



# Undergraduate & Graduate Registration Information for Matriculated Students

Serving you from the Registrar's Office  
Davidson Hall, Room 116.

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**JANUARY 2013**

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**FEBRUARY 2013**

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**MARCH 2013**

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**APRIL 2013**

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MAY 2013**

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

○ IMPORTANT DATE    ■ NO SCHOOL

**WINTER SESSION 2013**

DECEMBER 19, 2012 – JANUARY 10, 2013

**JANUARY 2013**

- 10 Winter Session ends  
 13 Full-time students: Last day to withdraw with 100% refund.  
 14 SPRING CLASSES BEGIN 8:00 A.M.  
 21 Martin Luther King Holiday - offices closed  
 22 Add/drop ends.  
 Last day to drop 1st 8-week courses without "W".  
 FT students: Last day to withdraw from Univ. - 90% refund.  
 PT students: Last day to drop full sem. courses - 100% refund.  
 Last day to change from part-time to full-time status.  
 28 FT students: Last day to withdraw from Univ. - 60% refund.  
 PT students: Last day to drop full sem. courses - 60% refund.  
 Last day to declare Pass/Fail or Audit options for 1st 8-week courses.

**FEBRUARY 2013**

- 4 Last day to change from full-time to part-time status.  
 Last day to declare Pass/Fail or Audit options - full sem. courses.  
 Last day to drop full semester courses without "W".  
 11 Mid-term for first eight-week courses.  
 FT students: Last day to withdraw from Univ. - 40% refund.  
 PT students: Last day to drop full sem. courses - 40% refund.  
 15-18 Presidents' Holiday - No classes.  
 24 Last day to withdraw from 1st 8-week courses without permission.

**MARCH 2013**

- 1 Final day for graduate students to apply for May 2013 graduation (Graduate Studies).  
 11 Mid term.  
 First eight-week courses end.  
 12 Second eight-week courses begin.  
 15 Final day for graduate students to apply for August 2013 graduation (Graduate Studies).  
 18 Academic Advising begins for continuing students for Fall 2013 and continues through April 5.  
 Last day to drop 2nd 8-week courses without "W".  
 22 Last day to declare Pass/Fail or Audit options for 2nd 8-week courses.  
 25-30 Spring Recess – No classes  
 29-30 Good Friday (A Day of Reflection) - No Classes

**APRIL 2013**

- 1 Classes resume 8:00 a.m.  
 3 Summer Session registration begins. Payment due at time of registration.  
 8-19 Central Pipeline Fall 2013 registration-matriculated students.  
 15 Last day for full-time students to withdraw from University.  
 Mid-term for second eight-week courses.  
 Last day to withdraw from full semester courses without permission.  
 29 Last day to withdraw from 2nd 8-week courses without permission.

**MAY 2013**

- 1 Deadline for undergraduates to apply for May 2014 graduation (Registrar's Office).  
 Day classes end. Last day to submit two-part withdrawal form.  
 2 Reading day – No classes  
 3-9 Examinations-day and evening courses  
 16 Graduate Commencement  
 18 Undergraduate Commencement

## HOW TO REGISTER

Our CCSU registration system uses priority registration for all matriculated graduate and undergraduate students. The system allows you to confirm your enrollment in a class immediately upon registration.

Once your priority registration date begins, you may continue to register through November 18. The registration system will be unavailable for one week. Registration will resume on November 29 at 8:00 a.m. and remain active until the end of drop/add, January 22, 2013.

The priority registration schedule is:

Class	Hours earned	Registration date	Start time
Graduates		Friday, Nov. 2	8:30 AM
Undergrads	123 & above	Monday, Nov. 5	8:30 AM
Undergrads	118 & above	Monday, Nov. 5	10:30 AM
Undergrads	112 & above	Monday, Nov. 5	1:30 PM
Undergrads	106 & above	Tuesday, Nov. 6	8:30 AM
Undergrads	100 & above	Tuesday, Nov. 6	10:30 AM
Undergrads	94 & above	Tuesday, Nov. 6	1:30 PM
Undergrads	90 & above	Wednesday, Nov. 7	8:30 AM
Undergrads	86 & above	Wednesday, Nov. 7	10:30 AM
Undergrads	82 & above	Wednesday, Nov. 7	1:30 PM
Undergrads	77 & above	Thursday, Nov. 8	8:30 AM
Undergrads	73 & above	Thursday, Nov. 8	10:30 AM
Undergrads	69 & above	Thursday, Nov. 8	1:30 PM
Undergrads	65 & above	Friday, Nov. 9	8:30 AM
Undergrads	61 & above	Friday, Nov. 9	10:30 AM
Undergrads	58 & above	Friday, Nov. 9	1:30 PM
Undergrads	54 & above	Monday, Nov. 12	8:30 AM
Undergrads	49 & above	Monday, Nov. 12	10:30 AM
Undergrads	43 & above	Monday, Nov. 12	1:30 PM
Undergrads	37 & above	Tuesday, Nov. 13	8:30 AM
Undergrads	33 & above	Tuesday, Nov. 13	10:30 AM
Undergrads	30 & above	Tuesday, Nov. 13	1:30 PM
Undergrads	27 & above	Wednesday, Nov. 14	8:30 AM
Undergrads	22 & above	Wednesday, Nov. 14	10:30 AM
Undergrads	15 & above	Wednesday, Nov. 14	1:30 PM
Undergrads	1 & above	Thursday, Nov. 15	8:30 AM
Undergrads	0 & above (Last name R - Z)	Thursday, Nov. 15	10:30 AM
Undergrads	0 & above (Last name M - Q)	Thursday, Nov. 15	1:30 PM
Undergrads	0 & above (Last name E - L)	Friday, Nov. 16	8:30 AM
Undergrads	0 & above (Last name A - D)	Friday, Nov. 16	10:30 AM

1. Meet with your advisor before your priority registration date to insure that the courses you select will fulfill requirements for graduation.
2. You are encouraged to register via the internet using the following web address: <https://pipeline.ccsu.edu>. Click on CentralPipeline for students icon, then click on WebCentral-Banner Web and login. You may gain access from your own computer or a computer on campus in the Marcus White Computer Lab.
3. Select your desired courses for Spring 2013, paying particular attention to the CRN (5 digit number), that identifies individual courses at specific times and course prerequisites.
4. If you need assistance to register in person you may do so at the Registrar's Office, Davidson Hall, room 116, 8:00 a.m. to 6:00 p.m., Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday.

### FULL-TIME STUDENTS

Undergraduates: Select 12 – 18 credits

Graduates: Select 9 – 15 credits

### PART-TIME STUDENTS

Undergraduates: Select 1 – 11 credits

Graduates: Select 1 – 8 credits

### CHANGING YOUR STATUS???

Continuing students changing their status for the Spring 2013 semester must file a Change of Status Request Form available at the Registrar's Office, Davidson Hall, room 116 (fax 860-832-2250). Once the request form has been filed, you may register for the authorized number of credits for your level (graduate, undergraduate, part time or full time). Form is also available online at [www.ccsu.edu/registrar/form.htm](http://www.ccsu.edu/registrar/form.htm)

### PROCEDURE FOR REGISTRATION AND ACCESS TO ONLINE CCSU COURSES:

Online courses are managed at the campus level. CCSU students may register for online CCSU courses via the Web at [www.ccsu.edu](http://www.ccsu.edu), or by mail or in person at the Registrar's Office in Davidson Hall. Payment is due at time of registration.

**TO ACCESS YOUR ONLINE COURSE(S), GO TO CENTRALPIPELINE FOR STUDENTS AND CLICK ON THE BLACKBOARD LINK.**

## WEB REGISTRATION FOR SPRING 2013

### Access WebCentral-Banner Web Services via CentralPipeline

1. Navigate to the CCSU home page at [www.ccsu.edu](http://www.ccsu.edu). Point to CentralPipeline, then click on **Students** (or click on Current Students).
2. From the CentralPipeline home page, click on the **WebCentral-Banner Web** link and log in with your **BlueNet account username and password**. If you do not have a BlueNet account (or have forgotten your username or password), click on the Accounts Management link to activate your account or reset your password.

### Registering for Classes

1. From the WebCentral-Banner Web Home screen, click on the **Student** tab, then **Registration, Add/Drop Classes**.
2. Click on **Check Your Registration Status**. Use this screen to review items that may affect your registration. This screen provides curriculum information on your level (undergraduate or graduate), your degree, your major, and any holds that will prevent you from registering. If you find registration holds, you should contact the appropriate office before attempting to register. You will also be able to verify the correct dates and times that you may register.
3. If you have no restrictions, click on the **Back** button in your browser to return to the previous menu and click on **Registration, Add/Drop Classes, and Make Payment**.
4. You will be prompted to review and update your address and emergency contact information. Update the information or check the box indicating that the information is correct, then click on the **Submit** button. You will receive a confirmation that your contact information has been updated, click on the **Continue** button.
5. If you are an Undergraduate Matriculated student or a Graduate student without a Planned Program, you will be asked for your **Alternate PIN** (given to you by your Advisor). Enter your Alternate PIN, then click on the **Submit PIN** button.
6. There are two ways to register for classes from the Add/Drop Classes screen:
  - a. Enter the **CRN(s)** in the Add Class table until you have entered all of your classes, then click on the **Submit Changes** button.
  - b. Click on the **Class Search** button
    - i. Click on the **Subject** you are looking for (use the scrollbar to scroll through the list of classes)
    - ii. Enter any additional search criteria you would like to use to narrow down the search
    - iii. Click on the **Class Search** button
    - iv. The search results will be displayed. If you find a class you would like, click on the **checkbox** in the left column, then click on **Register** to immediately register for the class. If you do not find any classes you would like, you can click on the Class Search button to search again.
7. After selecting your classes, the Add/Drop Classes screen will display your Current Schedule and any Registration Errors.
  - a. If you DO NOT have any Registration Errors, you have successfully registered for classes and your schedule is all set.
  - b. If you DO have Registration Errors, you will need to select alternate classes to add to your schedule.

### Dropping a class

1. From the WebCentral-Banner Web **Home** tab, click on the **Student** tab, then **Registration, Add/Drop Classes**.
2. Click on the **Registration, Add/Drop Classes and Make Payment** link.
3. Click on the down arrow next to the word None in the **Action** column for the class you would like to drop, then click on **Drop Web**.
4. Click on the **Submit Changes** button. Verify that the class has been removed from your schedule.

### Viewing your current charges

1. From the WebCentral-Banner Web **Home** tab, click on the **eBill/Make Payment** link.
2. From the menu on the left, click on **eBill / ePayments**.
3. Click on **View Accounts**, then **Current Statement**.
4. To view a printable copy of your bill, click on the **Printable Statement** link to open the bill in the PDF viewer.

### Pay your bill

1. From the WebCentral-Banner Web **Home** tab, click on the **eBill/Make Payment** link.
2. From the menu on the left, click on **Make Payment**.
3. Click on the down arrow next to **Term** and select the current term.
4. Enter the **Payment Amount**.
5. Click on the down arrow next to **Payment Method** and select eCheck or Credit Card, then click on the **Continue** button.
6. Enter your **payment information**, then click on the **Continue** button.
7. Verify your payment information, then click the **Confirm** button.

### Printing your schedule

1. From the WebCentral-Banner Web **Home** tab, click on the **Student** tab, then **Schedule by Day & Time** or **Student Detail Schedule**.
2. Use your web browser's **Print** button to print your schedule.

\*If you have difficulty completing Web Registration, help is available in the Registrar's Office in Davidson Hall. If you are having difficulty with your BlueNet account and/or password, help is available by calling the IT Help Desk at 860-832-1720 or visiting the walk-in Technology Support Center in EW 013.