Spring 2010 New Student Checklist

Use this checklist to make your start at CCSU smooth and easy!

☐ PAY ADMISSIONS DEPOSIT – FULL-TIME STUDENTS ONLY
The Admissions Confirmation Deposit ($200.00) will allow you to begin your journey at Central. The payment will allow us the opportunity to communicate with you on topics such as Advising, Registration, Orientation, among other events. Visit the Bursar’s Office webpage to make payment and for further information:
http://www.bursar.ccsu.edu/make_payment.htm

☐ ACTIVATE BLUENET ACCOUNT (Mandatory)
Your BlueNet account is a unique username and password used to access CCSU computing services both on and off campus. With your BlueNet Account, you can access computers on campus, as well as online systems via CentralPipeline such as WebCentral-Banner Web (allows you to pay your admissions and housing deposits, pay your bill, register for classes, view your grades, waive sickness insurance and more), Blackboard Vista (allows you to view course materials posted by your instructor), Outlook Web Mail (allows you to access your CCSU-managed e-mail account), and other systems. To begin the activation process, visit the CCSU home page at www.ccsu.edu and click on CentralPipeline for Students, then click on the Accounts Management link.

☐ APPLY FOR FINANCIAL AID (Optional)
Complete a financial aid application by going to www.ccsu.edu/finaid. Contact the Financial Aid Office, CCSU, 1615 Stanley Street, New Britain, CT 06050 or call the office at (860) 832-2200 should you have any questions.

☐ COMPLETE HEALTH FORMS (Mandatory)
Health Examination Report
All full-time students are required to submit a medical form to University Health Services. The forms should be downloaded from the Health Services website and should be returned no later than December 15, 2009. Failure to return these forms may result in delayed registration. The completed form will include your medical history, current immunization records, and a physical examination form, signed by your physician. Please visit the website at www.ccsu.edu/health and click on “forms” to download the forms. We welcome you to glance through their website and familiarize yourself with our offerings and a host of health topics.
Meningococcal Vaccination
The State of Connecticut mandates that all students living on campus must receive the meningococcal vaccination (also known as the “meningitis/menactra vaccine”). Please refer to the information found online on our website and consult your physician with any medical questions regarding the vaccination. University Health Services website: www.ccsu.edu/health.

☐ APPLY FOR ON-CAMPUS RESIDENCE (Optional)
If you are interested in living on campus, contact our Residence Life Office immediately. To be eligible to live on campus, undergraduate students must be enrolled full-time. On-campus housing is available on a first-come, first-served basis (Space is limited). For more information about housing, contact University Housing at (860) 832-1660 or online at www.ccsu.edu/ResLife/.

☐ DINING SERVICES (Required with On-Campus Resident)
University dining offers a wide range of options to meet students’ nutritional needs. Meal plan programs should be selected on the housing application. All on campus residents are required to carry a meal plan. Additional dining information can be found at www.ccsudining.com. For further assistance, contact Dining Services at (860) 832-1659.

☐ CONTACT STUDENT DISABILITY SERVICES (Optional)
Contact Student Disability Services should you require accommodations during the academic year due to physical, psychological and/or learning disabilities. Call to set up an appointment to meet with Natalie Stimpson-Byers as soon as possible. Student Disability Services is located in Copernicus Hall Room 241 and the telephone number is (860) 832-1900. Website: www.ccsu.edu/LearnCtr/disability/default.html

☐ ACADEMIC ADVISING & REGISTRATION (Mandatory)
Beginning in November, you will receive information on the advising and registration process at CCSU. Freshmen will be required to go online and complete the New Student Registration Form that will be used to prepare a
preliminary spring course schedule (www.ccsu.edu/studentaffairs/orientation). The following date has been scheduled for the Freshmen Advising and Registration Day: Friday, January 8th. Plan to attend this date! Transfer students will be required to contact their academic advisor directly. Further information will be sent to you through your CCSU email account (see BLUENET Account above).

☐ MATH PLACEMENT EXAM
You should take a math placement exam if you are NOT transferring at least a college level Algebra course to CCSU. Call (860) 832-1900 to schedule an appointment.

☐ SEND IN FINAL SCHOOL TRANSCRIPT (Mandatory)
If you are currently enrolled in high school or a college, you must have your school forward a final official transcript to the Office of Undergraduate Admissions. Failure to have final transcripts sent may affect your registration and enrollment.

☐ PAY TUITION AND FEES (due December 15, 2009)
Your tuition bill is available to you from CentralPipeline. To access your eBill, Visit the CCSU homepage at www.ccsu.edu, click on CentralPipeline for Students, then WebCentral-Banner Web and log in with your BlueNet account username and password. From the home tab, click on eBill/Make Payment. Once logged in, you can view your tuition bill, make credit card or e-check payments, and set up third-party payers who can make payments on your behalf. The bill must be paid by the date posted on your eBill statement. Approved financial aid awards, scholarships, and sponsorships will be noted on the account. For additional information visit the University Bursar’s Office website: www.bursar.ccsu.edu, e-mail: billing-bursar@ccsu.edu, or call the office at (860) 832-2010.

☐ WAIVE SICKNESS INSURANCE (deadline for waiving fee is the first day of classes, January 25, 2010)
All full-time students are required to carry a sickness insurance policy. The University has contracted with Aetna Insurance to offer a health insurance policy for students. Sickness insurance is automatically billed each term to all full-time students, and is mandatory UNLESS a waiver showing proof of alternative coverage is submitted online at CentralPipeline by the first day of classes. To waive your sickness insurance, visit the CCSU home page at www.ccsu.edu, click on the CentralPipeline for Students, then WebCentral-Banner Web and log in with your BlueNet account user name and password. From the Home tab, click on Waive your Sickness Insurance and enter the required information regarding your present insurance policy prior to the start of the Spring 2010 semester.

☐ NOTIFY US OF ADDRESS CHANGE (Mandatory)
Notify the Office of Undergraduate Admissions in writing or by e-mail if your address has changed. Address: Central Connecticut State University; P.O. Box 4010; 1615 Stanley Street; New Britain, CT 06050-4010. Email: admissions@ccsu.edu

☐ CHANGE OF ENTRY DATE (Mandatory)
Notify the Office of Undergraduate Admissions, CCSU, 1615 Stanley Street, New Britain, CT 06050 in writing as soon as possible if you decide not to attend CCSU or wish to enter during another semester. Website: www.ccsu.edu/admission/

☐ OBTAIN STUDENT ID (Mandatory)
Obtain your student I.D. Card by visiting the University Bookstore. This student identification card will give you access to multiple services, including meal plans, debit spending accounts, the library, Student Health Services, the gymnasium, and special events. You must first be registered prior to obtaining your Student ID Card. Please bring a copy of your class schedule when getting your ID picture taken. For additional information, call (860) 832-2140. Website: www.cardoffice.ccsu.edu/

☐ OBTAIN PARKING PERMIT (Mandatory)
All students are eligible to apply for a parking permit after registering for classes. A parking permit is required for all automobiles on campus. Please bring your vehicle’s license plate number with you. You will be able to register your vehicle when obtaining your Student ID Card. Website: www.cardoffice.ccsu.edu

☐ INFORMATION TECHNOLOGY SERVICES
Information Technology (IT) provides state of the art technology and communication services to the campus community. At the university, we provide high-speed wired connections in a variety of classroom and lab settings and to the residence halls. We also have wireless network access across the campus to provide the freedom of connecting to resources without the constraint of physical wires. Students are provided with a BlueNet account to access various computer resources on campus. A BlueNet account is a single username and password that allows students to access the network and resources via CentralPipeline such as WebCentral-Banner Web services, Blackboard Vista, e-mail and personal network drives. The Information Technology Help desk is available to assist students with problems they may have accessing campus technology resources (860-832-1720). Visit IT on the web for more information about our services: www.ccsu.edu/its.

☐ TEXTBOOKS
Shop early and Save by reserving your textbooks at the CCSU Bookstore. Visit the Bookstore located in the Student Center to learn about the Textbook Price Guarantee. Also, pick up your undergraduate Catalog at our bookstore. Website: http://central-ct1 bkstore.com/bkstore/content.