



## Course Registration Add / Drop

### Add /Drop Policy:

**Adding a Course:** Students may add a full semester course through the first week of classes. Courses meeting less than a full semester may be added through the first day of each session. After this deadline, consult the [Late Registration](#) request process.

**Dropping a Course:** Students may drop a full semester course through the last day of the third week of classes\*. Courses dropped by the deadline do not appear on the student's transcript. After this deadline, consult the [University Calendar](#) for withdrawal dates.

\*Refer to the [University Calendar](#) for drop dates for each semester and for courses meeting fewer than 16 weeks.

### Part One: Student Information

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

### Part Two: Course Information

Semester & Year: \_\_\_\_\_

ADD	CRN	Subject	Course #	Course Title	Duration	Credits	

DROP	CRN	Subject	Course #	Course Title	Duration	Credits	

### Part Three: Student Acknowledgement

Students in the following groups are advised to contact the appropriate office prior to dropping a course or changing between full-time and part-time status to ensure there are no unintended consequences:

- Financial Aid Recipients: Contact Financial Aid, Willard-DiLoreto Hall W208, 860-832-2200, [finaid@ccsu.edu](mailto:finaid@ccsu.edu)
- Veterans Benefits Recipients: Contact Veterans Affairs, Willard-DiLoreto Hall D201, 860-832-2838, [vetaffairs@ccsu.edu](mailto:vetaffairs@ccsu.edu)
- Student Athletes: Contact your Athletic Compliance Officer.
- International Students (F & J Student Visas): Contact the Center for International Education.

Full-time student must maintain a minimum of 12 credit (Undergraduate) or 9 credits (Graduate). Registering for fewer credits will result in a change of status to part-time.

**Tuition & Fee Charges:** Cancellation of tuition and fees charges upon drop (if applicable) is based on the drop date and in accordance with the [tuition refund policy](#). I promise to pay Central Connecticut State University, its agents or contractors, any indebtedness which I have incurred because of this registration drop or withdrawal.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit the completed form to:  
Office of the Registrar, Willard-DiLoreto, Room D202  
Fax (860) 832-2250, E-mail [regstaff@ccsu.edu](mailto:regstaff@ccsu.edu)