

Special Credit Registry: COSC-Reviewed Courses

Special credit registry is a single deposit of credits from a noncollegiate program reviewed by the Connecticut Credit Assessment Program (CCAP) under the auspices of Charter Oak State College (COSC). Students may use this registry to deposit credits from **one** COSC-reviewed program into their registry. Students wishing to deposit credits from **multiple** COSC-reviewed programs would use the unlimited general credit banking process. A complete list of CCAP-reviewed programs is available from the registrar's office.

As with the general credit registry, participants may use credits accumulated through this process to meet continuing education, professional certification or degree requirements at other institutions. In effect, the special credit registry provides affordable access to the credit recommendations from one institution. Special Credit Registry is specifically for individuals **NOT** planning to earn a degree at Charter Oak State College. Students enrolled at Charter Oak do not need to use the credit registry to receive credits for a noncollegiate review. They simply forward official documents to the College for evaluation.

Participants using special credit registry must complete a special credit registry application. Upon receipt of the application and payment of the special credit registry fee, participants are authorized to deposit the credits from **one** COSC-reviewed program into their credit registry at Charter Oak for twelve months. Once credit has been deposited into an account, one transcript is generated and sent to either the student or to a location identified by the student in a written request. Students may request additional transcripts of their credit accumulations whenever necessary. All Charter Oak regulations regarding the release of transcripts pertain.

Within 12 months of establishing a special credit registry application, a participant may change to a general credit registry by paying the difference in fees between the two services. The effective date for start of service for the general credit registry option becomes the date of receipt of the special credit registry application. The general credit registry fee would then cover the balance of the initial credit registry period only. Participants considering this option should speak with the registrar to determine the best service option.

IMPORTANT: If a participant in the credit registry decides to enroll in Charter Oak subsequent to making deposits in the registry, the participant should be aware that credits transcribed under the credit registry option will be subject to evaluation in accordance with the policies of Charter Oak State College. All degree requirements in effect at the time of enrollment must be satisfied. For more information www.cosc.edu.

Steps for Special Credit Registry

1. Complete the application (please complete the section **SOURCE OF CREDITS to be Placed on Transcript**) and submit \$128.00. For this non-refundable fee, credits from one COSC-reviewed institution will be placed on a transcript. Included in this fee is one regular transcript issued from COSC to any person or organization designated by the applicant in writing. If the applicant makes no specific request, a sealed copy of the official transcript will be mailed to the applicant.
2. You **must** arrange for transcript of your completed program to be sent **directly** from the Children's Institute or another CCAP reviewed program to the Registrar's Office at Charter Oak State College.
3. If you wish to add more credits after the first year, you must pay a fee to reactivate the registry.
4. When you want any additional transcripts (after the initial transcript) sent from Charter Oak to another institution, make your request in writing and submit the appropriate fee for each official transcript.
5. Charter Oak State College is regionally accredited by the New England Association of Schools & Colleges. The Charter Oak State College transcript will show your CCAP reviewed program as the source of the credits. If you are planning to apply these credits to a degree at another institution, you should verify that credits accumulated in the registry will be transferable.
6. Applications, transcripts and other correspondence should be sent to:

Charter Oak State College
Credit Registry
55 Paul J. Manafort Drive
New Britain, CT 06053
(860) 515-3823

If a participant in the credit registry intends to transfer these credits to another college, it is the participant's responsibility to ensure that the receiving institution's academic policy will allow for the transfer of such credit.