



Name: _____
Last First Middle
Address: _____
Street and Number
_____ City State Zip

CCSU ID Number: _____
Semester: _____
Today's Date: _____

CHANGE OF STATUS FORM

Type of Change (check one)

- Full Time**
Undergraduate Full Time: 12 credits minimum
Graduate Full time: 9 credits minimum
- Part Time**
Undergraduate Part Time: 11 credits maximum
Graduate Part Time: 8 credits maximum

If changing status to Part Time requires dropping a course, please indicate course here:

CRN:	Course Number:
CRN:	Course Number:

Students who elected to change their status from full-time to part-time or part-time to full-time are responsible for contacting the Bursar's Office as it may have an impact on the billing of tuition and fees. The following might also be affected:

- Satisfactory Academic Progress for federal, state or institutional financial aid.
- University Residence Hall residence - contact Residence Life, Mid Campus Room 118 (860)832-1660.
- Eligibility of your Veterans Benefits
- Student Athletes must remain Full Time in order to maintain eligibility.
- Full Time International Students changing to Part Time status should discuss the change with the Immigration Specialist in the Center For International Education.**

Student's Signature

Date

Registrar

Date

Important Deadlines:

The deadline to change status from Part Time to Full Time is the end of the Add/Drop Period.
The deadline to change status from Full Time to Part Time is the end of the third week of the semester.

Please complete this form and return to the Office of the Registrar for processing.
Davidson Hall, Room 116, 1615 Stanley Street, New Britain, CT 06050
Fax it to 860-832-2250 or email it to regstaff@ccsu.edu