Central Connecticut State University
Office of the Registrar

Name: _____ CCSU ID Number: _____
Last First Middle

Address: _____ 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

Note: FT students changing to PT status at the beginning of a term and who had intended to obtain the University-billed Sickness Insurance will instead need to contact and pay directly to the Chickering Group at 877-375-4244 or go online to www.chickering.com for Sickness Insurance available to Part Time students

Please note that changing your status may affect the following:

- ✓ If you have Financial Aid, your aid may be affected.
- ✓ Satisfactory Academic Progress for federal, state or institutional financial aid. Please refer to the Catalog.
- ✓ If you live in a University Residence Hall, contact Residence Life, Barrows Hall 120 (860-832-1660)
- ✓ If you receive Veterans Benefits, your benefits may be affected.
- ✓ Student Athletes must remain Full Time in order to maintain eligibility.
- ✓ Full Time International Students changing to Part Time status need approval from the Immigration Specialist of

  The Center for International Education: _____

_____ _____
Student's Signature Date

_____ _____
Registrar Date

Important Deadlines:

Deadline to change status from Part Time to Full Time is the end of the Add/Drop Period.
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 it to the Office of the Registrar for approval:
Office of the Registrar, Davidson Hall Room 115. 1615 Stanley Street, New Britain, CT 06050.