

## Congratulations on your acceptance to Southern Connecticut State University!

This sheet provides you with information and resources to assist you as you continue your collegiate journey at Southern. For more detailed information, please use the numbers listed at right to contact a specific office/resource.

### Finalize Your Admission

ACCEPT THE OFFER OF ADMISSION

### Finance Your Education

COSTS • FINANCIAL AID • PAYMENT DEADLINES

### Plan Your Academic Future

ORIENTATION • ADVISEMENT AND REGISTRATION

### Get and Stay Connected

MySCSU • WEB SERVICES • SCSU EMAIL ACCOUNT

### Join the Southern Community

HOUSING • HEALTH INFO • RULES TO LIVE BY

### SOUTHERN ALERT

**SouthernAlert** is Southern Connecticut State University's emergency notification system, conveying important information to the campus community in the event of an emergency event, criminal activity, weather-related closing/delay/early dismissal, or other potentially hazardous situations. This system is designed to provide concise and timely notifications via text messaging, voice mail, and email. SouthernAlert may be used in conjunction with other, more traditional means of communication. For more information, visit [SouthernCT.edu/southernalert](http://SouthernCT.edu/southernalert).

### ACCESS SERVICES TO THE DISABILITY RESOURCE CENTER (DRC)

If you believe you are eligible for support from the Disability Resource Center, call (203) 392-6828 to set up an intake appointment. For more information, including documentation guidelines, please visit [SouthernCT.edu/drc](http://SouthernCT.edu/drc).



Southern Connecticut  
State University

SCHOOL OF GRADUATE  
AND PROFESSIONAL STUDIES

[SouthernCT.edu/grad](http://SouthernCT.edu/grad)

### IMPORTANT PHONE NUMBERS

#### Barnes & Noble Bookstore

Adanti Student Center  
(203) 392-5270

#### Office of Career Services & Professional Development

Buley Library 328  
(203) 392-8967

#### Dean of Student Affairs

Engleman Hall A 106  
(203) 392-5556

#### Disability Resource Center

Engleman Hall C 105  
(203) 392-6828

#### Financial Aid and Scholarships

Wintergreen Building 117  
(203) 392-5222

#### Health Services

Granoff Hall  
(203) 392-6300

#### Multicultural Affairs

Adanti Student Center 234 A  
(203) 392-5888

#### Office of Diversity and Equity

Buley Library 204  
(203) 392-5491

#### Office of Student Involvement and Leadership Development

Adanti Student Center 213  
(203) 392-5782

#### Residence Life

Schwartz Hall  
(203) 392-5870

#### SAGE (Sexuality and Gender Equality) Center

(203) 392-8989  
Adanti Student Center 324

#### School of Graduate and Professional Studies

Buley Library 444-448  
(203) 392-5240  
Wintergreen Building 105  
(203) 392-9760

#### Southern Telephone Operator

(203) 392-5200

#### Student Accounts Office

Wintergreen Building  
(203) 392-6140

#### Student Financial Literacy & Advising

Wintergreen Building 108 E  
(203) 392-8862

#### Technology Help Desk

Buley Library, main floor  
(203) 392-5123

#### University Police

(203) 392-5375  
The Uniform Campus Crime and Safety Report can be accessed at [SouthernCT.edu/universitypolice/campuscrimereport](http://SouthernCT.edu/universitypolice/campuscrimereport)

#### Veterans Affairs

Engleman Hall A 014  
(203) 392-6822

AS YOU COMPLETE EACH STEP, KEEP THIS RECORD BY CHECKING THE BOX AND FILLING IN THE DATE

**1 Accept Admission**  
All admitted students must accept their offer of admission to the university.  
☐ DATE COMPLETED \_\_\_\_\_

**2 Login to Your SCSU Email Account**  
Your username is your full email address and your password is initially set as "SCSU!" (must be all caps) plus your six-digit birthdate (MMDDYY). For example, if your birthday is March 4, 1980 then you would enter SCSU!030480 as your password. Once you have signed in, you will be prompted to enter personal verification information that can be used to reset your password.  
☐ DATE COMPLETED \_\_\_\_\_

**3 Contact Your Program Coordinator**  
The program coordinator for the program you are pursuing will be your point of contact for program advisement and course selection.  
☐ DATE COMPLETED \_\_\_\_\_

**4 Register for Courses**

- Log into your MYSCSU
- Select Banner Web
- Go to the Student Tab
- Click Registration
- Select the Term
- Click on Add/Drop/Withdrawal from Classes
- If you know the Course Reference Number (CRN) of the classes, you may enter it directly on the worksheet. You may also use the Class Search feature to find the classes and add it to the worksheet.
- After all classes are added to the worksheet, click submit changes to complete registration.

☐ DATE COMPLETED \_\_\_\_\_

**5 Submit the Required Health Information**  
The State of Connecticut requires that:  
1) all new full or part-time SCSU students who were born after December 31, 1956 provide proof of all required immunization against Measles (Rubeola), Mumps and German Measles (Rubells), Varicella and that 2) all students who live on campus provide proof of immunization against Meningitis within 5 years of enrollment. Documentation can be sent directly to the Health and Wellness Center at [SouthernCT.edu/health-services](http://SouthernCT.edu/health-services)  
☐ DATE COMPLETED \_\_\_\_\_

**6 Get Your Parking Permit**  
All vehicles operated or parked on campus at any time must properly display an SCSU parking decal. Vehicle owners and operators must register their vehicles and obtain a parking pass at the [University Police Department](#).  
☐ DATE COMPLETED \_\_\_\_\_

**7 Get Your Hoot Loot Card**  
To get your SCSU Hoot Loot ID Card, visit the [University Card Office](#) in the Wintergreen Building. You will need a photo ID and proof of current enrollment (for students) or proof of employment (a letter from your on-campus supervisor for employees). Hats and sunglasses are prohibited in the photo IDs.  
☐ DATE COMPLETED \_\_\_\_\_

**8 Inside Southern**  
You may also visit the Inside Southern webpage at [SouthernCT.edu/inside-southern](http://SouthernCT.edu/inside-southern). It lists an abundance of resources to help guide you throughout your graduate student experience.  
☐ DATE COMPLETED \_\_\_\_\_