

UNDERGRADUATE

Summer 2009 Registration Information

Calendar

March 21, 2009	Registration begins
May 25, 2009	No classes
June 1, 2009	First Summer Session begins
July 2, 2009	First Summer Session ends
July 6, 2009	Second Summer Session begins
July 4, 2009	No classes
August 7, 2009	Second Summer Session ends
August 10, 2009	Third Summer Session begins
August 28 2009	Third Summer Session ends

Table of Contents

New Student Information	Page 1
Registration Information	Page 2
Course Numbers and Class Locations	Page 3
Course Schedule Codes	Page 3
Undergraduate Registration Form	Page 4
Credit Card Form	Page 5
Immunization Form	Page 5

Registration • Tuition

Target what interests you. Consider WestConn's degree programs, then check the summer 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.

Jot down questions you may have. For instance, some of the most frequently-asked questions are:

I've never been to college. What if I'm not sure what degree program I want? The answer may be to take some basic courses that look interesting to you before committing to a major.

How do I know if the college I regularly attend will accept the credits I earn at WestConn during the summer? A call to the registrar where you are matriculated should answer this; however, the great majority of colleges and universities will accept these credits.

Other questions? Call the Registrar's Office at (203) 837-9200. Whatever your situation, we'll get you started and help you keep going forward to achieve your educational goals.

Fill out the registration form (undergraduate) found on page 4.

Students from other universities must meet all appropriate WCSU criteria • must present notice of student in good standing from his/her university • must apply to WCSU Registrar for forwarding of official transcripts to his/her university.

Registration can be done via fax, mail or **in person** in the Registrar's Office, Old Main Building, First Floor 181 White Street, Danbury, CT 06810.

Hours are:

Monday - Friday

8 a.m - 4:30 p.m.

Telephone: (203) 837-9200

TOLL FREE at 1-877-837-WCSU

Payment: must be presented at registration

Check

Money Order

MasterCard • Visa • Discover Cards accepted.

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

Mail registration begins March 21, 2009.

Mail or fax registrations will be accepted until one week prior to the beginning of class, based on availability at the time the Registrar's office attempts registration. 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:

Office of the Registrar
First Floor, Old Main Building
Western Connecticut State University
181 White Street, Danbury, CT 06810

Registrations must be post marked a week before each summer session.

In-Person registration begins March 21, 2009.

Office of the Registrar
First Floor, Old Main Building
Monday -Friday
8 a.m. - 4:30 p.m.
(203) 837-9200 or toll free at 1 877-837-WCSU

Fax registration – (203) 837-9049

Submit the completed registration and signed credit card authorization form provided in the spring bulletin. Undergraduate students from other universities must submit, along with their registration, permission or approval from their university to take courses at Western Connecticut State University. The fax number is (203) 837-9049. Note: Registration for composition, foreign language, mathematics, computer science, upper level business courses, and courses with mathematics prerequisites will not be accepted without proof that all prerequisites have been met.

Auditing students

Normal tuition and fees apply. Designate "Audit" in place of "semester hours" on registration form.

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.

Students from other universities

To register for courses at WCSU you will need a letter from your university's registrar stating that you are an undergraduate 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 and course prerequisites.

Web Registration

To register - 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 Registration Add/Drop Classes.
6. Select Summer 2008.

Open/Close system

Up-to-the minute information on available seats for summer 2008 sections is available to all students through WestConn's OPENCLOSE 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 (OpenClose) 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

In-state students: \$350 per semester hour
Out-of-state students: \$350 per semester hour
There is a \$60 non-refundable registration fee for the entire summer.

Online Course:

In-state students: \$360 per semester hour
Out-of-state students: \$385 per semester hour
There is a \$50 non-refundable registration fee per course

Payment

Check, money order, MasterCard, VISA and Discover cards are accepted. If you use a credit card, you may register by mail, in person, or on the web. 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 online 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

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 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 Registrar's Office in Old Main. All refunds take to 4 to 5 weeks to process. The \$60 registration 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 Office of the Registrar in Old Main 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 Office of the Registrar.

Cancellation of courses

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

International students

If you are not a U.S. citizen or already in possession of a green card (permanent resident status) you need to be cleared to take classes at WCSU by the Office of the Dean of Student Affairs the first semester you attend WCSU. The Office of the Dean of Student Affairs is located on the third floor of Old Main. The phone number is (203) 837-9700.

Placement tests

WCSU English and Mathematics Placement Testing

WCSU’s faculty has established placement testing to assist you in choosing the appropriate English composition and mathematics/computer science courses. You may not be able to register for mathematics, computer science, or English composition classes until you have completed this required testing. For information on times and dates, call the Admissions Office at (203) 837-9000.

Chemistry Department Testing Dates

Check the chemistry department Web site for dates and times of placement exams. Any student who intends to take CHE 110 or CHE 120 should take the chemistry placement test. This includes undergraduate students who are transferring to WestConn from other institutions as well as graduate students who want to take CHE 110 or CHE 120. Bring a calculator and pencils with erasers.

The test has 60 multiple choice questions which test three specific areas. Arithmetic and algebra; general chemistry knowledge and specific chemical knowledge. The minimum score required to enter CHE 110 is 37. The minimum score to enter CHE 120 is 35. Students who score below the minimum take CHE 100, Concepts of Chemistry, before CHE 110 or CHE 120.

Take the math placement test before taking the chemistry placement exam. Both test scores are needed to advise the students.

To register for the test or to get more information call the chemistry department at (203) 837-8669 or Dr. Paula Secondo (203) 837-8995 at least 24 hours before the test date.

Student ID (203) 837-9311

The university’s student identification card is required.

With it you may:

- Access university facilities • Attend events
- Borrow library books • Have use of 24-hour computer labs
- Shuttle bus service • and more, upon presentation of the card.

To receive your ID card,

Go to the Division of Public Safety, ID and Parking Permit Office in Old Main – lower level, weekdays, 8 a.m. to 4 p.m. and present a valid driver’s license or photo ID.

Lost or stolen ID cards

Replaced with \$15 fee.

Broken cards

Replaced no-charge if pieces are presented.

Student parking (203) 837-9311

Parking permits are required or risk a ticket and/or a tow.

No parking in

Building Spaces • Fire Lanes

Be familiar with parking rules and regulations

- Available with your permit.
- Available at the Parking Permit Office in Old Main – lower level
- No charge for first permit.
- \$10 fee for replacement of lost or stolen permits.
- For more information, call (203) 837-9311 or 9319.

Change of address

- Notify the Registrar’s Office in writing including:
- Your social security number
- Both the old and new address and/or name.

Housing (203) 837-8531

Housing may be available for full-time matriculated students. Call (203) 837-8531 for more information, or visit us at www.wcsu.edu/housing.

Course numbers • Location of Classes • Codes for Course Schedule

Course Numbers

- 100 - Introductory one- and two-semester college courses. Open to freshmen.
- 200 - Courses with specific prerequisites or requiring particular class standing in a given major.
- 300 - Advanced courses in major fields. Generally open to junior or senior majors.
- 400 - Advanced courses in major fields. Generally open to senior undergraduates. Also acceptable for graduate credit.

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
- WF Waterbury campus, Founders Hall
- 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
- U Represents Sunday
- S Represents Saturday

Credit Card Authorization

Clip and mail with registration form or bring with you for "in-person" registration. Print full name as it appears on credit card.

First Name: _____ Last Name: _____

Day Phone # _____ Evening Phone # _____

hereby authorizes Western Connecticut State University to charge university expenses for:

Full Name: _____

First

Middle Initial

Last

Social Security Number: _____ - _____ - _____

Charge to my credit card account (check one.): Master Card VISA Discover

Number on card _____ - _____ - _____ - _____ Exp. Date: ____/____ Zip Code*: _____

of billing address. *Zip code of billing address is required by credit company for processing. Your credit card/registration will not be processed without it.

Authorized signature: _____ Date: _____

For Office Use Only: Tuition & fees: _____ Credits: _____ Session: _____

Other: _____

IMPORTANT HEALTH NOTICE

Measles/Rubella Legislation

Connecticut Public Act #90 mandates the immunization of all public college/ university students against measles and rubella (German measles). If you were born after 12/31/56, you must present proof of immunity.

Measles:

The law requires two doses of measles vaccine with these guidelines:

1. Serological evidence of immunity, or
2. Immunization with LIVE measles vaccine administered
 - a) First dose on or after 12 months of age and given in or after 1969
 - b) Second dose given on or after 1/1/80

Mumps:

1. History of having had mumps, or
2. Immunization with live mumps vaccine on or after 12/28/67

Rubella (German Measles):

1. Immunization with rubella vaccine on or after 6/9/67
2. Immune by rubella antibody titre and list titre value and date

HISTORY OF HAVING HAD RUBELLA DISEASE IS NOT ACCEPTABLE DOCUMENTATION OF IMMUNITY.

If you have any questions about the requirement, please call our Health Services Office at (203) 837-8594.

Note: A form is provided here for your physician to complete. No registration can be accepted until this requirement has been met.

IMMUNIZATION HISTORY

(Must be completed by a physician)

Name: _____

Birth Date: _____

Social Security # _____ - _____ - _____

Matriculated _____ Non-Matriculated _____

Male Female

RECORD OF IMMUNIZATION

	Month	Day	Year
I. Measles - 1st shot	_____	_____	_____
(After age 1 and given in or after 1969)			
Measles - 2nd shot	_____	_____	_____
(After 1980)			
Rubella (German Measles)	_____	_____	_____

II. OR LABORATORY VERIFICATION (BLOOD TITRES)

	Date	Results
Measles	_____	_____
Rubella (German Measles)	_____	_____

Physician's Signature _____ Date _____