

GRADUATE – SUMMER 2009

April 1, 2009Registration begins

GRADUATE – Summer 2009 New Student Information

Target what interests you. Consider WestConn's degree programs, then check the listings here for the courses that best fit the program you want. **Read each course description carefully.** Are there prerequisites required? If so, check to see if those courses are available.

Students from other universities will need a letter from your university's registrar stating that you are a graduate student in good standing. You are also responsible for applying to the WCSU Registrar to have an official transcript sent to your home institution. You must also meet all appropriate admissions criteria as stated for new students.

New students must register in person at the Division of Graduate Studies in Old Main, Suite 206 and provide the following:

1. A graduate application and \$50 application fee.
2. Official transcripts from ALL universities or colleges attended.
3. Meet GPA requirements for the course of interest.
4. Prerequisite requirements for the course selection.
5. Proof of RN licensure for Nursing courses.
6. Proof of Teacher Certification for Education and Educational Psychology courses.
7. Immunization records if you were born after December 31, 1956.

In-Person registration begins April 1, 2009 at the Division of Graduate Studies in Old Main, 2nd floor, Suite 206. Hours are 8:30 a.m. to 4:30 p.m., Monday - Friday.

Payment: Summer tuition is due at the time of Registration.

Check

Money Order

MasterCard o Visa o Discover Cards accepted.

You will be charged a \$50 fee for checks returned for insufficient funds.

Course Numbers 500, 600, 700, 800 and 900 level - Graduate courses

Location of Classes Classes will be held in the following college buildings, sections, or additions:

BR Berkshire Hall

HA Higgins Hall Annex

HI Higgins Hall

ON O'Neill Center

WA Warner Hall

WE Waterbury Campus, Ekstrom Hall

WF Waterbury Campus, Founders Hall

SB Science Building

WH White Hall

WS Westside Campus

Haas Library Midtown Campus

Young Library Westside Campus

Codes For Course Schedule

M – R Class meets Monday thru Thursday M & W Class meets Monday and Wednesday

T & R Class meets Tuesday and Thursday N Represents Sunday

S Represents Saturday

Senior Citizens

ONLY Connecticut State resident senior citizens over 62 years of age may register for a \$60 fee. All others must pay standard tuition rates. Senior citizens paying the \$60 fee may register only during the week prior to the start of the semester on a space-available basis.

Auditing students

Usual tuition and fees apply. Designate "audit" in place of "semester hours" on registration form.

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Matriculated students' mail registration begins April 1, 2009.

You may register by mail if you were previously enrolled at WCSU for credit courses; tuition and fees are due with registration (see payment instructions). Your check is your receipt. A written receipt is available from the Cashier's Office.

Mail to:

Division of Graduate Studies
Old Main, Suite 206
Western Connecticut State University
181 White Street
Danbury, CT 06810

Web registration - To register - WestConnduit

1. Log on to WestConnduit at WestConnduit.wcsu.edu.
2. Enter your Windows username and 6-digit Banner PIN and Click Login.
3. Click on the Banner tab.
4. Click the Student Service option.
5. Click Registration Add/Drop Classes.
6. Select Summer 2009.

In-Person registration begins April 1, 2009.

Division of Graduate Studies Office Old Main, 2nd Floor, Suite 206

Hours: 8:30 a.m. – 4:30 p.m., Monday - Friday.

Fax registration – (203) 837-8326

Fax your registration and credit card authorization form to: (203) 837-8326, attention: Division of Graduate Studies.

Open/Close system

Up-to-the minute information on available seats for summer 2009 sections is available to all students through WestConn's OPEN/CLOSE system. This system can be accessed from the WestConn homepage at www.wcsu.edu. From the home page, select Current Students and then Schedule of Courses (Open/Close) from the Academic section. The system comes with explanations and help information which will allow you to find opens seats in:

- 1) All sections offered by one or more departments
- 2) All sections of a particular course
- 3) All sections that meet on a certain day
- 4) All sections that meet at a certain time
- 5) Any combination of above.

Tuition & fees (subject to change)

Part-time graduate students:

\$363 per credit plus \$60 non-refundable registration fee

\$428 per credit (in-state) for online courses plus \$50 non-refundable online registration fee

\$504 per credit (out-of-state) for online courses plus \$50 non-refundable online registration fee

\$428 per credit MFA in Professional Writing

Tuition and fees are subject to change as required and do so without notice.

Other Fees

\$428 for in-state students - Online Course per credit hour
\$504 for out-of-state students - Online Course per credit hour
\$50 online registration fee per course
\$50 late payment fee
\$750 MFA Professional Writing residency fee for August
\$150 Applied Music ½ hour lesson
\$200 Applied Music 1 hour lesson

GRADUATE – SUMMER 2009 Registration Information**Payment**

Check, money order, MasterCard, VISA and Discover cards accepted. If you use a credit card, you may register by mail or in person. You will be charged a \$50 fee for checks returned for insufficient funds.

EZ pay

WestConn has converted to EZpay, and e-billing system, which means all of your bills will be available on-line and we will no longer be mailing you a paper bill.

To pay online - WestConduit

1. Log on to WestConduit at WestConduit.wcsu.edu.
2. Enter your Windows username and 6-digit Banner PIN and Click Login.
3. Click on the Banner tab.
4. Click the Student Service option.
5. Click View My Student Bill.
6. Make payment to access your bill.
 - a. To view your current statement (which reflects financial aid info) click "View Accounts" and then select "Current Statement" from the Account Actions dropdown box.
 - b. Select "Make Payment" from the left hand option menu to pay your bill. For more information, visit our Web site at www.wcsu.edu/cashiers.

Refund policy**Part-time Students**

Summer session courses over 8 weeks

100% refund prior to the 2nd class meeting.
50% refund prior to the 3rd class meeting.
No refund after the 3rd class meeting.

Summer session courses - - 3 to 8 weeks

100% refund prior to the 2nd class meeting.
50% refund prior to the 3rd class meeting.
No refund after the beginning of the 3rd class meeting.

Summer session courses - - less than 3 weeks

100% refund prior to the 2nd class meeting.
No refund after the beginning of the 2nd class meeting.

All requests for refunds must be initiated through the Division of Graduate Studies Office in Old Main. All refunds take to 4 - 5 weeks to process. The \$60 fee will be deducted from your refund.

Drops, adds, and withdrawals

Drops, adds, and withdrawals from courses cannot be accepted over the phone. You must come in person to the Division of Graduate Studies to change or withdraw from a course. All withdrawals must be in writing.

Student failure to attend classes is not notification of withdrawal.

A refund of undergraduate and graduate student course fees will be made only in response to a written request for withdrawal from a course. If you wish to withdraw, immediately notify, in writing, the Division of Graduate Studies.

Cancellation of courses

The university retains the right to change any course schedules and/or staff, and to cancel any course.

Application for graduation deadlines

For January – apply by October 1

For May – apply by December 1

For August – apply by February 1