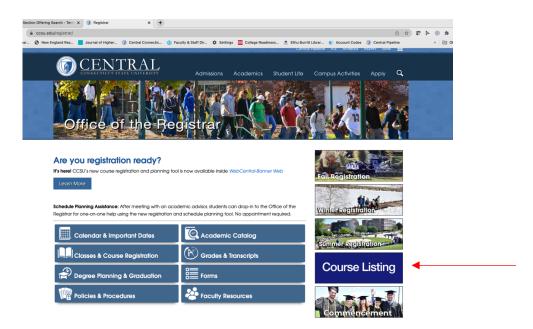
CCSU On-Campus Dual Enrollment Registration Process

Course Selection:

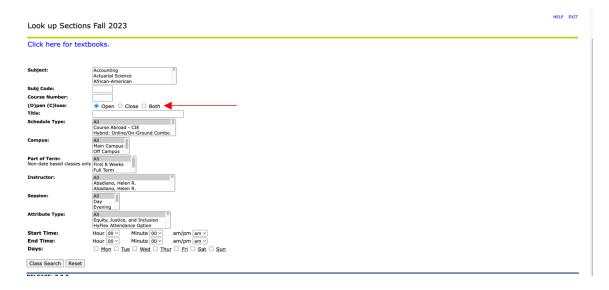
Begin by clicking on: https://ssb-prod.ec.ccsu.edu/PROD/byskcsob.P_TermSel. This link can also be found on the Registrar's main web page (https://www.ccsu.edu/registrar/) by selecting the "Course Listing" tab on the right-hand side.



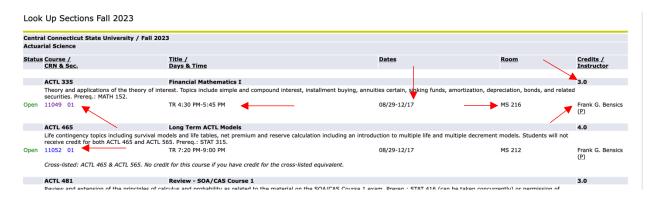
• Select which term you are looking for (e.g. Fall 23)



- This allows you search all courses for the specific semester you are looking to register students for
- Click Submit



- "Subject" is the easiest way to search for courses --- you can scroll through the various subjects and select more than one subject by clicking (shift+Command)
- Make Sure to Choose "open" in the "(o)open (c)close" section so that you will only see courses that still have seats available
- "Schedule Type" allows you to see any courses that are offered through different modalities (e.g. hybrid, on ground only, remote only)
- "Part of Term" helps you search for courses that are offered during the full 16-week term or 8
 week terms
- "Instructor" allows you to search by a specific instructor
- "Session" allows you to search by all, day, or evening
- "Start Time and End Time" allows you to search by courses that are offered only during certain days and times
- Once you have added your filters, Click "search course" and you will get a listing of the available courses



Once here you can see what courses are open, the days and times they are offered, the CRN and course section, the dates the course runs, the classroom location, name of the professor who will be teaching the course, and how many credits the course is (NOTE: M=Monday only; T=Tuesday only; W=Wed only; MW=Mon & Wed; R=Thursday only; TR=Tue & Thur; F=Friday; S=Sat)

- The CRN is the number (see above e.g. 11049 and 11052) and the section follows (sec 01). This
 information along with the day and time will be needed when filling out the registration form
 (box for CRN and Section).
- If you click on the CRN & Sec (see e.g above 11049) it can give you the individual listing.



• If you click on the name of the course from this page, it will give you how many seats total are available and how many remain. This may be helpful if you want to register more than one student in the same course (see below)



It will also tell you whether any prerequisites are required

Registration Process:

- Registration forms are submitted via email directly to Barbara Zalot (<u>zalot@ccsu.edu</u>) in the Registrar's Office (860-832-2240)
- Registration Deadlines:
 - Fall Course Registration Forms are due on or before April 30th. *Registration will be processed anytime between July 15th-30th
 - Spring Course Registration Forms are due on or before November 15th; *Registration will be processed between Dec 1st-15th

- Once students are registered, the counselor will receive an email with the student's registration confirmation and their banner ID
- Students will need to get their banner ID's to set up their blue net accounts and CCSU emails. It is important that students complete this process in order to receive course information from their instructor
- Students will also receive this information to the email account they gave on the registration form. IT IS IMPORTANT THAT THEIR EMIALS BE LEGIBLE so they can receive the information.
 Please make sure to encourage students to check their emails regularly during the registration time to ensure they are receiving all the information they need
- Once registered, students may receive a Bill via email PLEASE TELL STUDENTS and PARENTS TO DISREGARD! Waivers are processed at the same time but students may get a bill before the waiver is processed.
- Registration forms must be COMPLETE. All information including social security and SASID's are necessary. We may not be able to register students if forms are not complete
- Please be sure to include a 1st and 2nd choice for courses on the registration form in the event that classes fill before they can be registered