Central Connecticut State University  
Office of the Registrar

Name: ___________________________  CCSU ID Number: ________________
Address: Last First Middle  Semester: ___________________________
          Street and Number  Today’s Date: __________________________
          City State Zip

**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:

<table>
<thead>
<tr>
<th>CRN:</th>
<th>Course Number:</th>
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<tbody>
<tr>
<td>CRN:</td>
<td>Course Number:</td>
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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.  
Willard-DiLoreto Room D202, 1615 Stanley Street, New Britain, CT 06050  
Fax it to 860-832-2250 or email it to regstaff@ccsu.edu