



## CGA/CONN COLLEGE EXCHANGE PROGRAM INFORMATION & INSTRUCTIONS FOR CADETS

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The Coast Guard Academy/Connecticut College Exchange Program allows both CGA and Conn students to take classes at each other's institutions. The Conn College Exchange Program is normally limited to 1/c or 2/c cadets who have demonstrated strong academic achievement with all graduation requirements on track and have displayed good military performance. Classes are normally taken as free electives, but can count as a Major requirement by submitting a memo via your Advisor and approved by your School's Dean with a copy given to the Registrar's Office. Only one Conn class per semester is allowed.

The registration process can begin as early as October for the spring semester and March for the fall semester. Until instructed otherwise all communication with Connecticut College will be done through the CGA Registrar's Office. **Do not reach out to instructors prior to approval of enrollment.** Final approval to enroll in a Conn College class lies with the instructor and is based on seats available on the first day of the class. Cadets cannot preregister for any Conn class. Since there is no guarantee you will be accepted into the class prior to the first day of the Conn College semester, you must be registered for a full CGA Academic Course Load. You must attend all your CGA classes until you are officially enrolled into the Conn Class and have submitted the proper forms to the CGA Registrar. At this point, you will be allowed to drop one of your CGA classes.

To register for a Connecticut College Class please follow the instructions below:

1. **Register for a full CGA Academic Course Load** – A full CGA Academic Course Load is between 15 and 19 credit hours (not counting HPE). If you are not scheduled for a full CGA Academic Course Load, please talk to your Academic Advisor and add a CGA course to your schedule. It is recommended that during CGA Registration to add the generic Conn Class to your Plan of Study. This alerts the Registrar that you are interested in taking a Conn Class.
2. **Find a Conn College class** –The Conn College class schedule and descriptions of courses can be found at: <https://www.conncoll.edu/academics/registrar/course-information-and-schedules/>. When looking at potential classes, find a Conn class that fits into your CGA schedule. If needed, see your advisor to try and adjust your CGA schedule to accommodate the Conn class. Pay attention to enrollment limits. "Cap" on the Conn website is the maximum enrollment; "Act" is the current number of students enrolled; and "Rem" is the number of seats remaining. Conn College instructors generally aren't allowed to go over their maximum enrollments. If you are interested in a language class, please be aware that Conn College schedules them as a series. 101 is offered fall only. 102 is offered spring only. They must be taken in sequential order.
3. **Complete the Conn College Class Enrollment Request Form (see below)** – The form must be endorsed by your Academic Advisor and Company Officer. Return the completed form to the CGA Registrar's Office by the end of CAP/MAP week.

- If you have questions on prerequisites or placement into advance courses, contact the CGA Registrar.
- If you do not want to drop one of your CGA courses and stay in an Overload status, you must submit an Overload Memo via your Advisor and approved by your Department Head. The memo can be found on the CGAPortal Registrar's page.
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- **WITHDRAWING** from a Connecticut College class: You are required to carry a full Academic Load. In most situations, you cannot withdraw from any class including a Conn College class. However, if the Conn College class is an Overload, you may be able to withdraw. You must follow both Connecticut College and CGA procedures for a withdrawal and meet all deadlines. Please check with the CGA Registrar Office and your instructor before you stop attending a Conn College class.
- Conn College and CGA academic schedules are different: different start dates, holidays, day switches, finals schedules, and due dates for grades. You are responsible to address these differences with your Conn College Instructor. You must also inform/remind your Conn College instructor that your grade is due to the Conn College Registrar by the CGA grade deadline. This is generally several weeks earlier than Conn's deadline.
- The first day of Conn College classes can be found on their Academic Calendar.
- If you are trying to registrar for Conn College Ballroom Dance class, the process is the same. This course is generally on Monday evenings from 2000-2100. There is a fee for the course. This course may count toward your CGA 1/c HPE Requirements.
- If there is a fee associated with a course (such as Ballroom Dance), you must pay the fee at the Connecticut College Bursar's Office located in the Nichols House near the Williams School parking lot the first week of classes. They prefer checks, but will accept cash. They will not take credit cards.

### Attachments:

- *"Connecticut College Class Enrollment Request Form"*



## CONNECTICUT COLLEGE CLASS ENROLLMENT REQUEST FORM

The Conn College Exchange Program is normally limited to 1/c or 2/c cadets who have demonstrated strong academic achievement with all graduation requirements on track and have displayed good military performance. The registration process for a Conn College class starts during CAP/MAP week after the CGA schedule has been published. Detailed instructions on registering for Conn College class can be found on the CGA Registrar's web site under forms: "Connecticut College Exchange Program."

Cadets wishing to enroll in a Conn College class **must be enrolled in a Full CGA Academic Course Load**. Final approval to enroll in a Conn College class lies with the instructor and is primarily based on seats available on the first day of the class. There is no guarantee you will be accepted into the class; therefore, you must be registered for a Full CGA Academic Course Load. You must attend all your CGA courses until you are officially enrolled, and you have submitted all forms to the CGA Registrar.

This form is due to the CGA Registrar NLT the last day of CAP/MAP week.

### CADET INFORMATION

CODE: \_\_\_\_\_ NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

MAJOR: \_\_\_\_\_ TGPA : \_\_\_\_\_ CGPA: \_\_\_\_\_

**CONN COLLEGE COURSE INFORMATION** – 1<sup>st</sup> choice only – Conn College Schedule can be found at:  
<https://www.conncoll.edu/academics/registrar/course-information-and-schedules/>.

Semester (check one): Fall ☐ Spring ☐

CRN: \_\_\_\_\_ SUB: \_\_\_\_\_ CRS: \_\_\_\_\_ SEC: \_\_\_\_\_ Credit: \_\_\_\_\_

Title \_\_\_\_\_

Course Meeting Time (Days and Time) \_\_\_\_\_

### **CGA COURSE To Drop if accepted into the Conn College Course**

Course Number: \_\_\_\_\_ Title \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RECOMMENDATION OF ADVISOR**

\_\_\_\_\_  
\_\_\_\_\_  
Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RECOMMENDATION OF COMPANY OFFICER**

\_\_\_\_\_  
\_\_\_\_\_  
Company Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_