



Cross Registration  
Handbook



## Undergraduate

Capital Community College  
Central Connecticut State University  
Goodwin University  
Hartford Seminary  
Trinity College  
University of Saint Joseph  
UConn – Hartford  
University of Hartford

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 Hartford Consortium for Higher Education office. See the contact list on the following page.



School	Registrar	Contact Information
Capital Community College 950 Main St. Hartford, CT 06103	Registrar: Argelio Marrero Room 207	860-906-5125 amarrero@capitalcc.edu
Central Connecticut State University 1615 Stanley St. New Britain, CT 06050	Associate Registrar: Matthew Bielawa Willard-Diloreto Hall Room D-202	860-832-2242 bielawam@ccsu.edu Forms may be processed in person or via email to this address.
Goodwin University 1 Riverside Drive East Hartford, CT 06118	Assistant Registrar: Rexhina Jonuzi	860-913-2001 rjonuzi@goodwin.edu
Trinity College 300 Summit St. Hartford, CT 06106	Assistant Registrar: Lindsay Reid Trinity Commons Room 139	860-297-2122 lindsay.reid@trincoll.edu Forms may be processed in person or via email to this address.
UConn – Hartford 10 Prospect St. Hartford, CT 06103	Assistant Registrar: Nicole Ariyavatkul Assistant Registrar: Thelma Morris Office of Student Services	959-200-3833 nicole.ariyavatkul@uconn.edu thelma.morris@uconn.edu All forms must be processed in person.
University of Hartford 200 Bloomfield Ave. West Hartford, CT 06117	Registrar Administrator: Sandra Stevens	860-768-4557 sstevens@hartford.edu Forms processed via email to this address.
University of Saint Joseph 1678 Asylum Ave. West Hartford, CT 06117	Registrar: Angela Anderson McDonough Hall 110	860-231-5311 acanderson@usj.edu Forms may be processed in person or via email to this address.
Hartford Consortium for Higher Education 349 Main St. East Hartford, CT 06118	Executive Director: Gregory Haddad Program Assistant: Jennifer Marvin	860-929-3009 admin@hartfordconsortium.org

## Guidelines for Undergraduates:

1. Each Hartford Consortium for Higher Education institution has its own policies on eligible courses. Please review the [Undergraduate Handbook](#) before beginning your course selection. Refer to page 6 to see an overview.
2. All full-time undergraduate students from participating Hartford Consortium for Higher Education member institutions are eligible to Cross Register
3. Undergraduate students may take 4 courses per academic year during the fall and spring semesters. Courses are offered 2 per term.
4. No tuition or registration fee is paid by the student 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.
5. Academic calendars vary at different HCHE member institutions. It is the sole responsibility of the student to become familiar with the host school's calendar, vacation periods, and the last day to withdraw from a course without penalty.
6. Student and Employees must submit forms as required by the host school's Office of Registrar's preference. Please refer to the directory on page 4 of this handbook.
7. If withdrawing from a course, students must notify both the home and host institution.
8. Online courses are acceptable for undergraduate enrollment at some schools. Check with individual member school's Registrar's Office for confirmation. See page 6.
9. It is not recommended that seniors anticipating spring graduation Cross Register during that last semester due to the lag time in transferring credits between institutions.
10. Credits and grades for courses taken through Cross Registration will appear on a student's transcript as institutional credit from the home school.
11. Graduate level and 500+ courses are limited by school. Please refer to the Graduate Student and Employees Handbook for more information.
12. Employees should refer to the Graduate Student and Employees Handbook available on the HCHE website at [hartfordconsortium.org](http://hartfordconsortium.org)

## Overview by College/University:

### **Capital Community College**

Undergraduate: 4 courses per academic year, 2 per term

Semesters: fall and spring

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

Online courses are offered at Capital Community College

### **Central Connecticut State University:**

Undergraduate: 4 courses per academic year, 2 per term

Semesters: fall and spring

Online courses are offered at Central Connecticut State University

### **Goodwin University:**

Undergraduate: 4 courses per academic year, 2 per term

Semesters: fall, spring, and summer

Full and Part-Time students, Full-time employees

Online courses are offered at Goodwin University

### **Trinity College:**

Undergraduate: 4 courses per academic year, 2 per term

Semesters: fall and spring

Full and Part-time students

Online courses are not offered at the Trinity College

### **UConn – Hartford:**

Undergraduate: 4 courses per academic year, 2 per term

Semesters: fall and spring

Online courses are offered for the Cross Registration Program

### **University of Hartford:**

Undergraduate: 4 courses per academic year, 2 per term

Semesters: fall and spring

Online courses are offered at the University of Hartford (instructor permission required)

Enrollment for Cross Registration is based on space availability, no overrides will be honored if the class is filled

### **University of Saint Joseph:**

Undergraduate: 4 courses per academic year, 2 per term

Semesters: fall and spring

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:

Some courses are restricted and not available for Cross Registration. Schools do reserve the right to limit the number of spaces for Cross Registration students in any course during any semester.

The following categories for courses are never eligible for cross-registration:

- Applied Music or Recitals
- CAPCON
- Capstone Senior
- Co-op
- Coordination Courses
- Field Practices, Field Study (except Education)
- Honors
- Independent Study
- Internships
- Review Courses (Sophomore & Junior No Credit)
- Senior Seminars (Except students teaching senior seminars)
- Senior Project
- Study Abroad courses (including Field Study)
- Thesis

**Capital Community College, Central Connecticut State University,**  
and **UCONN – Hartford** *limit their course selection to the following areas of study:*

- Classical and Modern Languages
- Environmental Studies
- International Studies
- Religious Studies
- Urban Studies
- Women’s Studies

**Capital Community College:** CCC students may only Cross Register for first- and second-year courses at other HCHE member institutions.

**Central Connecticut State University:** CCSU students may not Cross Register for more than 2 courses per spring or fall semester. ONLY the courses in the subject areas listed above are open to Cross Register.

**Goodwin University:** Goodwin University offers Cross Registration to Full and Part-time students.

**Hartford Seminary:** Hartford Seminary permits seniors from other member institutions to enroll in specific graduate course each semester, and no more than one per semester. Contact the Hartford Seminary Registrar’s Office for a list of available courses.

**University of Saint Joseph:** USJ Students are limited in the number of lower division courses they may take. Contact the Registrar’s Office before beginning the Cross Registration process.

**Trinity College:** Students who have earned 18 or more credits are not eligible to take courses at two-year institutions. Trinity’s Individualized Degree Program students may Cross Register must adhere to the guidelines. Students are not allowed to Cross Register for:

- A course that is currently offered at Trinity College.
- Any course outside of liberal arts.
- Community College courses once 18 credits have been earned.
- Online courses.

**University of Hartford:** UHART only accepts full-time students and does not permit students from other institutions to enroll in art, applied music or recital courses. If you wish to enroll in art or music, special permission from the University of Hartford Registrar and course instructor must be requested. Graduate level courses (500+) are only open to graduate student. Cross Registration for Nursing, Health Care, Medical Technology, Physical Therapy, Radiography, Respiratory Care is not permitted. Barney School of Business does not permit graduate courses to be taken. No tuition or registration fees are required, all other fees apply. Enrollment for Cross Registration is based upon space available; no overrides will be honored if the class is filled.

## Open Dates for Cross-registration:

Cross-registration opens May 1<sup>st</sup> for the Fall semester, and December 1<sup>st</sup> 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.

## Hartford Consortium for Higher Education Cross Registration Form

Students should review their Cross Registration plan with their faculty advisor, the home school Registrar's Office, and the host school Registrar's Office prior to submitting paperwork.

Students may enroll in up to 4 courses: 2 in the Fall semester and 2 in the Spring at participating Hartford Consortium for Higher Education schools. No more than 4 courses are allowed per year.

After conferring with your advisor and both schools Registrar's Office follow these simple instructions.

Instructions:

1. Complete all sections of the Undergraduate Cross Registration form. Use a separate form for each course request. The form can be found at [hartfordconsortium.org/programs/cross-registration](http://hartfordconsortium.org/programs/cross-registration) or through the link above.
2. Submit the form(s) to the Registrar's Office of you home college/university. Upon approval from the home institution, submit the signed form to the Registrar's Office at the host college/university for approval.
3. Upon approval from the host school, a copy will be returned to you.
4. It is very important to keep a signed copy of the form returned to you for your records.
5. NOTE: You must adhere to deadlines of the host college/university to enroll and/or withdraw from any course.
6. If you withdraw from a course, you are responsible for notifying both host and home college/university.

