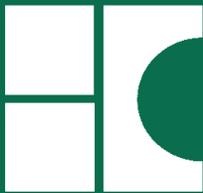




Cross Registration Handbook

Graduate Students & Employees

Goodwin University
Hartford Seminary
Trinity College
University of Saint Joseph
University of Hartford



HARTFORD
CONSORTIUM
FOR HIGHER
EDUCATION

Empowering and Investing Connecticut's students for college, for leadership, for life.

Welcome to the Cross-Registration Program sponsored by the member colleges, universities and seminaries of the Hartford Consortium for Higher Education.

By participating in this program, you have the opportunity to expand your learning experience, learn about other institutions of higher education in our region and maximize your personal educational goals. To take full advantage of the program and to satisfy all requirements for registration and participation, it is very important that you read this brochure carefully.

If you have any questions, please contact your home school's registrar's office or the HCHE office. See the contact list on the following page.



School	Registrar	Contact Information
<p>Central Connecticut State University 1615 Stanley St. New Britain, CT 06050</p>	<p>Associate Registrar: Matthew Bielawa Willard-Diloreto Hall Room D-202</p>	<p>860-832-2242 bielawam@ccsu.edu Forms may be processed in person or via email to this address.</p>
<p>Goodwin University 1 Riverside Drive East Hartford, CT 06118</p>	<p>Assistant Registrar: Rexhina Jonuzi</p>	<p>860-913-2001 rjonuzi@goodwin.edu</p>
<p>Trinity College 300 Summit St. Hartford, CT 06106</p>	<p>Assistant Registrar: Lindsay Reid Trinity Commons Room 139</p>	<p>860-297-2122 lindsay.reid@trincoll.edu Forms may be processed in person or via email to this address.</p>
<p>UConn – Hartford 10 Prospect St. Hartford, CT 06103</p>	<p>Assistant Registrar: Nicole Ariyavatkul Assistant Registrar: Thelma Morris Office of Student Services</p>	<p>959-200-3833 nicole.ariyavatkul@uconn.edu thelma.morris@uconn.edu</p>
<p>University of Hartford 200 Bloomfield Ave. West Hartford, CT 06117</p>	<p>Registrar Administrator: Sandra Stevens Room C217</p>	<p>860-768-4557 sstevens@hartford.edu Forms processed by email to this address.</p>
<p>University of Saint Joseph 1678 Asylum Ave. West Hartford, CT 06117</p>	<p>Registrar: Angela Anderson McDonough Hall 110</p>	<p>860-231-5311 acanderson@usj.edu Forms may be processed in person or via email to this address.</p>
<p>Hartford Consortium for Higher Education 349 Main St. East Hartford, CT 06118</p>	<p>Executive Director: Gregory Haddad Program Assistant: Jennifer Marvin</p>	<p>860-929-3009 admin@hartfordconsortium.org</p>

Overview by College/University:

Capital Community College

Employee participation: 4 courses per academic year, 2 per term

Semesters: fall and spring

CCC students may only Cross Register for 1st and 2nd year courses at other HCHE Institutions

Online courses are offered at Capital Community College

Central Connecticut State University:

CCSU does not offer Cross Registration to Graduate students or Employees

Goodwin University:

Graduate and Employee Participation

Semesters: fall, spring, summer

Full and Part-time students, Full time employees

Online courses are offered at Goodwin University

Trinity College:

Graduate and Employee participation: 4 courses per academic year, 2 per term

Semesters: fall and spring

Full and Part-time students, Full time employees

Online courses are not offered at the Trinity College

UConn – Hartford:

UConn – Hartford does not offer Cross Registration to Graduate students or Employees

University of Hartford:

Graduate Student, Graduate Employee and Employee participation

Graduate Student: 1 course per academic year, fall or spring semester

Graduate Employee: (master level) 2 courses per academic year, fall, spring, summer, winter semester

Employee: 2 courses per calendar year, fall, spring, summer, winter semester

Online courses are not offered at the University of Hartford

University of Saint Joseph:

Graduate and Employee participation

Graduate Students: Must have program approval prior to request; 1 per term fall, spring, or summer

Employees: 1 course per term, fall, spring or summer semester

USJ students are limited in the number of lower division courses they may take.

Online courses are offered at the University of Saint Joseph

Registration Availability by Institution:

1. Students should check with their school's Registrar to verify eligible courses for Cross Registration. Each member institution has its own policies on eligible courses. Please review this handbook before beginning your course selection.
2. No tuition or registration fee is paid by the student or employee to the host college or university. Books, lab fees, films, music, or additional materials are entirely the student's responsibility. Check with your school's financial aid office if you have questions regarding aid eligibility.
3. Academic calendars vary at different HCHE member institutions. It is the sole responsibility of the student or employee to become familiar with the host school's calendar, vacation periods, and the last day to withdraw from a course without penalty.
4. When withdrawing from a course, students must notify both the home and host institution.
5. Credits and grades for courses taken through Cross Registration will appear on a student's transcript as institutional credit from the home school.
6. Graduate level and 500+ courses are limited by school. Please speak with the Office of the Registrar at the host school for confirmation. See directory on page 3.
7. Employees need to have their Supervisor and Human Resources department signatures on Cross Registration forms.

Open Dates for Cross Registration:

Cross Registration opens May 1st for the Fall semester, and December 1st for the Spring semester. Visit the Hartford Consortium for Higher Education website to download a registration request form or pick one up in your school registrar's office.

Graduate Students

Submitting Cross-Registration Requests:

- Select the course you wish to Cross Register.
- Check with your home school to make sure the course will be accepted for credit. If so, you obtain the cross-registration form from your home school download it from the Hartford Consortium for Higher Education website.
- Visit your faculty advisor to discuss your decision. If in agreement, your advisor must sign the form.
- Return the signed form to the Registrar at your home school for signature.
- If permission from the host school instructor is needed, you may obtain his or her phone number from the host school's registrar and schedule a visit or call.
- Finally, take the completed and signed cross-registration form to the host school's Registrar's Office for final submission and approval.
- You must repeat this process for each course for which you wish to Cross Register.
- Reminder: You must wait for Cross Registration to open (check with the host school's registrar's office)

Employee Cross-registration:

1. Full-time employees of all private HCHE institutions, HCHE employees, Capital Community College, Connecticut Public/CPTV/WNPR, TheaterWorks and listed affiliates are eligible to Cross Register at participating HCHE member institutions.

NOTE:

- Central Connecticut State University does not accept incoming or outgoing employees for cross-registration.
- Participating HCHE member institution employees and HCHE staff will not be charged for courses.
- All fees other than tuition are the employee's responsibility, including registration, labs, books, transportation, etc.
- There are tax implications for some graduate work. Employees are urged to check with the IRS to determine if they have a tax liability.
- Employees course allotment varies by school. Please refer to page four for details.
- Employees must obtain the signature of a representative from their Human Resources Department.
- Employees must submit forms to the host school's 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.
- Academic calendars vary at HCHE member institutions, and it is the employee's responsibility to be familiar with the host school's calendar, vacation periods, and final day to withdraw from a course without penalty.
- When withdrawing from a course, the host school must be notified.

Employee Submission Process:

1. Choose the course in which you wish to register.
2. Complete the Employee Cross Registration Form from the HCHE website
3. Request permission from faculty if necessary.
4. Have your supervisor and Human Resource Officer sign the form.
5. Submit form and any required fees and/or lab costs, etc. to the school's Office of the Registrar. See page 3 for a directory.

