

## 11-12 Grad/Employee Requirements



Graduate students and Consortium member employees must satisfy eligibility requirements to cross-register at member institutions. Be sure to review these requirements outlined below. When in doubt, check with your registrar. *Employees should check with their HR departments also.*

### **Capital Community College**

2<sup>nd</sup> Floor  
950 Main Street  
Hartford CT 06103  
860-906-5125  
CONTACT: Patrick Tucker

### **Central CT State University**

Davidson Hall, Room 117  
1615 Stanley Street  
New Britain CT 06051  
860-832-2242  
CONTACT: Matthew Bielewa

### **Charter Oak State College**

55 Paul Manafort Drive  
New Britain CT 06051  
860-832-3820  
CONTACT: Jennifer Washington

### **Goodwin College**

754 Burnside Avenue  
East Hartford CT 06108  
860-528-4111  
CONTACT: Judy Zimmerman

### **Hartford Seminary**

77 Sherman Street  
Hartford CT 06105  
860-509-9511  
CONTACT: Karen Rollins

### **Rensselaer at Hartford**

275 Windsor Street  
Hartford CT 06120  
860-548-2423  
CONTACT: Doris Matsikas

### **St. Joseph College**

McDonough Hall, 1<sup>st</sup> Fl  
1678 Asylum Avenue  
West Hartford CT 06117  
860-231-5311  
CONTACT: Lauri Brennan

### **St. Thomas Seminary**

467 Bloomfield Avenue  
Bloomfield CT 06002  
860-242-5573  
CONTACT: Sandra Moore

### **Trinity College**

Trinity Commons, Rm 139  
240 New Britain Avenue  
Hartford CT 06106  
860-297-2119  
CONTACT: Linda Gilbert

### **University of CT-Greater Hartford Campus**

85 Lawler Road  
West Hartford CT 06117  
860-570-9054  
CONTACT: Barbara Ricketts

### **University of Hartford**

Computer Center, 2<sup>nd</sup> Fl  
200 Bloomfield Avenue  
West Hartford CT 06117  
860-768-4557  
CONTACT: Sandra Stevens

## 11-12 Grad/Employee Requirements

### GENERAL GUIDELINES FOR GRADUATE STUDENTS

- Qualified full- and part-time graduate students from Consortium institutions are eligible for cross-registration. *University of Hartford does not permit part-time graduate students to cross-register.*
- Graduate students may enroll in 3 courses per academic year (*2 at University of Hartford*).
- All tuition and course fees are the responsibility of the student. In order to protect financial aid, check with the registrar and financial aid office at your home school about your status.
- Students must submit forms in person, and not electronically, to both their home and host school registrar's office.
- The academic calendars vary at the different Consortium schools, and it is the responsibility of the student to become familiar with the host school calendar, vacation periods, and the last day to withdraw from a course without penalty.
- When withdrawing from a course, a student must notify both home and host school.

### GENERAL GUIDELINES FOR CONSORTIUM MEMBER EMPLOYEES

- Full-time employees of private Consortium institutions, Capital, Charter Oak and affiliates are eligible.
- Charter Oak State College permits *a maximum of 5 students* from other Consortium members in COSC courses (includes undergrad, grad and employee).
- NOTE: CCSU and UConn-GHC do not participate and do not accept employees from other institutions.
- Employees may enroll in up to 3 courses per calendar year, one per fall, spring and summer or winter terms.
- All fees other than tuition are your responsibility (e.g., labs, books).
- You must obtain the signature of a representative from your employer's Human Resources Department.
- Employees must submit forms to the host school registrar's office for final approval.
- Employees must wait until the first week of classes to determine if space is available in the requested course.
- Employees do not need to be in a degree-seeking program to enroll in courses.
- The academic calendars vary at the different Consortium schools and it your responsibility to become familiar with the host school calendar, vacation periods, and the last day to withdraw from a course without penalty.
- When withdrawing from a course, you must notify both home and host school.