduate students must be registered for 12 credits to maintain Full-Time status.

It's time for the Undergraduate students to apply for December 2019 and May 2020 Graduation!

Applications for Graduation are required for those anticipating completing their degree requirements by either December 2019, January 2020 or May 2020. Submit your [Application for Graduation](#) to the Registrar's Office as soon as possible.

Have you Updated your Address and Phone Number?

Please update university records with your most up to date address and phone information. Incorrect address could result in a delay in receiving information that is time-sensitive. Students must notify the Office of the Registrar in writing when their [address changes](#).

Students: Check your CCSU E-mail Account Regularly

Students are required to use their university e-mail account to receive communication from the university. CCSU holds students accountable for timely responses to University e-correspondence. Important information regarding registration and graduation is sent by e-mail from the Office of the Registrar.

You should check your CCSU e-mail on a daily basis!

Registrar's Office is in the Sandwich Heroes Hall of Fame

The Registrar's Office holds the record for their participation in sandwich making, with the Athletics Department close behind. If your department or group is interested in volunteering to make sandwiches for South Park Inn shelter, please contact Dr. James Malley at malleyj@ccsu.edu. Thank you in advance for your support and participation.

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



Practical Tips for Incoming Students

- Map out your classes before the first day of school
- Check your CCSU email regularly for important university communication
- Include your CCSU ID number on all your communication with CCSU offices
- Meet with your advisor on a regular basis
- Register on-time during priority registration
- Always go to class and get to know your professor
- Take advantage of the resources on CCSU campus
- Get involved on campus, join clubs or other organizations

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:

Willard – DiLoreto Hall, Room D202

Check out our website:

www.ccsu.edu/registrar

Send us an email: RegStaff@ccsu.edu

Like us on Facebook!

