

CENTRAL CONNECTICUT STATE UNIVERSITY



TRANSFERGUIDE

www.ccsu.edu/TRANSFERARTICULATIONS

Office of Transfer and Academic Articulations

"I love having a community to be part of on campus"

LET'S MAKE IT EASY

Thinking about joining the CCSU family? CCSU is a welcoming community with more than 100 academic majors and concentrations for you to explore.

Not sure if Central is the right fit? Schedule an appointment with the Office of Transfer & Academic Articulations to ask questions, share concerns, and discuss how your credits will transfer and apply to your major.

ADMISSIONS & DEADLINES

Prospective students should apply by June 1 for the fall semester and by December 1 for the spring semester. Students interested in applying for our Nursing program should submit applications by December 1. To apply, visit our online application at www.ccsu.edu/apply.

OFFICE OF TRANSFER & ACADEMIC ARTICULATIONS

Willard-DiLoreto Hall, Suite D311

P: 860.832.3349 F: 860.832.2618

www.ccsu.edu/TRANSFERARTICULATIONS

Make the Connection

Dear students,

Congratulations on taking the next step in your academic career. You have made the wise decision to invest in your future through higher education. I assure you it is an investment that will yield results for the rest of your life.

To hold an academic degree is a distinction the majority of our citizens cannot claim. The time and effort it takes to obtain this distinction is a truly remarkable undertaking.

Our Office of Transfer and Academic Articulations stands ready to help you reach your academic goals. CCSU is unique in the amount of resources we allocate to transfer student services, because we know transferring credits can be time-consuming and complicated. We aim to generate excitement and inspiration in our transfer students by making the process as smooth and accessible as possible. I hope this Transfer Guide proves useful during and after your transition.

That is because at Central students come first, and we take pride in being "CCSU-Connected." We celebrate our connection to our history, to our communities, and, most important, to each other. Such connection establishes a respectful learning environment and allows for a free exchange of ideas.

Our students have proven that the value of connection is worth our efforts in advocating for it. They have founded more than 130 different student clubs and organizations, support a variety of charitable causes, volunteer in their communities, and much more. We are proud to continue empowering them to be such a welcoming, diverse, and interesting student body.

I could not be more proud of our family. I hope you will join us and bring your unique talents and skills to make it even stronger.

Sincerely,



Zulma R. Toro
President



1. Attend a Transfer Advising Session

Our trained Academic Advisors will serve as your main source of support and information regarding your academic plans, programs, and future career opportunities. Students are required to meet with their advisors prior to class registration to ensure appropriate class selections. For more information on the Academic Advising Centers, refer to page 10.

If you are still determining the right academic path or need help determining which academic major best suits your interests and future goals, contact Explore Central to schedule an appointment.

EXPLORE CENTRAL

P: 860.832.1614

www.ccsu.edu/EXPLORE

2. Activate Your BlueNet Account

Your BlueNet account is a unique username and password used to gain access to CCSU computing services both on and off campus. For more information, see page 5.

3. Submit CCSU Student Wellness Services Forms

All full-time students must submit completed medical forms to Student Wellness Services by July 15 (fall) or December 15 (spring). Blank forms are available on Health Services website. Please check your Blue Net account no sooner than five business days after submitting the required information. Follow these steps to check on the status of your submission:

1. Log into you Central Pipeline account
2. Click on the Registration Tab
3. Click on Registration Status

Incomplete health forms will delay your registration. Please contact Student Wellness Services if you have any questions.

STUDENT WELLNESS SERVICES

P: 860.832.1925

www.ccsu.edu/HEALTHSERVICES

4. Obtain Your Student Photo I.D./Blue Chip Card

Once you have registered for at least one course, you can visit the Blue Chip Card office to receive your student I.D. The Blue Chip Card office is located in Willard-DiLoreto D125. Please have a copy of your class schedule to confirm class registration. Your student I.D. will allow you access to multiple services on campus including dining services, campus technology, and recreational facilities.

CARD OFFICE

P: 860.832.2140

www.ccsu.edu/CARDOFFICE

5. Check CCSU's Writing and Mathematics Requirements

Writing and mathematics requirements must be satisfied within your first 24 credits of coursework, or you will not be allowed to register for future courses. Please visit the following links for more information about the University's writing and mathematics requirements:

MATHEMATICS

www.ccsu.edu/MATHEMATICS

Click General Education Requirements

WRITING

www.ccsu.edu/ENGLISH

Click Writing Placement Exam

6. Obtain Your Parking Permit

A parking permit is required for all vehicles on campus. Once you register for classes, you are eligible to apply for a parking permit. The *Vehicle Registration Form* can be found at www.ccsu.edu/POLICE and click on Maps & Parking.

7. Pay Your Tuition and Fees

All tuition charges must be made by July 15 (fall) or December 15 (spring).

BURSAR

P: 860.832.2010

www.ccsu.edu/BURSAR

8. Send Final College/University Transcripts

If you are enrolled at another university or college, you must have the Registrar forward your official academic transcript as soon as final grades become available. Transcripts should be sent to the following address:

Office of Undergraduate Recruitment & Admissions,
Davidson Hall, Room 115, CCSU, 1615 Stanley St., New Britain,
CT 06050.

9. Visit the CCSU Bookstore

Visit the CCSU Bookstore, which is located in the Student Center, to purchase or rent your textbooks. To learn more about our Textbook Price Guarantee and rental services, please contact the Bookstore.

BOOKSTORE

P: 860.832.2665

www.ccsu.edu/BOOKSTORE

10. Emergency Notification System

All students are automatically enrolled in the CCSU Emergency Notification System (ENS). Through the ENS, you will receive critical public safety alerts via telephone, email, text messaging, voicemail, and the web. Please check your information profile to ensure it is correct.

www.ccsu.edu/ENS

11. Still Have Questions?

Please do not hesitate to contact the Office of Transfer & Academic Articulations with any questions or concerns you may have. We look forward to assisting you!

OFFICE OF TRANSFER & ACADEMIC ACADEMIC ARTICULATIONS

P: 860.832.3349

www.ccsu.edu/TRANSFERARTICULATIONS



TRANSFER STUDENT MENTORING PROGRAM

Sometimes we all need a little advice. The CCSU Transfer Mentoring Program pairs experienced mentors and former transfer students with students in need of some guidance and encouragement.

To learn more about the Transfer Mentoring Program, call **860.832.3349**.

“When I picked CCSU, I did not know who or where to turn. The mentoring program gave me an opportunity to ask questions, network, and become part of the Central community.”

TRANSFER TUESDAYS

Monthly Transfer Tuesday events offer important resources to transfer students. Each event features a guest speaker with expertise in skills useful to transfer students. In the past, guest speakers have discussed time and stress management, study abroad opportunities, support groups and counseling services, and more.

Join us and make new connections with faculty, staff, and CCSU students!



REGISTERING FOR CLASSES

FAQs

Can I change my schedule once I have registered for my classes?

- You can make changes to your schedule until the end of the first week of classes.
- You may drop a course up to the end of the third week of classes, and no record of the course will appear on your transcript.
- You may withdraw from a course and receive a grade of "W" from the third through the twelfth week of classes.
- If you withdraw during this period a grade of "W" will appear on your transcript. Withdrawals will not be approved after the twelfth week of classes without documentation of extenuating circumstances.

What is required to be a full-time student?

A full-time student must carry a minimum of 12 credits per semester.

How many credits do I need to complete at CCSU to earn my degree?

You must complete a minimum of 30 CCSU credits with a minimum of 15 credits in your major and 9 credits in your minor if required. This requirement is called the residency requirement.

THE LEARNING CENTER

Willard-DiLoreto Hall, Suite D316
P: 860.832.1900
F: 860.832.1924
E: learningcenter@ccsu.edu
www.ccsu.edu/TLC

GRADUATING WITH HONORS

Full and part-time students who meet graduation requirements with a minimum of 62 credits completed at CCSU and a grade point average of at least 3.5 receive Honors.

SHORTEN YOUR TIME TO GRADUATION

TRANSFER CREDIT EVALUATION

Students will receive a Transfer Credit Evaluation with their admissions materials. If further evaluation is needed, you may be referred to the Assistant Dean of Liberal Arts & Social Sciences for General Education to ensure appropriate courses are applied to your program. Any alterations to your Transfer Credit Evaluation should be made prior to your first semester or as soon as possible. The Office of Transfer and Academic Articulations also assists and facilitates the assessment of transfer courses and changes to transfer credit evaluations.

OFFICE OF TRANSFER AND ACADEMIC ARTICULATIONS

Willard-DiLoreto Hall, Suite D311
P: 860.832.2285
F: 860.832.2618
E: vmccray@ccsu.edu
www.ccsu.edu/TRANSFERARTICULATIONS

FOREIGN LANGUAGE REQUIREMENT

If you are a native speaker of a language other than English and want to verify that you have met the foreign language proficiency requirement, contact the Modern Languages Department.

MODERN WORLD LANGUAGES

Willard-DiLoreto Hall, Suite D403
P: 860.832.2882
www.ccsu.edu/MODLANG

MATHEMATICS REQUIREMENT

If you have not already completed your Skill Area II Mathematics requirement, it is important to know which courses you must take. If you do not have CCSU transfer credit for Math 099, Math 101, or a higher level mathematics course, you must take the placement test. Please note, courses designated by Math 1XX and Math 2XX do not count toward general education credits, unless they are approved by the Department of Mathematical Sciences. Please refer to page 2, #5 for more information about placement testing.



BLUENET ACCOUNT

Once you are admitted to CCSU, you will be required to activate your BlueNet account. Use your BlueNet Account to log in to campus computers and to access online systems via CentralPipeline (such as WebCentral-Banner Web, Blackboard, Remote Application Server, and the Online Card Office). Please use the Accounts Management System at <https://accounts.ccsu.edu> to activate your account.

PASSWORD SECURITY

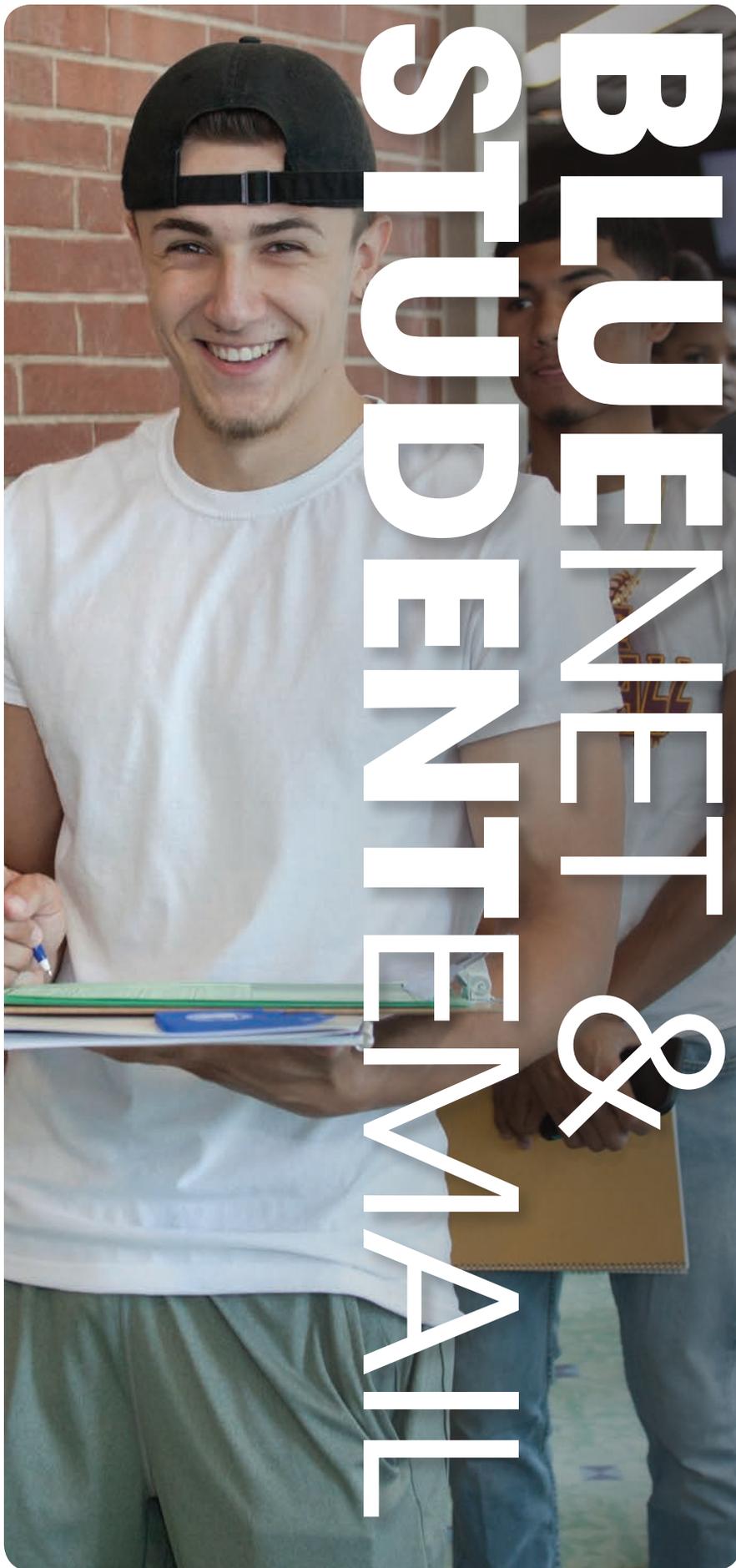
To keep your account secure, your BlueNet Account password will expire every 120 days. You can avoid expiration by changing your password on a regular basis. You can reset it anytime using either a campus computer or the Accounts Management System at <https://accounts.ccsu.edu>.

CCSU EMAIL

Your My.CCSU email is your official University email address. It is a lifetime mailbox that you can access at <https://my.ccsu.edu> or from the link on the CentralPipeline page.

You will select your My.CCSU email address when you activate your BlueNet Account. The first time you access your My.CCSU email, use your eight-digit CCSU ID number as the password. Along with your email account, you will have access to Microsoft Office 365 ProPlus tools on up to five computers and five mobile devices. For more information, visit www.ccsu.edu/office365.

The university depends on CCSU email as a way to communicate with students. Please get into the habit of reading your CCSU email on a regular basis to make sure you do not miss important updates.





TECHNICAL SUPPORT

The IT Help Desk is the single point of contact for assistance with supported software, hardware, and other IT services. Contact the Help Desk at **860.832.1720** or **techsupport@ccsu.edu**.

The Walk-in Support Center provides technology support for personally owned computers and campus technology. We are located in Marcus White Hall (entrance facing Social Sciences Hall).



STUDENT SOFTWARE TRAINING OPPORTUNITIES

The Marcus White Student Technology Center offers one-on-one training on a variety of software applications, including Word, PowerPoint, Excel, Access, SPSS, Blackboard Learn, and Adobe Photoshop, among others. To see current training options and for more information, go to **www.ccsu.edu/STC** and click on Training Opportunities.

MARCUS WHITE STUDENT TECHNOLOGY CENTER

The Marcus White Student Technology Center is the main computer lab for general purpose computer use on campus. We have more than 230 PCs and 39 Macs loaded with a variety of software and ample space for group work. Students pay for printing but also receive a \$10 print credit every month. For more information, go to **www.ccsu.edu/STC**.

Mobile printing is available from laptops, tablets, cell phones, and other devices. Students can print directly from these devices by using the PrinterOn system at **https://print.ccsu.edu**. Print-outs can be sent to the STC, Library, and Student Center. Wireless printing instructions are available at **www.ccsu.edu/ITSERVICECATALOG**; click on Wireless & Networks and then Mobile/Wireless Printing for Students to view the instructions.

SOFTWARE AVAILABILITY

CCSU offers various software titles to all students. Visit **www.ccsu.edu/office365** to learn more about Microsoft Office 365 ProPlus. You can also log in to **https://apps.ccsu.edu** to access applications such as Adobe Acrobat Pro, SPSS, and other academic software from anywhere with an Internet connection.

Students also may download a select group of Microsoft applications for free or for a small fee with our subscription to Microsoft Imagine (On The Hub). Applications include Visual Studio, Visio, Expression Studio, Windows Server, and more. To view a list of applications, visit the IT Services Catalog and look for Software and Programs.

FINANCIAL AID

UNDERSTANDING FAFSA: APPLICATION PROCESS

The Free Application for Federal Student Aid (FAFSA) is a form used by current and prospective U.S. college students to determine their eligibility for student financial aid. Incoming and continuing transfer students must submit their applications by March 1.

To ensure you get the financial support you require to finance college, complete your FAFSA as soon as possible. Updated FAFSA forms are available online at FAFSA.org every year on October 1.

FINANCIAL AID OFFICE

Willard-DiLoreto Hall, Suite W208

P: 860.832.2200

F: 860.832.3330

www.ccsu.edu/FINANCIALAID

TYPES OF FINANCIAL AID

We encourage students to complete the FAFSA early to secure the financial aid awards listed below. Awards are based on eligibility, as reported on the FAFSA application.

GRANTS

Eligible students must be admitted, in good academic standing, and enrolled at least half-time in a program leading to a degree.

Federal Pell grants are available for undergraduate students working on their first bachelor's degree. Eligibility is based on information reported on FAFSA. There is a maximum allowed for Pell Grant eligibility, which equates to 12 full-time semesters.

Connecticut grants or the Roberta B. Willis Scholarship may be available to full-time undergraduate students working on their first bachelor's degree. You must complete the FAFSA by the priority deadline and demonstrate eligibility.

Grants will be adjusted if a student changes their enrollment status from full-time to part-time. Contact Financial Aid for more information.

FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program provides funds to employ students who qualify for financial aid. Students will be considered for an award by submitting their FAFSA by the priority deadline and demonstrating eligibility. Students awarded Work-Study may apply for part-time jobs in a variety of departments on campus.

Failure to secure a position after the start of the semester will result in cancellation of this award.

FEDERAL DIRECT LOAN PROGRAMS

The Federal Direct Loan program provides low-interest, long-term loans through the University. Funding for these loans comes from the Department of Education. These loans can be subsidized or unsubsidized.

Eligible students must be admitted, in good academic standing, and enrolled at least half-time in a program leading to a degree or certificate.

FINANCIAL LITERACY



STUDENT LOAN DEBT

Before you take out a loan, be sure to research and understand your options. Student loans can come from the federal government or from private sources such as a bank or other financial institution. Loans made by the federal government usually offer borrowers lower interest rates and have more flexible repayment options than loans from banks or other private sources. (Please note that you cannot consolidate federal loans with private loans.) You do not have to accept everything offered — borrow only the amount you need.

Please be advised that federal Stafford loans and Pell Grants (if you qualify) are subject to loan limits. For more information, contact the Financial Aid Office at 860.832.2200.

WHAT DO I OWE?

You can look up your CCSU loan history by logging into your Central Pipeline account. Loan information is located under Self-Service in the Financial Aid tab. Review current CCSU loan information under the Special Messages tab.

Your complete federal loan history is available at [NSLDS.ed.gov](https://www.nsls.ed.gov). This comprehensive information is helpful when it comes time to develop a financial plan to pay for your education.

FINANCIAL GUIDANCE & PLANNING

CCSU offers all students advice on responsible fiscal obligation management including budget creation, debt management and repayment options, billing processes, and savings.

CONTACT COORDINATOR OF STUDENT FINANCIAL LITERACY AND ADVISING

Davidson Hall, Room 101
Gladys Colon
P: 860.832.2261

RESIDENCE LIFE

WELCOME TO THE DEPARTMENT OF RESIDENCE LIFE AT CCSU

Let CCSU become your home away from home! Our beautiful campus offers a comfortable and safe place to live and learn. All CCSU students are eligible to select our premier residence hall at Mid-Campus based on availability. As a student, you can enjoy this beautiful suite-style residence hall or one of our other fabulous halls. Amenities include free Wi-Fi, cable TV, and HBO Go, among others. Each hall has community lounge space, hall kitchens, and even a mascot!

From our residence halls, you'll be within walking distance to the dining halls, classrooms, and on-campus events. From Division I athletics and club and recreational sports, to concerts, plays, and social clubs, there's something for everyone. Not to be forgotten is our Student Center, considered one of the "most amazing" in the U.S. by Best College Values.

If it's hassle-free, affordable living you're looking for, CCSU's resident halls are a great choice. You'll avoid high utility bills and rents and you'll already have a parking spot on campus. Plus, the new CTfastrak will take you to shops, clubs, and other interesting spots in Hartford and New Britain quickly and affordably.



SCAN TO SEE YOUR RESIDENCE HALL OPTIONS!

TO APPLY FOR ON-CAMPUS RESIDENCE

To live on campus, undergraduate students must be enrolled and matriculated. On-campus housing is available on a first-come, first-served basis.

Students who are interested in living on campus must pay the \$250 non-refundable housing deposit and complete our online housing application. You can pay your deposit and then access the housing application from WebCentral-Banner Web by clicking on Deposit Payments for the housing deposit and by clicking on My Housing and Meal Plans for the application. Students may apply for housing after they have paid the \$200 Admissions Confirmation deposit.

CONTACT RESIDENCE LIFE

Mid-Campus Residence Hall, Room 118

P: 860.832.1660

F: 860.832.1659

E: reslife@ccsu.edu

www.ccsu.edu/RESLIFE



WHERE DO I GO?

Each of the four academic schools has an Advising Center that provides students with academic advising and career support services.



SCHOOL OF BUSINESS

The undergraduate curriculum of the School of Business is designed to provide a strong liberal arts foundation with an excellent business education. We prepare the next generation of leaders by empowering our students to explore business opportunities out of the classroom.

BUSINESS

Vance Academic Center, Room 216
P: 860.832.3205
www.ccsu.edu/BUSINESS



SCHOOL OF EDUCATION & PROFESSIONAL STUDIES (SEPS)

SEPS majors must take specific classes that are limited to students in that major and complete them according to a strict schedule in order to complete college on time. All SEPS majors include hands-on learning components that take place off campus in community settings, such as schools, hospitals, and human service agencies.

SEPS

Carroll Hall Room, Room 035
P: 860.832.2370
www.ccsu.edu/SEPS



CAROL A. AMMON COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES (CLASS)

The Carol A. Ammon College of Liberal Arts and Social Sciences prepares students to take their place in a complex, diverse, and challenging world. Programs include classes in the fine arts, the humanities, and behavioral and social sciences leading to a Bachelor of Arts, Bachelor of Science, or Bachelor of Fine Arts degree.

CLASS

Willard-DiLoreto Hall, Suite 313
P: 860.832.2600
www.ccsu.edu/CLASS



SCHOOL OF ENGINEERING, SCIENCE, & TECHNOLOGY (SEST)

The School of Engineering, Science & Technology provides educational opportunities in an array of engineering, technological, and scientific disciplines. Faculty teaching and research highlight theory and its practical application to solving problems. We prepare students to meet dynamic engineering, technological, and scientific challenges as leaders and members of engineering, technical, management, research, biomedical, and educational teams.

SEST

Copernicus Hall, Room 241
P: 860.832.1863
www.ccsu.edu/SEST

ACADEMIC ADVISING CENTERS

WHO IS MY ADVISOR?

Faculty advisors are assigned to students during the student's first semester at CCSU. Until that time, your academic school department chairperson, dean's office, or advising center staff will be happy to assist you.

NOT SURE WHICH MAJOR TO CHOOSE? EXPLORE CENTRAL!

Our team of professional Academic Advisors are available and ready to assist you in actively exploring and identifying a variety of majors that best match your interests and career goals. The Explore Central office will facilitate a smooth transition to the appropriate academic department and ensure you have met prerequisite requirements.

EXPLORE CENTRAL

Willard-DiLoreto Hall, Suite 102-02

860.832.1614

explorecentral@ccsu.edu

www.ccsu.edu/EXPLORE



→ Connected Students ←

“CCSU is a school where it was easy to meet new people and feel accepted.”



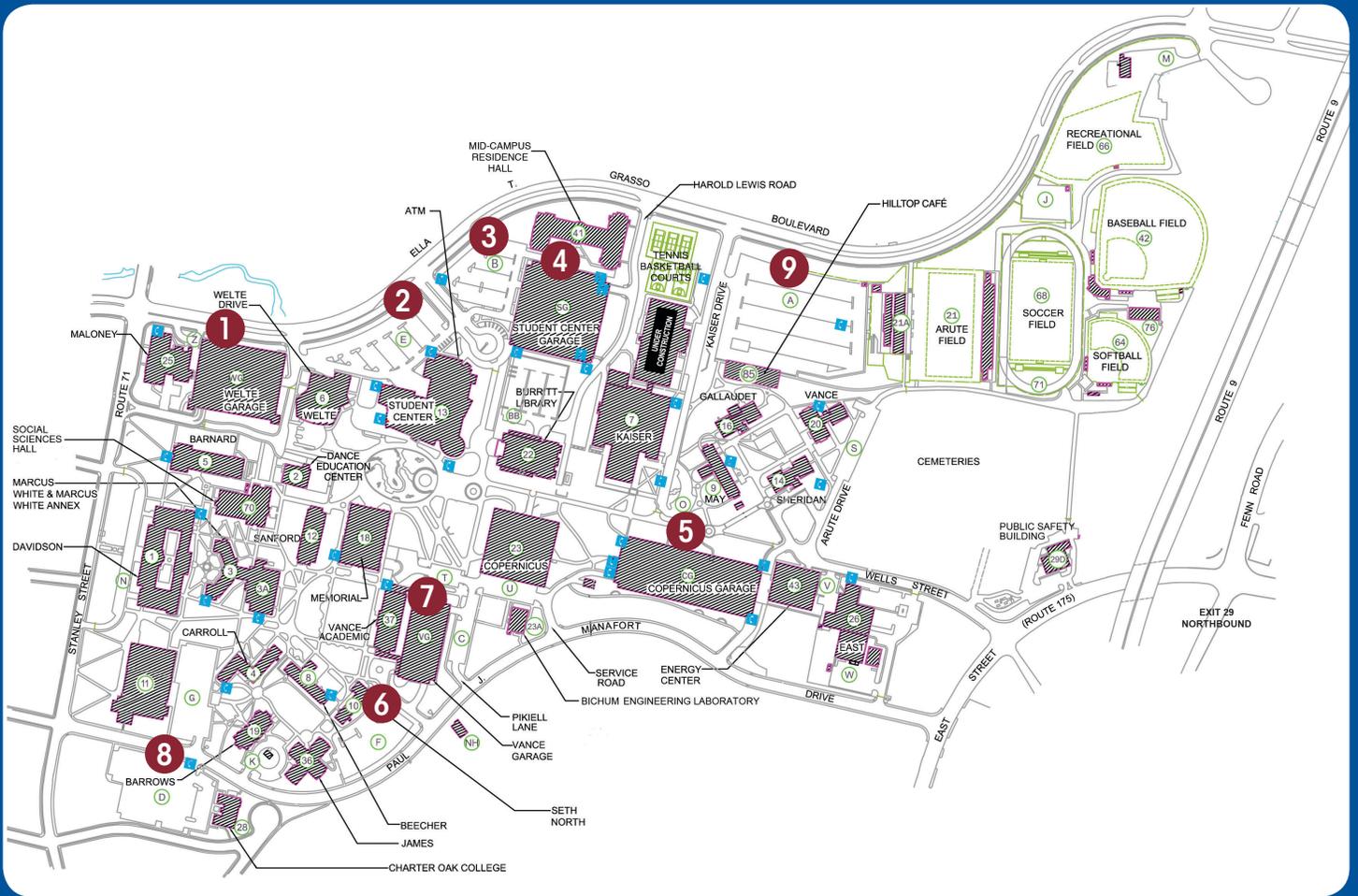
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www.ccsu.edu/TRANSFERARTICULATIONS

CCSU Student Parking Map



CCSUConnected.

- 1 Welte Parking Garage (Card Access Only)
- 2 Welte Parking Lot
- 3 Student Center Parking Lot
- 4 Student Center Parking Garage
- 5 Copernicus Parking Garage
- 6 Seth North Lot
- 7 Vance Parking Garage
- 8 Manafort Drive Lot (Lot D)
- 9 Kaiser Lot

7 Vance Parking Garage & 8 Manafort Drive Lot (Lot D)

**ONLY AVAILABLE TO STUDENTS
AFTER 5PM - 6AM**



→ **CCSU** Connected. ←

Carol A. Ammon

College of Liberal Arts
& Social Sciences

OFFICE OF TRANSFER & ACADEMIC ARTICULATIONS

Willard-DiLoreto Hall, Suite D311

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