

UNDERGRADUATE ADMISSION

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Central Connecticut State University welcomes applicants from a broad range of abilities, interests and backgrounds. Our admissions process is designed to evaluate the academic readiness of applicants for undergraduate study. Undergraduate students are admitted to either full-time (12 hours or more) or part-time (11 hours or less) study, and applications are accepted for both the fall and spring semesters. All applicants must be graduates of accredited high schools/preparatory schools or holders of an equivalency diploma.

To be considered for full-time or part-time admission, applicants should submit the completed Application for Undergraduate Admission, a non-refundable \$50.00 application fee, and all required supporting credentials by the University's deadlines; for deadline information, consult: www.ccsu.edu/admission, admissions@ccsu.edu, or 860-832-2278.

Applicants will be notified by mail of acceptance to the University. Central Connecticut State University has a rolling admission process.

An Application for Undergraduate Admission may be obtained from the Office of Admissions, the Enrollment Center, or Connecticut high schools or online at www.ccsu.edu.

The application fee may be waived if a waiver form is submitted by one of the following: 1) a recognized Talent Search or Upward Bound agency, such as Career Beginnings, 2) the College Board or 3) CONN-TAC. All decisions regarding fee waivers must be approved by the Director of Admissions. All credentials submitted by the applicant become part of the student's permanent University record and are not returned.

Admissions Advising

The Office of Admissions is open daily Monday through Friday. It is located in Davidson Hall, Room 115. Students and parents are

encouraged to visit the campus for individual counseling and advisement. Admissions counselors are available for consultation concerning educational plans at Central Connecticut State University. Appointments may be scheduled by calling the Office of Admissions. Campus tours are also available; call our tour line at 860-832-2289 or e-mail us at tour@ccsu.edu. All correspondence and inquiries concerning undergraduate admission to the University, full- and part-time, first-year, transfer, re-entry and international, should be addressed to the **Office of Admissions, Central Connecticut State University, P.O. Box 4010, 1615 Stanley Street, New Britain, CT 06050-4010.**

First-Year Student Admissions

To be considered for admission, first-year applicants must submit the following credentials:

- Completed application for undergraduate admission (apply online at www.ccsu.edu/admission),
- Non-refundable \$50.00 application fee,
- Official high school transcript,
- High school class rank (if applicable),
- SAT I or ACT scores (scores may be sent either by the high school or The College Board),
- One letter of recommendation, and
- Personal statement.

Hand carried or student copies of credentials are not accepted as official documents under any circumstances.

Admission criteria include graduation from an accredited secondary school with college preparatory work in the following areas:

- **English** (four units) — courses should emphasize writing skills, literature and reading comprehension.
- **Mathematics** (three units) — courses should include Algebra I, Geometry, and Algebra II. A fourth unit in trigonometry, analytical geometry, or pre-calculus is recommended for students planning to take calculus at CCSU. For curriculum requirements, please refer to the Academic Programs section in this catalog.
- **Science** (two units) — courses should include one unit of a laboratory science.
- **Social Sciences** (two units) — courses should include one unit of United States history.
- **Foreign Language** — completion of the third level of the same language is recommended.

Students whose preparation does not follow this pattern may still qualify for admission if, in the judgement of the Director of Recruitment and Admissions, there is strong evidence that they have the potential to complete a degree program. Such consideration may be determined if they meet other established criteria as authorized by the University President under authority delegated by the Board of Trustees of the Connecticut State University System. Applicants who hold a GED (General Equivalency Diploma) should submit their secondary school transcript up to the time of withdrawal and a copy of their GED and scores.

The Scholastic Assessment Test I (SAT I) of the College Entrance Examination Board (CEEB) is required of all first-year student applicants. Applicants should arrange to take the test through their high school guidance counselor. Information on the test can be obtained from their high school or by contacting **College Board Admissions Testing, P.O. Box 6200, Princeton, NJ 08541-6200, www.collegeboard.com**. Applicants should have the test results sent from CEEB to the Office of Admissions. **CCSU's CEEB code is 3898.** Veterans and applicants who graduated from high school more than five years before applying are not required to submit SAT I scores as part of their application.

Advanced Placement (AP): CCSU accepts for college credit, Advanced Placement (AP) courses taken in high school under the auspices of the College Entrance Examinations Board's Advanced Placement Program, provided the student scores a minimum of 3 on the test. Official scores should be submitted for consideration. When credit is awarded, it is entered on the student's college transcript, but the grade is not included in the college grade point average.

Students with Disabilities

Academically qualified students with disabilities are encouraged to apply to the University early. Applicants seeking admission to the fall term should submit applications and supporting credentials by April 1. Applicants for the spring term should submit applications and supporting credentials by November 1.

Students with disabilities are advised to register for the SAT under the program entitled "SAT Services for Students with Disabilities." Information pertaining to this program may be obtained by contacting: SAT Services for Students with Dis-

abilities, The College Board, P.O. Box 6226, Princeton, New Jersey 08541-6226. Phone: 609-771-7137; TTY: 609-882-4118; fax: 609-771-7944; e-mail: ssd@info.collegeboard.org.

Upon acceptance, students with disabilities requesting accommodation under ADA/504 must submit relevant documentation to substantiate their disability directly to the Office for Student Disability Services. Students with specific learning disabilities and attention deficit disorders need to submit psycho-educational evaluations directly to the Office for Student Disability Services.

For additional information, contact Natalie Stimpson-Byers, coordinator of Student Disability Services (Copernicus Hall, Room 241) at 860-832-1900.

Courses for Qualified High School Students

When space is available, Central Connecticut State University will allow qualified high school students to enroll in college courses prior to graduation from high school. Students should be recommended by their high school principal and approved by a CCSU department chair for appropriate college course work. For information on enrollment, contact the Office of Continuing Education/ Enrollment Center (860-832-2256).

Transfer Student Admissions

For transfer admissions, an applicant must have earned a minimum of 12 credits (not including remedial work) at regionally accredited post-secondary institutions and have a cumulative college grade point average of 2.00 or higher for all course work attempted. Transfer students who have earned a minimum of 12 credits need not submit SAT I scores with their application.

A student wishing to transfer to Central Connecticut State University from another institution of higher learning must complete an application for admission online at www.ccsu.edu/admission and have *official* transcripts sent directly from each high school and post-secondary school attended. *Hand-carried transcripts and transcripts sent by students are considered unofficial, even when they carry the college seal or signatures that are placed on official records. Failure to list all institutions or to provide official transcripts may be considered sufficient reason for refusal of admission or dismissal from the University.* Transfer credit may not be awarded at any time for course work not listed or not

included on official transcripts provided as part of a completed application.

Connecticut Community College Transfers with Associate Degrees

All graduates from transfer programs of the Community Colleges of Connecticut who have earned an associate's degree with a minimum 2.00 GPA (cumulative grade point average) are admissible to Central Connecticut State University. Transfer credits will count toward degree requirements as determined by equivalency to CCSU courses. A minimum of two additional years of full-time study is required to complete a baccalaureate degree. Qualified students may also be admitted prior to conferral of the associate's degree.

Transfer applicants holding the associate's degree from the Board of State Academic Awards (Charter Oak State College) are also admissible to CCSU.

Students considering transferring to CCSU are advised to submit an application at least three months prior to the semester in which they plan to enroll.

International Student Admissions

International student applicants must complete an application for admission online at www.ccsu.edu/admission, and submit all required supporting credentials by the following deadlines. Fall semester candidates should submit applications by April 1; spring semester candidates should apply by November 1. All credentials submitted by the applicant become part of the student's permanent CCSU file and are not returned.

Applicants must submit official copies of their secondary and post-secondary educational records. If records are in a language other than English, official translations must be submitted as well. Applicants whose native language is not English are required to demonstrate their proficiency in English by submitting a Test of English as a Foreign Language (TOEFL) test score of at least 500 on the written test (173 on computer-based test; 61 on the Internet-based test). Information on the TOEFL may be obtained from Educational Testing Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA, telephone 609-771-7100; fax: 610-290-8972; email: toefl@ets.org. Finally, applicants must submit evidence of financial resources adequate for all expenses during the period of undergraduate study. When all the necessary information has

been received, the applicant will be notified by mail of the decision. International students with transfer credit, please see catalog section "Transfer Credit Evaluation" for additional information.

If accepted, international students must also submit a medical history form and parental consent for medical treatment. CCSU's George R. Muirhead Center for International Education is available to help international students while at CCSU. Contact the George R. Muirhead Center for International Education, Barnard Hall, Room 124 (860-832-2040), fax 860-832-2047.

CCSU is authorized under federal law to enroll non-immigrant alien students.

Transfer Credit Evaluation

The evaluation of official transcripts is done after a student has been accepted. This Transfer Credit Evaluation will convert other systems to semester hours and indicate the number of previously earned credits that are acceptable for transfer to Central Connecticut State University. In general, credits from other regionally accredited colleges and universities will transfer, provided that the courses are similar in scope and content to those offered for credit at CCSU and a grade of "C-" or better was earned in the course. Specific questions concerning transfer evaluations should be addressed to the Office of Admissions. Please note, regardless of the number of credits transferred, a student must complete a minimum of 45 credits at CCSU in order to earn the University's bachelor's degree (see Academic Standards and Regulations: Residence Requirements for Degree). Students currently enrolled in another college should have their official final transcripts submitted to the Office of Admissions after their grades have been posted so that their evaluation can be updated. Failure to indicate completed coursework and to provide official transcript thereof may result in CCSU refusal to award transfer credit. Transferring students are responsible for submitting course descriptions, if requested.

- **Credit by Examination:** A student may earn up to 30 credits at CCSU by examination. Departmentally approved Subject Examinations from the College Level Examination Program (CLEP) of the College Board, or from any other nationally recognized standardized examination program, will be recognized by CCSU. Official results of such examinations should be submitted for consideration.

- **Credit for Armed Forces:** Credit may also be awarded for military service schools and/or United States Armed Forces Institute (USAFI) credit courses (taken after 1945) if validated by a certified USAFI Center. Official documents should be submitted for consideration.
- **Evaluation of Work Done Outside the United States:** Credit may be awarded for work completed at institutions outside the United States. Students are responsible for submitting international transcripts to an evaluating agency recognized by the National Association of Credential Evaluation Services (NACES; www.NACES.org). After the Office of Admissions has received the agency's evaluation, it will assess the agency's recommendations to determine accreditation and transferability of credit. A minimum grade of "C-" must be earned for a course to transfer. For more information on NACES-recommended agencies, contact the Office of Admissions.

Students who are seeking admission to the Professional Program in Education (B.S. or Post-Baccalaureate teacher certification) should have as part of their admission file an evaluation of their foreign credentials by one of the following agencies:

World Education Services
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
Phone: 212-966-6311
www.wes.org

Center for Educational Documentation
P.O. Box 231126
Boston, MA 02123-1126
Phone: 617-338-7171
www.cedevaluations.com

Educational Credential Evaluators, Inc.
P.O. Box 92970
Milwaukee, WI 53202-0970
Phone: 414-289-3400
www.ece.org

Re-Entry Admissions

A student who was formerly matriculated at Central Connecticut State University and subsequently withdrew voluntarily, or at the request of the University, must request reactivation of his or her former file when seeking readmission to the University. A Reactivation Request form may be obtained from the Office of Admissions,

the Enrollment Center, or online at www.ccsu.edu/admission/adminapp.htm. The student must be in good academic standing at CCSU, as outlined in this catalog, or the student must have been granted **reinstatement on probation** by the dean of the school the student is attempting to re-enter. **Students on academic dismissal who are seeking reinstatement as a matriculated student should begin the process by meeting with a counselor from the Office of Admissions.** Normally a student must wait at least one semester before being considered for reinstatement.

For requirements concerning a previously declared major or minor that is no longer offered at the University, a similar choice may be available except for requirements and curriculum changes mandated by outside accrediting and certifying agencies. Additional course work may also be required by the department or area offering the major or minor as evidence of current knowledge of the discipline. Re-entering students should consult with the department chair or a designated advisor within their major to discuss such choices and changes.

Fresh Start Policy

At the discretion of the Vice President for Academic Affairs or designee, a student whose college career has been interrupted three years or more may be considered for a **"Fresh Start."** Under this option, the Office of the Registrar initiates a new GPA for the student, beginning with his or her second matriculation, and uses this new figure for graduation purposes. Each case is decided on its own merits, and each decision has advantages and disadvantages. Students returning to the University for full- or part-time study after a long interval should consult the Office of Admissions.

Guidelines for the Fresh Start Program are:

- At least three academic years shall have intervened between the exit from and re-entry to CCSU.
- The student shall not have attempted more than 60 credits at CCSU.
- The student's record will be treated like those of a transfer student.
- During the first semester back at CCSU, the student shall be restricted to 16 credits or less.
- Graduation requirements shall be those listed in the catalog at the time of re-entry.
- The option can be used only once.

Veterans/Reservists/National Guard

Upon acceptance to Central Connecticut State University, veterans should register with the Office of Veterans Affairs to apply for V.A. educational benefits. The coordinator is located in Willard Hall, Room 133 (860-832-2838). Eligibility, in some instances, depends on whether contributions were made to an educational plan while on active duty.

A copy of the DD Form 214 (separation papers — copy number 4) should be submitted to the Office of Veterans Affairs if applying for the tuition waiver. National Guard members apply every semester for the tuition waiver through their Guard unit.

Medical Exam

All full-time students and international students are required to submit a University Health Form, which includes a medical history, current immunization record and physical examination form signed by a physician. Additionally, if the student is under 18, the parent or guardian must sign for permission for medical treatment. All part-time matriculated students are required to submit the necessary immunization requirements in keeping with the policy of the State of Connecticut Department of Public Health. Full-time, part-time, exchange, and "IELP" international students are required to submit a completed University Health Form.

The completed health form must be returned to University Health Service one week prior to registration at the University. **Failure to submit the required medical information may result in the withholding of registration schedules, grades or housing assignments until the obligations have been met.** The health form is available in the University Health Service, Marcus White Annex (860-832-1925) or online at www.ccsu.edu/healthservice.

ENROLLMENT CENTER — CONTINUING EDUCATION AND SUMMER AND WINTER SESSION

Peggy Schuberth, *Director of Continuing Education and the Enrollment Center*
Rita Brann, *Associate Director*
Amanda Tellier, *Assistant to the Director*
Phone: 860-832-2255

The Enrollment Center, Willard Hall Lobby, is a centralized service center for all students (full- or part-time). Students may obtain all forms needed to initiate administrative and academic actions at the Center. The Center's hours of operation are Monday through Thursday, 8 a.m. to 6 p.m.; Friday, 8 a.m. to 4 p.m. and Saturday morning, during the academic year, 7:45 a.m. to 12 noon.

Part-time Matriculant Program

Application for undergraduate part-time degree study is made in the Office of Admissions, Davidson Hall (860-832-2278). Students who choose to undertake or to complete an undergraduate or graduate degree on a part-time basis register for courses through the Enrollment Center/Office of Continuing Education, Willard Hall Lobby.

Part-time students may enroll in day or evening classes. Saturday morning classes are also available. The Continuing Education bulletin and/or registration booklet provide all the details and fees.

Persons having a high school diploma or an equivalency diploma may earn college credit by registering in university courses through the Enrollment Center/Office of Continuing Education. Others may enroll, for no credit, as auditors.

Course Load and Credits. Part-time undergraduate students may register for up to a maximum of 11 credits.

To maintain their status, PTMs must register for classes in at least one of the regular academic semesters each year.

Non-matriculated undergraduate students must apply for matriculation (acceptance into a planned program of study) before 30 credits are completed. Students will not be allowed to matriculate after completion of 30 credits without specific recommendation of an academic dean of the University.

Advisement. Undergraduates who plan to work toward a degree and need advice on course selection should consult an advisor in the Advising Center (860-832-1615) before registration. Undergraduate part-time matriculants are assigned an advisor in their major department.

The School of Graduate Studies. Information about graduate courses or master's and other advanced programs may be obtained from the Graduate Catalog or from Graduate Admissions (860-832-2350) or the Office of the School of Graduate Studies (860-832-2363).

Summer and Winter Session

All CCSU students receive a special Registration Bulletin listing Summer and Winter Session courses. Registration takes place at the Enrollment Center/Office of Continuing Education. Summer and Winter Session courses allow students to accelerate their programs, make up work or take advantage of special offerings.

Summer Session. During the summer, Central Connecticut State University operates two five-week sessions, one eight-week session and a three-week post-session. Courses, both undergraduate and graduate, are offered in the day and evening.

Summer sessions are designed to provide opportunities for 1) incoming first-year students who wish to accelerate their college work by entering the University before the beginning of the academic year, 2) students from other colleges, 3) Central Connecticut State students who wish to accelerate their studies toward a degree, 4) teachers and other graduate students who wish to pursue a master's or other advanced degrees, 5) graduates of other colleges interested in meeting certification requirements for teaching and 6) qualified high school students seeking college-level courses.

Residence accommodations and meals are available. Commuting students may arrange for lunch and/or dinner at the University. The University Library, the Student Center and other facilities are available.

The maximum course load is seven credits during each five-week summer session and

four credits during the post-session. The eight-week session is counted as part of the first five-week session.

Winter Session. During the winter break, Central Connecticut State University operates an intensive three-week Winter Session. Over 100 credit courses are offered, allowing students to accelerate their college work. The maximum course load is four credits.