

REGISTRATION

After course placement has been determined and meeting with a Guided Pathways Advisor, registration can be processed within the online portal: myctstate.edu (<https://myctstate.edu>). Alternatively, registration can be completed in person at the at any CT State One Stop Enrollment Services Center with a Registration Form. The Registration webpage (<https://ctstate.edu/admissions-registration/register-for-classes>) contains detailed, step-by-step instructions for course enrollment online, both online and in-person.

Course Waitlist

Some courses, when full, offer the option for students to add themselves to a course waitlist. Students on the Waitlist must satisfy all course pre-requisites and be eligible to register in order. When a seat becomes available, the first student on the waitlist will receive a notification email about the open seat which describes the process to register for the course. Students have 48 hours from the time of notification to register for the course. If they do not register within this 48 hour period, they will be removed from the waitlist, and the next student in line will be given the opportunity to register for the course. If a student misses the deadline, but is still interested, they must re-add themselves to the waitlist (if space is available). Once added, a student's registration status for that course will now be "waitlisted." Questions can be emailed to CTState-Waitlisthelp@ctstate.edu.

The waitlist is dissolved at noon on the day before the semester begins. At that time, any students who were not offered a seat are removed from the waitlist and should explore other available courses. After the waitlist is dissolved, any newly available seats will be offered on a first-come, first-served basis.

Cross-Registration Privilege

A cross-registration privilege exists for students who register for fall or spring credit courses at multiple colleges within the Connecticut state system of higher education. A student who has proof of payment for the maximum full-time tuition at their home institution is exempt from further charges at a state university, the University of Connecticut, or CT State. A student who has paid the tuition and fees of a part-time student at their home institution and registers for additional courses at another college shall not exceed the amount charged for a full-time student if the student's combined registration at both institutions would classify them as a full-time student. This exchange privilege is offered on a space-available basis only to degree or certificate-seeking students. Changes to registration may result in changes to your cross-registration privilege. CT State students can register any time during in-person registration. Students who are not CT State students need to wait until the first day of classes to apply for this privilege. All students interested in this special cross-registration plan should contact at any CT State One Stop Enrollment Services Center. You will need to give a copy of your higher education institution's paid bill to your CT State home campus Business Office for processing. If you are a financial aid recipient and you are attending another higher education institution at the same time, please see your home campus Financial Aid Office.