

UNIVERSITY OF HARTFORD

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF PSYCHOLOGY

MASTER OF SCIENCE IN ORGANIZATIONAL PSYCHOLOGY

MSOP PROGRAM

STUDENT HANDBOOK

2018-2019

Dr. Noelle Scuderi

Graduate Program Director, Online

&

Dr. Olga Sharp,

Graduate Program Director, On-Campus

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GENERAL PROGRAM OVERVIEW

Welcome to the Master of Science in Organizational Psychology (OP) Program!

The 36-credit hour (12-course), year-around, the program is designed to meet your unique educational needs whether you intend to continue on for further graduate work or seek to apply your acquired skills and knowledge in the workplace. The program can be successfully completed on the full-time or part-time basis.

The purpose of this student handbook is to provide you with a summary of important program policies and regulations. **Please make sure to become familiar with it. As a student, it is your responsibility to know and understand the program policies. When in doubt, please contact your Graduate Program Director for help and guidance!**

Values Statement: The Organizational Psychology program aims to change the world by promoting a better understanding of human behavior and by improving the workplace.

Our graduate program will help you develop critical thinking and leadership skills required to enhance organizational effectiveness. In the course of your study, you will learn how to promote teamwork, manage transitions, and restructure organizations. The OP program provides you with a theoretical framework in organizational psychology and allows you to evaluate and improve your skills in research, communication, facilitation, and leadership. The program helps you develop both the theoretical understanding of individual, interpersonal, group and organizational issues and prepares you to put those theories into practice. This integration of theory and practice will prepare you to lead, manage, and/or consult with dynamic and diverse organizations operating in a global environment.

Learning Outcomes

1. Students will become proficient in using the scientific method to critically review social science research literature.
2. Students will successfully integrate theory and practice as applied to the organizational science in the workplace.
3. Students will accumulate knowledge from different scientific disciplines.
4. Students will develop in-depth knowledge in at least one current topic in organizational psychology, including, but not limited to work motivation, emotional intelligence, diversity in the workplace, and creativity in organizations.
5. Students will know and understand the scope and methods of organizational psychology and its practical application in the workplace.
6. Students' writing will meet high-quality academic standards of presentation, organization, documentation, analysis, and substance.

Communication Policy

It is very important that you *regularly log onto your University of Hartford Hawkmail e-mail account*. Professors and staff often communicate by e-mail so check your messages regularly or have them forwarded to your primary email account.

https://www.hartford.edu/aboutuofh/finance_administration/ots/email/faq.aspx

University-wide student announcements are also regularly posted on [UNotes](#) website.

Program-Specific Websites

On-campus students: important announcements and updates for the on-campus program are regularly posted on the [BlackBoard](#) Master of Organizational Psychology site. It is your best resource for on-campus program-related policies and updates.

Online Students: important announcements and updates for the online program are regularly posted in the MSOP Group in the Virtual Campus. Make sure to regularly access the [Virtual Campus](#) website to check for updates.

UNIVERSITY AND COLLEGE-WIDE ACADEMIC REGULATIONS FOR GRADUATE STUDENTS

For the University-wide policies consult the online [Graduate Bulletin](#)

For the Department of Psychology Policies, the [Handbook for Masters Students](#) in Psychology. Below is the summary version of relevant graduate academic policies.

Satisfactory Academic Progress

In the College of Arts and Sciences, academic progress is a measure of your movement toward your stated degree objective. Satisfactory progress is evidenced by:

- (a) maintenance of a grade point average (GPA) of 3.0 (qualitative satisfactory progress)
- (b) satisfactory performance in the major area of study as specified by the MSOP program
- (c) an acceptable rate of course completion as outlined below (quantitative-satisfactory progress).

Students are said to be in good academic standing so long as they are eligible to continue at or return to the University (unless expelled for nonacademic reasons). Students who are not in good academic standing are ineligible to attend any credit classes at the University.

Final responsibility for knowing whether or not you are making satisfactory academic progress and/or is in good academic standing rests with you, the student.

Grade Point Average:

In order to make satisfactory progress toward a degree, you must maintain a cumulative GPA of at least 3.0 during all portions of your academic career, after attempting 9 credit hours.

The Rate of Completion:

You are expected to complete all MS degree requirements within seven years of your initial matriculation. This time limit may be extended upon a written request from the student. Your request must be approved, in writing, by the Graduate Program Director and by the Arts & Sciences Graduate Studies Committee (A&S GSC). Graduate students who have not obtained an extension in a timely manner **will be dismissed** from the University by the A&S GSC.

Matriculation Maintenance Fee: You are expected to maintain continuous registration. Full-time graduate students who have not completed all requirements for the graduate degree, and who will not be enrolled or in attendance during a particular semester, must register for “active status” in the program. Active status registration may be continued for no more than two consecutive semesters. Extension beyond two semesters must be authorized by the Dean of the college of Arts and Sciences.

Part-time graduate students need not register each semester to maintain their matriculated status. However, part-time students who have not registered for three consecutive regular semesters, nor for any summer session during the three-semester period immediately previous must request an extension.

Failure to file for an active status extension will result in your dismissal from the University and require you to reapply for admission.

Incomplete Coursework: Under some special conditions, if you do not complete your course work in the same semester in which you are registered for a course, you may receive a grade of Incomplete and must maintain a continuing registration each semester until the work is completed and the final grade is posted.

The continuance fee per semester is posted on the Bursar’s website.

Leave of Absence: A leave of absence may be granted to degree candidates involved in approved off-campus study programs for up to two semesters. Requests for leaves of absence for other personal reasons will be considered. Students applying for a leave of absence must secure permission from the Graduate Program Director, register for “active status,” and pay a fee (see Fees). Failure to conform to this procedure would necessitate reapplication for matriculated status upon return to the University.

Full-Time vs. Part-Time Study

Nine credit hours (3 courses) per fall and spring semester constitute *full-time status* (required for all international students on a student visa). The typical full-time student can complete the degree requirements in fewer than two years. Students may also take courses toward the degree on a part-time basis. However, all students are expected to complete the MS degree Program within *seven years* from the date of matriculation.

Applying for Graduation

When you are nearing completion of your program, you need to file your degree application with the Registrar’s Office in order to graduate. The application must first be approved by the College evaluator Sarah Harmon and must be accompanied by graduation fee. Graduation requirements in the MSOP program include completion of the 36 credit hours with a grade point average (GPA) of 3.0 or higher. All courses applied toward your graduate degree must

be taken on a letter-grade basis. Audited courses and courses taken Pass/No Pass cannot be applied to the degree. Please see the list of required coursework under [Degree Requirements](#) below.

You must file your degree application with the A&S college evaluator in accordance with the deadline date published in the Academic Calendar. If you submit their degree application and fee late, you may be omitted from the Commencement program, may have delays in the delivery of your diplomas, and you may be unable to obtain a cap and gown for Commencement.

For additional questions, please contact Sarah Harmon, **Manager of Student Services and Evaluation** in the Office of the Dean, at the College of Arts and Sciences (860.768.4257, harmon@hartford.edu).

If you pay the fee but do not graduate at the end of the initial semester of eligibility, the fee will be held and credited as payment for graduation during either of the following two consecutive semesters, including the summer session. If you do not complete degree requirements during this time period, no refund will be granted. You will need to file a new degree application, and a new fee will be charged.

Determination of Satisfactory Academic Progress

Review: For the purposes of determining your satisfactory academic progress in the University, your academic records will be reviewed at the end of each semester after you have attempted nine credits. Your qualitative and quantitative progress (i.e., GPA, rate of completion, and performance in the area of study, as defined by the MSOP program) will be evaluated at the end of the fall and spring semester, as well as the end of the summer session.

Departmental Warnings: Graduate program director may issue a departmental warnings to graduate students who do not meet standards in their major area but are otherwise making satisfactory academic progress, defined as GPA of at least 3.0. Upon receipt of a warning, students should consult immediately with their advisers to determine actions to correct the deficiencies

Notification: No later than two weeks after receiving less than satisfactory progress report from the MSOP graduate program director, the Dean or Designee will notify in writing (electronically and through the mail) each student who has not made satisfactory qualitative and/or quantitative academic progress.

You will be notified in writing by the Dean or Designee if you are placed on academic probation or academically dismissed from the University, with copies to the A&S Dean's Office, Graduate Dean, Graduate Studies, International Studies Advisor, Financial Aid, Registrar, Vice-President of Student Affairs, Associate Provost, Provost, and President.

Subsequent Action

Once you are informed that you have been placed on academic probation, you should consult immediately with your graduate Program Directors to determine the actions necessary to correct the deficiencies.

If you are placed on probation at the end of the spring semester you may also need to consult with the Office of Financial Aid to determine if your status will impact financial aid or loans. For more information, contact the Financial Aid Office at 860-768-4296 or finaid@hartford.edu.

Students who correct their academic deficiencies by the end of the following semester will be removed from probation after approval from the A&S Graduate Studies Committee. If students have not corrected the deficiencies, the Program Director may recommend that the A&S Graduate Studies Committee continues them on probation or dismisses them from the University.

Academic Dismissal

In addition to the conditions stated above, that may warrant academic dismissal if your **grade point average** is 0.5 (five-tenths of one point) below the College minimum of 3.0 you may be academically dismissed by the University by the A&S Graduate Studies Committee.

MSOP PROGRAM DEGREE REQUIREMENTS

The MSOP program in the Department of Psychology is a 36-credit (12-course) program:

- **five required courses** (15 credits, including either Capstone or Internship). *Students in the fully online program must complete the Capstone option.*
- **seven electives** (21 credits): three to five elective courses (either PSY or non-PSY) in Organizational Studies category (9-15 credits) and *no more than two* electives in General Psychology category (0-6 credits).

In order to earn your degree, you must satisfactorily complete a minimum of pre-approved 12 courses with a *grade point average of at least 3.00 and have no more than two courses with grades below B-*.

Course Registration Procedure

See the full list of all [approved courses below](#). Not all the courses listed below are offered every semester. In order to help you plan your study, before every semester, your program director reviews the current course catalog and makes available a list of approved courses in time for registration. You are expected to take courses within the modality (on-campus vs. online) of your designated degree program. With the permission of *both* the on-campus and on-line Program directors, students may be allowed to take courses in the other learning modality from the designated program if the need arises.

For On-Campus Students: Most current registration information can be found on the MSOP program site on Blackboard. On-campus students are encouraged to select courses from the Program Director's list rather than the University course catalog. Your selections must be approved by the on-campus program director who then provides you with your registration PIN. PINs change every semester. Online courses designated as VC are reserved for online students and are not open to on-campus students. Exceptions can be made with the online program Director's permission upon request.

For On-Line Students: Each semester the program director or designee will make available a list of courses from which students should select. Your selections must be approved by the program director or designee, who will either register you or provide you with a registration pin. On ground courses are reserved for on-campus students are not open to online students unless approved by the on-campus program Director upon request.

LIST OF PRE-APPROVED MSOP COURSES

Courses offered by the Department of Psychology (PSY): in order to self-register for these courses, you need your graduate program director's approval and a registration PIN.

Required Core (5 courses, 15 credits)

Foundation Courses (2 courses/ 6 credits)

PSY 535 Introduction to Industrial/Organizational Psychology

PSY 555 Personnel Psychology. Pre-requisite: PSY 535

Quantitative Course (2 course/6 credits)

PSY 510 Experimental Design Methods

PSY 581 Advanced Research Pre-requisite: PSY 510.

Research/Internship (select 1 course/3 credits)

On-Campus students select either a [PSY 625 Capstone Project](#) or PSY 680 Internship (any semester except winter). Pre-requisites: PSY 535 & PSY 555

Online students must complete [PSY 625 Capstone Project](#). Pre-requisites: PSY 535 & PSY 555.

Electives: *A total of seven elective courses are required for degree completion. The majority of electives must come from the Organizational Science category. Up to two of the seven courses may be chosen from the General Psychology elective category. With special permissions, electives may also be chosen from the Barney School of Business and other departmental offerings listed on the next page. Please note – not all of these courses will be available online and on-ground. Make sure to check with the program director.*

PSY Electives in Organizational Studies (choose from 5 to 7 courses / 15 – 21 credits)

At least 5 Organizational Studies electives are required to graduate

PSY 532 Teams in Organizations

PSY 533 Training Program Design & Effectiveness

PSY 536 Leadership: Theory & Practice

PSY 537 Motivation in the Workplace

PSY 538 Organization Effectiveness

PSY 539 Performance Evaluation & Management

PSY 545 Contemporary Studies in Organizational Psychology (*can be repeated*)

PSY 551 Global Talent Management

PSY 556 Consulting & Prof Practices

PSY 558 Diversity and Inclusion

PSY 559 Emotional Intelligence in Organizations

Electives in General Psychology (choose no more than 2 courses / 6 credits)

General Psychology electives are not required, no more than 2 will be applied to the degree

PSY 500 Special Topics in Psychology

PSY 520 Learning: Principles, Theories, & Applications

PSY 521 Physiological Psychology

PSY 523 Health Psychology

PSY 525 Multicultural Issues

PSY 550 Psychology of Gender

PSY 552 Social Psychology

PSY 554 Community Psychology
PSY 557 Stress and Stress Management
PSY 560 Lifespan Development
PSY 600-609 Independent Study in Psychology*

Cross-Disciplinary Electives in Organizational Studies Taken outside of Department of Psychology

Self-registration is not allowed for the courses listed below. In order to register for non-PSY courses offered outside of the Psychology Department, the designated Graduate Program Director's permission and a major area restriction override are required. Please contact your Program Director for guidance.

No more than three MGT courses in Barney School of Business can be taken by MSOP students.

MGT 605- Organizational Leadership
MGT 607- Managing Organizational Process
MGT 701 Managerial Skills
MGT 713- Power and Influence in Organizations
MGT 720 Organizational Development
MGT 725 Training in Organizations
MGT 740 Conflict Management
MGT 746 Process Consultation
MGT 771 Entrepreneurship
IB 610 Regional International Business Studies
CMM 510 Small-Group Communication
CMM 520 Organizational Communication
CMM 523 Intercultural Communication
CMM 530 Interpersonal Organizational Tensions
CMM 560 Communication in the Workplace
EDP 696 The Adult Learner
EDT 610 Computer as Instructional Tool
NUR 605 Feminist Perspective on the Caring Professions

Course Substitutions

Other electives not appearing on the list above must be approved in writing by the Program Director, the Chair of Psychology Department, and the Associate Dean. Students are allowed to take courses at the School of Business, School of Education, Nursing & Health Professions, and School of Communication. All substitutions require Program Director's and Department Chair's written approval.

Transfer Credits

With the Program Director's approval, students may take courses at other accredited institutions. Up to three graduate courses taken at other graduate institutions may be applied towards the degree. [Transfer-Credits-Form-Graduate](#)

In order to be eligible for the transfer of credits and/or to satisfy degree requirements, courses must be appropriate for the course of study and have received a grade of B (3.0) or better. Unless circumstances warrant an exception, *courses should be completed within 5 years of the request*. All transfer credits must be approved by the Program Director. Students are encouraged to discuss their course selections with their academic advisor.

THE CAPSTONE VS. THE INTERNSHIP

Capstone Track (PSY 625)

The Capstone Track requires eleven courses plus a three-credit capstone course (PSY 625). The prerequisite courses are PSY 535 & 555. You should seriously consider this option if you are employed full time and would like to do a written project that may apply to your place of work. It is also recommended for students who intend to continue on for Doctoral study. The Capstone is *required* for students enrolled in the Online MSOP Program. It is one of two options for students in the On-Campus MSOP program.

The Capstone Project is a literature review on a topic chosen by a student and approved by the faculty supervising the project. The project should meet high-quality academic standards of presentation, organization, documentation, analysis, and substance. It should also contribute to the student's professional development. Thus, it is strongly recommended that the Capstone Project focuses on a real-world problem or policy which is analyzed and critically evaluated using theory and research to guide practice and implementation.

Writing the Capstone project involves several drafts and requires the approval of the faculty supervisor. The final draft should also be read and approved by a *second faculty member*. *The Capstone faculty supervisor is to determine when the project is ready for the second reader.* Obtaining final approval will likely require two or more revisions of the project after receiving and addressing feedback from the supervisor. The second reader will be asked to fill out a rating sheet to assess the quality of the final product. The Capstone supervisor will assign the final grade.

Most students complete their projects in one semester. In case your project is not complete in a single semester, you will be assigned a grade of Incomplete and will be required to maintain continuous Capstone registration (a.k.a. as Thesis Continuance) until you complete your project. ZTC 900 is the code under which they can register for Capstone continuance. The Capstone continuance fee is listed under [Miscellaneous Fees](#)

More information can be found on the MSOP site on Blackboard and on the Virtual Campus.

Internship Track (PSY 680) – For On-Campus Students Only

The prerequisite courses are PSY 535 & 555. The Internship Track requires eleven courses plus a three-credit internship course. This option is provided for those students who wish to obtain practical experience. You will have the opportunity to elect a single semester of internship by registering for PSY 680, Internship in Organizational Psychology, for three (3) credits. These internships may be paid or unpaid. Each Internship requires an approximately 200-hour commitment at a public or private organization under the direction of a supervisor.

If considering an internship, you are encouraged to discuss and plan your internships well ahead of time with the On-Campus program director who will provide assistance with the internship search and placement. A list of past internship sites is available from the program director. More information can be found on the on-campus MSOP site on Blackboard.

ORGANIZATIONAL PSYCHOLOGY COURSE CHECKLIST

NAME

ID

MATRICULATION/CATALOGUE YEAR 2018

I.	<u>CORE COURSES (15 credits)</u>	<u>SEMESTER</u>	<u>GRADE</u>
	PSY 535 Intro. To Industrial/Org. Psyc.		
	PSY 555 Personnel Psychology		
	PSY 510 Experimental Design		
	PSY 581 Advanced Res. Methods		
	<u>Research/Internship:</u>		
	PSY 625 Capstone (required for online students)		
	PSY 680 Internship (option for on campus students)		
II.	<u>5-7 ELECTIVES IN ORG. STUDIES</u>		
1.	PSY 545*		
2.	MGT **		
3.	CMM		
4.			
5.			
6.			
7.			
III.	<u>ELECTIVES IN PSYC. (no more than 2)</u>		
1.	PSY		
2.	PSY		

* may be taken multiple times

** no more than three

INTERNATIONAL STUDENTS

The International Student Services section of the International Center provides a number of important benefits and services. The Center helps the international student maintain their legal status while at the University of Hartford and provide the necessary support to ensure your success here.

http://www.hartford.edu/international-center/international_student_services/default.aspx

International students studying on an F-1 or J-1 visa should consult with the Graduate program director and with the [International Center](#) staff about specific Immigration regulations regarding academic progress.

ACCELERATED B.A./M.S. IN ORGANIZATIONAL PSYCHOLOGY

The purpose of this accelerated program is to enable University of Hartford Undergraduate students to complete both a Bachelor of Arts and a Master of Science in Psychology in five years. This program is designed for exceptional University of Hartford psychology majors who have demonstrated a commitment to academic excellence and who know in their junior year that they wish to pursue a master's degree in organizational psychology.

Conditional Admission

If given conditional admission to the Master of Science program, students in their senior year become eligible to take pre-approved graduate coursework on campus, 6 credits of which could be applied toward both the B.A. in psychology and the M.S. in Organizational Psychology. These credits could be completed during the summer between the junior and senior years and/or during the regular semesters of the senior year.

Matriculation Requirements

Matriculating in the Master of Science program is conditional on the completion of the B.A. in psychology while maintaining an overall GPA of at least 3.0 and earning a grade of B or better in each of the graduate courses completed prior to the end of the senior year. Once fully matriculated into the graduate program, the students have the option to complete the remaining courses through campus-based or online version of the Organizational Psychology program.

FINANCIAL ASSISTANCE

Graduate Assistantship: The Department of Psychology offers a limited number of graduate assistant awards in the form of stipends for full-time students. Graduate assistants work approximately 10 hours per week assisting a faculty member in teaching, research, or other Department duties. Teaching and research assistantships are available. Students who are interested in a graduate assistantship should inform the graduate program director and also fill out and file an application form and send it to Sharmon Kennedy, Shkennedy@hartford.edu
[Masters Assistantship Application](#)

Federal Student Aid Application Process: As a resident of the United States and as a graduate student taking at least six credits each semester, you can qualify to receive Federal Student Aid in the form of graduate Stafford Loans. To apply for and view your financial aid please follow the below steps:

Step 1: Create an FSA ID (necessary to have prior to filling out the FAFSA)

Click this link to create your FSA ID <https://fsaid.ed.gov/npas/index.htm>

Step 2: You will need to file the Free Application for Federal Student Aid (FAFSA) in order to secure financial aid in the form of federal student loans.

Click this link to file the FAFSA <https://fafsa.ed.gov/>

Step 3: Fill out the Summer Aid Application (attached). Choose the “Summer Term” that closely resembles when you will be taking the class. It is okay if they do not match perfectly. Print, sign and Email or fax the completed form to FinAid@hartford.edu

Step 4: Once awarded, you will receive an email. At that time, please log into your Student Self Service Center to view your award:

https://banweb10.hartford.edu:8910/pls/prod/twbkwbis.P_WWWLogin

For any questions concerning financial aid, accepting your loans etc. please email FinAid@hartford.edu or call 860-768-4296.

SEXUAL HARASSMENT POLICY

Sexual harassment, sexual violence and other sexual misconduct – including stalking and intimate partner violence – is prohibited under Title IX and other federal and state law and University of Hartford policy. The University of Hartford strives to provide an environment free from sexual violence and other sexual misconduct and harassment. Information on the University’s policies against sexual violence, and on resources for victims of sexual violence, can be found at the following website:

http://www.hartford.edu/student_affairs/title_IX/

If you or someone you know has been harassed or assaulted, you can receive confidential advice and counseling at:

Student Health Services (SHS – On Campus) at 860.768.6601

Counseling and Psychological Services (CAPS – On Campus) at 860.768.4482

Sexual Assault Crisis Services (SACS – Off Campus) at 1.888.999.5545

Incidents of sexual violence or harassment can be reported on-campus to:

Department of Public Safety 24/7

860.768.7777 (emergency)

860.768.7985 (non-emergency)

For further information on the University’s policies and resources, please contact the Title IX coordinator for incidents involving students, visitors, and third parties:

Dr. David Stender

Interim Title IX Coordinator

Telephone: 860.768.5403

Email: title9@hartford.edu

Office Location: Gengras Student Union (GSU) Room 307

GETTING STARTED AT THE UNIVERSITY OF HARTFORD

Visit this website for helpful information:

[Graduate Student Resources](#)

When you first join the University community you must:

Provide the Health Services Department with the required MMR form

The form was in your application for graduate study and can be accessed online at [Health Information Form](#) (a.k.a. immunization record). It can also be found in the back section of each semester's Schedule of Classes. It must be returned to the University of Hartford Health Services office. This form is required by state law and must be turned in before the end of your first semester of classes. Please call (860) 768-6601 with any questions.

Consult with the Graduate Program Director

When you are accepted into the program, speak to your program director about course selection and academic planning.

Register for Classes

Discuss all your registration choices with the director/faculty advisor.

Set Up E-mail Account

Once you register for your classes, you will *automatically* receive an email account. The process will be as follows:

Day 1 Register for classes

Day 2 Registrar's Office will send your information to ITS

Day 3 Your email account will be set up

Day 3 That same day a letter will go out with your account username and temporary password, along with any instructions

Day 4 The next day your BlackBoard account will be ready

If you wish to access the University's main server and the Library's databases from your home computer, visit the Computer Services Office in the Beatrice Fox Auerbach Administration and Computer Center, 1st Floor. Bring the official copy of your registration (obtained from SASC) or your ID card with you. For hours and a summary of services, please check <http://its.hartford.edu/services.htm>. For directions on how to access online services from home, go to <http://its.hartford.edu/e-mail.htm>. If you have questions, call (860) 768-5999.

Pay Fees and Tuition Due

Payments and processing of all tuition deferral and employer reimbursement paperwork are handled by the Student Administration Service Center (SASC) located in the Beatrice Auerbach Administration and Computer Center, 2nd Floor. Please call the SASC center at (860) 768-4999 for questions regarding registration or billing issues. The University no longer sends paper bills; all billing information must be obtained online through the Student Self Service Center

On-Campus Students:

Obtain a Parking Permit: [Parking](#)

Obtain Identification Card: [ID office](#)

Course Management Platforms

Online Students use Virtual Campus

The Virtual Campus is a vibrant learning community and social network where you will access your online Master's in Organizational Psychology courses, interact with faculty and students, and engage in a variety of activities. You will be able to access the virtual campus within 48-72 hours of course registration. Your account information is the same as it is for your student email account.

<https://virtualcampus.instructure.com/login/canvas>

Username: your student e-mail name without the (@ hartford.edu)

Password: your student I.D. number

On-Campus Students use Blackboard

Some of your courses may utilize Blackboard, which provides you with easy access to your course syllabus, homework assignments, class information, grades, discussion boards, groups, and classmates.

<https://blackboard.hartford.edu/>

Username: First half of your school email address without @hartford.edu

Password: last 4 digits of your University ID number

Off-Campus Library Access

To access the library, select the [Libraries](#) link on the University homepage. After clicking this link, you will have access to various databases, journals, reserves, catalogs, articles, and guides that will help you with your studies. If you access the library from [off campus](#), you will need to enter your email address and password to view materials.

<http://library.hartford.edu/guides/guide.asp?subject=Psychology>

Purchase Textbooks

Harry Jack Gray Center or Online

Textbooks are located in the lower level of the bookstore in the Harry Jack Gray Center. The bookstore will be open special hours during the first two weeks of the term. Bring your schedule with you so that you get the proper books for your section and course number. If you have questions, call (860) 768-4801.

Books can be purchased online at <http://www.hartford.bkstr.com/>.

Students in the online MSOP should check “Files” mention in the “MSOP Online” orientations course in Canvas for current Book Lists and other program documents.

An Optional Step for On-Campus Students: Purchase Membership to the University of Hartford Sports Center Facility

The Sports Center Facility requires a membership. The cost for the year is \$200. You should bring your ID card or proof of registration to the Sports Center to purchase a membership. The Sports Center Membership Office is open Monday-Thursday 8:30 a.m.-7:00 p.m. The Sports Center Facility is open for use Mon. - Thurs. 6:00 a.m.-11:00 p.m., Fri. 6:00 a.m.-10:00 p.m., Sat. 8:00 a.m.-8:00 p.m. and Sun. 8:00 a.m. – 9:00 p.m. If you have questions, call (860) 768-5050.

Checklist for Graduate Students

Each Semester You Must:

- Be sure all tuition payments and fees are paid in full, to avoid financial holds on your account. Having financial holds on your account will prevent you from registering and also from graduating. For more information see
- Contact faculty advisor to discuss course selections and to plan your program of study.
- Register for classes *as early as possible*. The Program Director will inform you as soon as the course schedule is available and share recommendations.
- On-Campus Students: Ensure that your parking permit is current.

AFFILIATED FULL-TIME FACULTY AND STAFF

- **Sharmon Kennedy.** East Hall. Ext. 4551 E-mail: shkennedy@hartford.edu. Office Coordinator, Psychology.
- **Jennifer McLeer, Ph. D.** (University of South Carolina). East Hall, Room 203-D, Ext. 5230 E-mail: mcleer@hartford.edu. Assistant Professor. Social/Organizational Psychology, Research Methods, Statistics, Group Processes, Diversity, and Inequality.
- **Noelle Scuderi, Ph.D.** (George Washington University). Remote Office in Little Rock, AR. E-mail: scuderi@hartford.edu. Graduate Program Director, Online MSOP. Part-Time Teaching Professor. Industrial/Organizational Psychology, Leadership, Organizational Behavior, Nonprofit Organizations, Social Psychology.
- **Olga L. Sharp, Ph.D.** (Bowling Green State University). East Hall, Room 203J, Ext. 4045, E-mail: Osharp@hartford.edu. Assistant Professor. Graduate Program Director, On-campus MSOP. Industrial/Organizational Psychology, Job Performance, Occupational Stress.

All adjunct faculty may be reached at their office during posted office hours.

East Hall, Room 204F or 208 --- 860-768-4431 or 5771 respectively

At other times a message may be left with the Psychology Office or in the faculty mailbox.

East Hall, Room 203 860-786-4544