

YOU ARE

— AS —

GREAT

AS YOU

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YOU ARE**

*CLASSES BEGIN
JANUARY 24, 2017*

UNIVERSITY OF HARTFORD

hartford.edu

UNIVERSITY OF HARTFORD

Schedule of Classes—Spring 2017

The University of Hartford, located in West Hartford, Conn., is an independent, comprehensive university with seven degree-granting schools and colleges providing educational programs in the liberal arts and professional disciplines for undergraduate and graduate students. The University was founded in 1877 and chartered in 1957.

University Mission

Dedicated to learning, personal growth, knowledge creation, and the betterment of society, the University engages students in acquiring the knowledge, skills, and values necessary to thrive in, and contribute to, a pluralistic, complex world.

Administration

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Chair, Board of Regents

Walter Harrison
President

H. Frederick Sweitzer
Interim Provost

Roy Collins
Interim General Counsel,

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*Vice President of Finance
and Administration*

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*Vice President for Student Affairs
and Dean of Students*

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*Interim Vice President for
Institutional Advancement*

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*Senior Associate Provost and
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R. J. McGivney '93, M'96
*Dean of University Programs
and Assistant Provost for
Online Learning*

Richard Zeiser
Dean of Admission

Collegiate Deans

Martin S. Roth
Dean, Barney School of Business

Katherine A. Black
Dean, College of Arts and Sciences

David H. Goldenberg A'73, '76, M'76
*Interim Dean, College of Education,
Nursing and Health Professions*

Louis Manzione
*Dean, College of Engineering, Technology,
and Architecture*

Nancy M. Stuart
Dean, Hartford Art School

Betsy Cooper
Dean, The Hartt School

David H. Goldenberg A'73, '76, M'76
Dean, Hillyer College

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The University of Hartford reserves the right, at any time, to make whatever changes may be deemed necessary. This includes, but is not limited to, the scheduling of courses, the assignment of instructors, and fees charged.

Telephone Numbers

| | | | |
|---|--------------|--|--------------|
| Admission and Student Financial Aid | 860.768.4296 | Hartt School, The | 860.768.4468 |
| ARAMARK (Food Service)..... | 860.768.4817 | Dean—Betsy Cooper | |
| Arts and Sciences, College of | 860.768.4250 | Community Division..... | 860.768.4451 |
| Dean—Katherine Black | | Hartt Summerterm | 860.768.5526 |
| Bookstore (Harry Jack Gray Center.....) | 860.768.4801 | Health Services | 860.768.6601 |
| Business, Barney School of | | Hillyer College | 860.768.4708 |
| Undergraduate..... | 860.768.5407 | Dean—David H. Goldenberg | |
| Graduate..... | 860.768.5003 | Information and Assistance | |
| Dean—Martin Roth | | (Campus Operator) | 860.768.4100 |
| Career Center | 860.768.4287 | International Studies | 860.768.5100 |
| Center for Graduate Services | 860.768.4371 | Joseloff Gallery | 860.768.4090 |
| Center for Adult Academic Services | 860.768.5010 | Access-Ability Services | 860.768.4312 |
| Education, Nursing and Health Professions, | | Library (Mortensen) | 860.768.4264 |
| College of | 860.768.4648 | General Reference..... | 860.768.4142 |
| Interim Dean—David H. Goldenberg | | Interlibrary Loan..... | 860.768.4364 |
| Engineering, Technology, and Architecture, | | Periodicals..... | 860.768.4811 |
| College of | 860.768.4844 | Technical Services..... | 860.768.4467 |
| Dean —Louis Manzione | | Office of Public Safety | 860.768.7985 |
| Civil and Environmental..... | 860.768.4032 | Sports Center | 860.768.5070 |
| Electrical and Computer..... | 860.768.4846 | Student Administrative Service Center | |
| Mechanical | 860.768.5554 | (SASC) | 860.768.4999 |
| Engineering Applications Center | 860.768.4629 | Student Affairs | 860.768.4285 |
| or | 860.768.4846 | Summer Programs | 860.768.4978 |
| English-Language Institute | 860.768.4399 | Dean—R.J. McGivney | |
| Gray Conference Center | 860.768.4951 | Summer Place..... | 860.768.4432 |
| Hartford Art School | 860.768.4392 | Veterans' Certifying Official | 860.768.4663 |
| Dean—Nancy M. Stuart | | | |

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Academic Calendar 2016-2017

Spring 2017*

January

| | | |
|--|----------------------|----|
| Residence halls open | 12 p.m. Sunday | 22 |
| Final registration..... | 9 a.m.—4 p.m. Monday | 23 |
| Classes begin | 8 a.m. Tuesday | 24 |
| Degrees awarded to those completing requirements in fall | Saturday | 28 |
| Academic performance warning notification period begins | Tuesday | 31 |

February

| | | |
|---|------------------|----|
| Recommended date for <i>new incoming</i> students to submit 2017-18 FAFSA | Wednesday | 1 |
| Last day to withdraw from class and receive 60% tuition credit | Monday | 6 |
| Last day to change audit to credit status | Monday | 6 |
| Last day to file May applications | Friday | 10 |
| Last day to withdraw from class and receive 40% tuition credit | Monday | 13 |
| Last day to drop a course and have it deleted from your record | Monday | 13 |
| Last day to withdraw from a class and receive 20% tuition credit | | |
| No further tuition credit after this date | Monday | 20 |
| University Enrollment Census | 4:30 p.m. Friday | 24 |

March

| | | |
|---|-----------------|----|
| Spring recess begins—All residence halls with remain open. | 5 p.m. Saturday | 18 |
| Classes resume | 8 a.m. Monday | 27 |

April

| | | |
|--|--------------------|----|
| Advance registration for full-time undergraduates begins..... | 8:30 a.m. Monday | 3 |
| Advance registration for part-time and graduate students | 8:30 a.m. Thursday | 6 |
| Last day to drop a course and receive a grade of W | Monday | 10 |
| Last day to change to Pass/No Pass to letter grade..... | Monday | 10 |
| Last day to change from credit to audit status** | Monday | 10 |

May

| | | |
|---|------------------------|----|
| Required date for <i>returning students</i> to submit 2017-18 FAFSA | Monday | 1 |
| Classes end | 10 p.m. Monday | 8 |
| Academic performance warning notification period ends | 10 p.m. Monday | 8 |
| Last day to resolve I grades from preceding term (undergraduates only)..... | 10 p.m. Monday | 8 |
| Reading day..... | 8 a.m.—10 p.m. Tuesday | 9 |
| Final examinations begin (Final exam schedule includes Saturday as an exam day) ... | 8 a.m. Wednesday | 10 |
| Final examinations end..... | 10 p.m. Tuesday | 16 |
| Residence halls close for students not receiving May degrees | 1 p.m. Wednesday | 17 |
| Graduate Commencement | Saturday | 20 |
| Undergraduate Commencement | Sunday | 21 |

*Arrangements must be made by each faculty member to make up instructional time that may be lost because of emergency closing.

**Students are not eligible to take advantage of special audit fees at this time. In order to have special audit fee, students must declare audit status when they first register for the course.

Academic Calendar 2016-2017 continued

SATURDAYTERM 2017

SESSION 3 —Term 201707 *

Courses beginning and ending 12/3/16—2/18/17

December

| | | |
|---|-----------------|----|
| Last day to drop a course and receive 100% tuition credit | Friday | 2 |
| Classes begin | 9 a.m. Saturday | 3 |
| Last day to drop a course and receive 60% tuition credit..... | Friday | 9 |
| Last day to drop a course and receive 20% tuition credit. No tuition credit after this date | Friday | 16 |
| Last day to change from audit to credit status | Friday | 16 |
| Last day to drop a course and have it deleted from your record..... | Friday | 16 |
| First day to drop a course and receive a grade of W | Monday | 19 |

January

| | | |
|--|--------|----|
| Last day to change to Pass/No Pass or from Pass/No Pass to a letter grade..... | Friday | 13 |
| Last day to change from credit to audit status ** | Friday | 13 |
| Last day to drop a course and receive a grade of W | Friday | 20 |

February

| | | |
|--------------------------|-----------------|----|
| Final examinations | Saturday | 18 |
| Classes end | 5 p.m. Saturday | 18 |

SESSION 4 —Term 201710

Courses beginning and ending 2/25—5/6/17

February

| | | |
|---|-----------------|----|
| Last day to drop a course and receive 100% tuition credit | Friday | 24 |
| Classes begin | 9 a.m. Saturday | 25 |

March

| | | |
|---|--------|----|
| Last day to drop a course and receive 60% tuition credit..... | Friday | 3 |
| Last day to drop a course and receive 20% tuition credit. No tuition credit after this date | Friday | 10 |
| Last day to change from audit to credit status | Friday | 10 |
| Last day to drop a course and have it deleted from your record..... | Friday | 10 |
| First day to drop a course and receive a grade of W | Monday | 13 |
| Last day to change to Pass/No Pass or from Pass/No Pass to a letter grade..... | Friday | 31 |
| Last day to change from credit to audit status ** | Friday | 31 |

April

| | | |
|--|--------|---|
| Last day to drop a course and receive a grade of W | Friday | 7 |
|--|--------|---|

May

| | | |
|--------------------------|-----------------|---|
| Final examinations | Saturday | 6 |
| Classes end | 5 p.m. Saturday | 6 |

SUMMERTERM 2017

May

Summer Session I.....May 22—June 3 (6 week session); May 22—July 17 (8 week session)

July

Summer Session II

July 10—August 17 (6 week session)

*Arrangements must be made by each faculty member to make up instructional time that may be lost because of emergency closing.

Academic Calendar 2016-2017 continued

SPRING 2017 SEVEN -WEEK COURSES

Courses beginning and ending 1/24—3/13

January

| | | |
|---|---------|----|
| Last day to drop a course and receive 100% tuition credit..... | Monday | 23 |
| Classes begin | Tuesday | 24 |
| Last day to drop a course and receive 60% tuition credit.—No tuition credit after this date | Monday | 30 |

February

| | | |
|--|--------|----|
| Last day to drop a course and have it deleted from your record..... | Friday | 3 |
| Last day to change from audit to credit status | Friday | 3 |
| First day to drop a course and receive a grade of W | Monday | 6 |
| Last day to change to Pass/No Pass or from Pass/No Pass to a letter grade..... | Friday | 10 |
| Last day to change from credit to audit status ** | Friday | 10 |
| Last day to drop a course and receive a grade of W | Friday | 17 |

March

Final examinations are scheduled for the last class during the seven-week session.

| | | |
|-------------------|-------------------|----|
| Classes end | 10 p.m. Wednesday | 13 |
|-------------------|-------------------|----|

Courses beginning and ending 3/14—5/8

March

| | | |
|---|---------|----|
| Last day to drop a course and receive 100% tuition credit | Monday | 13 |
| Classes begin | Tuesday | 14 |
| Last day to drop a course and receive 60% tuition credit. No tuition credit after this date | Tuesday | 28 |
| Last day to change from audit to credit status | Friday | 31 |
| Last day to drop a course and have it deleted from your record..... | Friday | 31 |

April

| | | |
|--|--------|----|
| First day to drop a course and receive a grade of W | Monday | 3 |
| Last day to change to Pass/No Pass or from Pass/No Pass to a letter grade..... | Friday | 7 |
| Last day to change from credit to audit status ** | Friday | 7 |
| Last day to drop a course and receive a grade of W..... | Friday | 14 |

May

| | | |
|-------------------|----------------|---|
| Classes end | 10 p.m. Monday | 8 |
|-------------------|----------------|---|

Final examinations for the second seven-week session. Should follow the standard University exam schedule.

**Students are not eligible to take advantage of special audit fees at this time. In order to have a special audit fee, students must declare audit status when they first register for the course.

Religious Observance Calendar

2016-2017

Policy regarding religious holidays. Classes are held. Students observing these days will be granted excused absences from all classes and an opportunity to make up any tests or exams given on these days.

Spring 2017

March

Ash Wednesday.....Wednesday 1

*Note: Student's class may conflict with scheduled on-campus mass.

April

Passover Begins sundown Monday 10

*Note: the first two days of this holiday are celebrated from sundown Monday, April 10 until darkness Wednesday, April 12 and the last two days of the holiday are celebrated sundown Sunday, April 16 until darkness Tuesday, April 18.

Good FridayFriday 14

Summer 2017

May

Ramadan..... Begins sundown Friday 26

*Note: The first day of the Muslim fasting month begins sundown on Friday, May 26 and continues through darkness Sunday, June 25. The Islamic calendar is lunar and depends on the actual sighting of the new moon. Therefore, the actual dates may differ by a day or two.

Shavout Begins sundown Tuesday 30

*Note: This holiday officially begins sundown on Tuesday, May 30 and continues until darkness Thursday, June 1.

June

Eid—al—Fitr..... Begins sundown Sunday 25

*Note: This Muslim holy day begins sundown Sunday, June 25 and continues until darkness Tuesday, June 27.

The Islamic calendar is lunar and depends on the actual sighting of the new moon. Therefore, the actual dates may differ by a day or two.

Registration Summary

Matriculated Students

Early Registration

1. **Examine course offerings** in this *Schedule of Classes*.
2. **Schedule an appointment with your advisor** to select your courses for the semester. Check for course offerings and openings on the Class Search tool in the Self-Service Center of the University's Web site: www.hartford.edu.
3. **Obtain your registration PIN** from your advisor after agreeing on course selection. Make sure to discuss alternate course selections in case your first choices are full.
4. **Log onto the Self-Service Center** to register for your courses. Be sure to have your eight-digit student ID and your registration PIN, as well as the CRNs for the courses you want ready.
5. **Check for billing information and course confirmation** on the Self Service Center. You will receive an email to your University email when your bill has been posted.

Late Registration, Add/Drop and Course Override

NOTE: After the first week of classes, online registration, as well as add/drop is disabled.

1. **After the first week of class**, you will need your advisor's and the instructor's signature to register or add/drop.
2. **After the second week of class**, you will need the signatures of your advisor, course instructor and both the dean of the college offering the course, as well as the dean of the college in which you are matriculated.
3. **Course overrides** are required to register for classes that are full or that require departmental approval.

Mail/Fax Registration –Graduate/Part-time, Undergraduate

Students may register using the fax registration form up to two weeks prior to the start of term. Registration is contingent upon course availability and permission of the department. To access the form and additional information see page 26 of this document.

Non-Matriculated Students

1. Non-matriculated undergraduate students wishing to take courses in the College of Arts and Sciences can register by Mail/Fax (see page 26 for form) or in person at the Student Administrative Services Center (SASC) on the second floor of the Computer and Administration Center. See page 21 for hours and contact information.
2. Non-matriculated undergraduate students in all other colleges, and all graduate students must have their registration form signed by the director or dean of the program offering the course they wish to take. Registration forms can be picked up at the Student Administrative Services Center. See page 21.
3. Non-matriculated undergraduate students are allowed to take up to 15 credits on a part-time basis before they will be required to apply for a degree, or seek a waiver to continue taking classes. For assistance, contact the Center for Adult Academic Services at ksullivan@hartford.edu or 860-768-5010. The Center's hours are Monday through Thursday, 8:30 a.m. to 6 p.m. and Fridays from 8:30 a.m. to 4:30 p.m.
4. Non-matriculated graduate students are limited to one or two classes, depending on the program, before they are required to apply and be accepted into a degree program. For assistance, contact the Graduate Admissions Office at 860-768-4371 or gradstudy@hartford.edu. The Center's hours are Monday through Thursday, 8:30 a.m. to 6 p.m. and Fridays from 8:30 a.m. to 4:30 p.m.

Non-Credit Students

1. Students who do not wish to receive credit can audit undergraduate courses. The audit fee is half the cost of tuition plus applicable fees. Certain courses may require permission to audit.
2. Graduate courses may not be audited.
3. Hartt School Community Division offers non credit programming in music, theater and dance for all ages. For more information call 860-768-4451 or visit <http://hcd.hartford.edu>.

University Policies and Procedures

Address Changes

Changes in current or permanent (home) addresses should be reported to the Student Administrative Services Center (SASC) as soon as the new address is known.

Audit Policy

Individuals with special educational interests, who do not desire academic credit, may audit a variety of University courses up to a maximum of 24 credit hours. No grade or credit is given for an audited course, but standard registration procedures must be followed. See Registration Summary.

To take advantage of special audit fees, part-time students must declare audit status when they register. Enrollment is on a space-available basis. Certain courses, including laboratory, Hartt, graduate and noncredit courses may not be audited. In addition, the University, department chairs, and individual instructors may choose to offer certain courses on a credit only basis. Audit fees are explained in the Financial Information section of this *Schedule*.

Canceled Courses

If a course is cancelled the Student Administrative Services Center will officially drop you and notify you. No action is required to withdraw from canceled courses. If you do not wish to enroll in another course, you may contact the Bursar's Office to request a refund.

Changing Your College, Degree, or Major Designation

In order to change college, degree, or major, matriculated (i.e., accepted for a degree) students must complete a Change of Curriculum Status form and obtain the required signatures as detailed on the form.

Consortium Registration Spring 2017

Under the provisions of the Hartford Consortium for Higher Education, matriculated full-time tuition-based undergraduate students may, without an additional tuition charge, elect to take courses at the University of Saint Joseph and Trinity College. Selected courses are also available at Hartford Seminary, University of Connecticut Greater Hartford Campus, Capital Community College, Central Connecticut State University, Manchester Community College, Charter Oak State College, Goodwin College, and Saint Thomas Seminary. Known as cross-registration, this program offers students an oppor-

tunity to explore a variety of course offerings at another local campus. Courses completed will appear on the student's permanent record as though taken at the University of Hartford. Consortium registration forms, registration instructions and course listings are available only online at www.hartfordconsortium.org at the time of advance registration. Laboratory and other special fees, if any, are payable to the host institution. Consortium registration for Spring 2017 begins November 4, 2016. If you have any questions concerning cross-registration contact Sandra Stevens, Registrar Administrator in the Registrar's Office, at 860.768.4557 or contact Martin Estey, Ph.D., Executive Director of the Hartford Consortium at 860.702.3801 or at mestey@metrohartford.com.

Courses Repeated

A course normally can be retaken only once, except when a course is designed to be taken repeatedly. For courses not designed to be taken repeatedly, a student may request permission from the Academic Standing Committee (ASC) of the college offering the course to repeat a course a second time under the terms of the repeat course policy. An appeal to a college's ASC may be made on the grounds of mitigating circumstances, and should include explanations of the circumstances, a description of their effect on performance, and discussion of the actions taken to minimize or eliminate these circumstances and their effects. . In the case of repeated courses, only the grade most recently earned will be used in the computation of the student's grade point average (GPA) and credits earned; however, the previous grade will remain on the transcript. If the grade earned for the repeat course is anything other than a grade of A through F or P, the grade initially earned for the first enrollment period will be used for calculating the grade point average.

Emergency Closing Information

It is the policy of the University of Hartford to remain open during inclement weather unless and until a determination is made to close based on an assessment of current and forecast conditions. When such a determination is made, the University will announce either a closing or delayed opening. Faculty and instructors are expected to follow the announced schedule and to conduct class when the University is open.

Continued on next page

Weather-Related Closings—continued

Please note that when the campus is closed preventing a class from meeting at its scheduled time, professors may opt to conduct classes or provide assignments online. Students should plan to check Blackboard and their email regularly on such days to learn of any alternate arrangements.

Changes to the University's operating schedule are communicated through:

WEB ALERT: The University's Web Alert System will be activated if there is an advisory. A message will appear on the University's home page (www.hartford.edu) detailing the emergency announcement.

TELEPHONE: Dial the University's main number (860.768.4100 from off campus, 0 from campus residences and offices), where you will hear the latest emergency information if the normal operating schedule has been altered.

FACEBOOK AND TWITTER: Updates are posted via Facebook (University of Hartford News) and Twitter (UHartfordNews.)

TEXT MESSAGE NOTIFICATION SERVICE: Emergency closing alerts will be sent via text message to those cell phone numbers registered with UHTXT, the University's mass notification system. To sign up, go to www.hartford.edu/alert.

NOTICE ABOUT RADIO AND TELEVISION: Local radio and television stations provide limited information and do not offer the complete advisory available on the University's website and main telephone number as described above. In addition, area radio stations now limit the amount of airtime devoted to announcing weather-related closings and may not be reading the complete list when you are listening. The University provides information to radio stations WTIC (1080 AM/96.5 FM), WRCH (100.5 FM) and WWUH (91.3 FM) and to Hartford's network TV affiliates (WFSB 3, WTNH 8, WVIT 30, WTIC 61). Please follow up on any announcements on TV or radio by checking the University's website or by calling 860.768.4100.

WHAT IT ALL MEANS:

Under most circumstances, the University will open 30 minutes prior to the next scheduled class. Faculty and staff are not to arrive on campus prior to this announced

opening time.

If it is announced that "the University will open at 10 a.m.":

- Faculty and staff should report to campus at, and not prior to, 10 a.m.
- Classes will begin at 10:30 a.m.
- All classes of 90 minutes or less with a start time prior to 10:30 a.m. will not meet.
- All classes and labs longer than 90 minutes with a start time prior to 10:30 a.m. will meet beginning at 10:30 a.m. If 50 percent or more of the regular meeting time remains. (A 9:30 a.m. to noon lab would meet at 10:30 a.m. because more than 50 percent of the lab time remains.)

If it is announced that "the University will close at 2 p.m.":

- All classes with start times at or after 2 p.m. will not be held.
- All classes in session at 2 p.m. will dismiss.
- Depending on day and time, the advisory issued may contain specific information about classes beginning just prior to the time of the University closure (such as 1:30 p.m. classes in the current example).

Online Courses

All online courses at the University are taught asynchronously and are not affected by weather-related closings.

For residential students, the **Commons** will remain open for dining during its regular hours (7:30 a.m. to 7:30 p.m.) when the University has closed due to severe weather.

The Sports Center will follow the operating schedule of the University and will be closed to members when the University is closed. The building will be open for residential students and team practices only.

The nature of the programs and the age of participants in the **Hartt Community Division** require that its closings be more closely aligned with those of the local public schools and may not reflect those of the University.

The University of Hartford Magnet School and the University High School of Science and Engineering follow Hartford Public School closing procedures.

Final Exam Schedule for Spring 2017

May 10, 2017, 8:00 am—May 16, 2017, 10:00 pm

1. **DAY CLASSES** using any of the standard time patterns listed below will have their final exams in their regular rooms at the times indicated below.

| Class | Exam Date | Exam Time |
|-------|--------------|-----------|
| MWF | 8:30 T 5/16 | 8-10 am |
| MWF | 9:30 W 5/10 | 2-4 pm |
| MWF | 10:30 F 5/12 | 11-1 pm |
| MWF | 11:30 R 5/11 | 2-4 pm |
| MWF | 12:30 T 5/16 | 11-1 pm |
| MWF | 1:30 S 5/13 | 8-10 am |
| or MW | 1:30 S 5/13 | 8-10 am |
| MWF | 2:30 M 5/15 | 11-1 pm |
| or MW | 2:55 M 5/15 | 11-1 pm |
| TR | 8:00 W 5/10 | 11-1 pm |
| TR | 9:25 F 5/12 | 2-4 pm |
| TR | 10:50 S 5/13 | 11-1 pm |
| TR | 2:05 M 5/15 | 8-10 am |
| TR | 3:30 R 5/11 | 11-1 pm |

2. **EVENING CLASSES, meeting *once* a week** for two or more consecutive hours, will have their final exams at their regularly assigned hours, week nights, and rooms during the examination week.
3. **EVENING CLASSES, meeting *twice* a week**, will have their final exams at their regularly assigned hours, week nights and rooms. This may necessitate the use of a two-part final exam for some classes meeting between 4:20 p.m. and 7:00 p.m. Instructors of such classes who would like to make other assignments should contact Kathy Brochu in the Academic Scheduling Office, ext. 4594.
4. **Classes conforming to no standard time pattern** should follow the examination schedule of the pattern to which they most closely conform, i.e. MW 1:30-2:45 would follow the MWF 1:30 time pattern. Please contact Kathy Brochu in the Academic Scheduling Office with questions, ext.4594.

5. **Assembled Exams** are scheduled for May 10, 11, 12 during the 8:00-10:00 am time period.

Please note: The final exam schedule will be strictly enforced. Faculty has agreed to enforce the University policy regarding make-up exams.

Graduation

Students who expect to graduate in May 2017 must file an approved degree application no later than Friday, February 10, 2017.

The fee for filing a degree application is \$208 for graduate students and part-time undergraduates. The fee for applications received after the filing deadline is \$225.

If a candidate has paid the fee and does not graduate at the end of the initial semester of eligibility, the fee will be held and credited as a payment for graduation either of the following two consecutive semesters, including the summer session. If the candidate has not completed degree requirements during this time period, no refund will be granted. The candidate will need to file a new degree application and a new fee will be charged.

Students who submit their degree applications late may be omitted from the Commencement program, may have delays in the delivery of their diplomas, and may be unable to obtain a cap and gown for Commencement.

Please contact Dana Olson at 8760.768.4517 or Trudy McCoy at 860.768.4969 with any questions.

Immunization Requirements

The University of Hartford and Connecticut State Law require that students enroll who were born after 12-31-56 have documentation of immunization on file prior to starting classes.

Continued on next page.

Immunization Requirements— continued

YOU ARE EXEMPT IF YOU ARE BORN BEFORE 12/31/56.

The law states that all students must provide:

- Proof of 2 MMRs. (or 2 measles, 1 mumps, 1 rubella). *Disease history is **not** acceptable.*
- As of Fall 2010, all students must show documentation of 2 varicella (chicken pox) vaccine. *Documentation of disease history is acceptable.*

Students remaining out of compliance with these regulations will be unable to register for a second semester until their records are complete. Any questions should be directed to Student Health at 860.768.6601.

The law further requires additional immunization for those living in campus housing:

- Students living in any campus housing must also provide documentation of the meningitis vaccine. The vaccine must be administered within 5 years of living in campus housing and was administered on or after your 16th birthday.
- Please use only the immunization forms found on the Health Services website at: www.hartford.edu/student_affairs/departments/health_services. The information must be signed by your medical provider or be on their letterhead to be accepted. If signed by a parent, guardian, or student, it is not valid.
- A Physical examination is not required.
- Forms are required no later than July 15th for the fall semester and December 15th for the spring semester.
- **Failure to provide the required documentation will block your ability to register, add or drop classes or move into any campus housing.**

Any questions should be directed to Student Health Services at 860.768.6601.

Incomplete Work

If an undergraduate student whose work is otherwise satisfactory is unable, because of extenuating circumstances, to complete his or her work at the end of the

semester, the work is reported as an incomplete (I), **provided arrangements are made with the instructor in advance.** Requirements for credit must be met by the end of the next regular semester or at an earlier date if one is specified. An undergraduate student in residence who has not fulfilled the requirements for the course at the time specified will receive a mandatory grade of F. A student who received an I does not register for the course again. Arrangements for course completion are to be made with the instructor assigning the grade of incomplete. (*Graduate students' incomplete work is decided upon in consultation with their instructors.*)

Matriculation

Students who wish to be admitted into a degree program at the University must submit a formal application for admission. Students who want to enroll in an undergraduate degree program should contact the Office of Admission and Student Financial Assistance. Students who wish to be admitted into a graduate program should contact the Center for Graduate Services. If accepted into a degree program, the candidates will be subject to the degree requirements in effect at the time of their acceptance and will be assigned to an academic advisor in their major field of study. Credits earned prior to matriculation are generally applied toward the degree.

Transfer credit is limited to work completed at regionally accredited colleges or universities. To be considered for transfer credit, normally the previous studies should have been completed within the 10-year period preceding application for admission. A minimum grade of C at the undergraduate level is required for transfer credit.

Graduate students wishing to transfer credit should contact their advisor or the department chair.

Part-Time Student Policy

Part-time non-matriculated students who enroll in credit courses at the University are classified as special students. They receive full credit for the course work they successfully complete, but they are not enrolled in a degree program until they are formally accepted by the University as matriculated students. Undergraduate students are permitted to complete 15 credits on a part-time basis as non-matriculated students; for graduate students the number of credits varies. For further information contact the Center for Adult Academic Services at 860.768.5010.

Policy Change

The University reserves the right to make changes in its tuition, fees, and other costs, and in regulations, facilities, and of course offerings that it considers necessary and just; and to apply such changes to students already in attendance as well as to new students. No change in tuition fees is made retroactively, however. Courses listed in this Schedule may be cancelled if enrollment is insufficient. Students are encouraged to register early to permit appropriate planning.

Statement of Nondiscrimination

Consistent with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other applicable federal and state laws pertaining to civil rights, all as amended, the University does not discriminate on the basis of race, gender, creed, color, age, disability, sexual orientation, gender identity or expression, national or ethnic origin, veteran status or any other applicable protected status in the administration and operation of or access to its educational programs or activities, including without limitation educational policies, employment, admissions, financial aid, and other University-administered programs.

The vice president for student affairs (Gengras Student Union room 307, 860.768.4285) is the individual designated to coordinate efforts by the University to comply with and carry out requirements under Section 504. The individual designated to coordinate efforts by the university to comply with and carry out requirements under Title IX is the senior assistant to the president, CC Room 331, 860.768.4011.

Inquiries concerning the application of Title IX, Section 504, and Title VI may be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, MA 02109.

Withdrawal Policy

The policy states that no student is permitted to withdraw from a course during the regular semester after the 10th week of class. Thereafter, a letter grade must be issued. See Academic Calendar for specific dates. To officially withdraw, you *must* complete a change of program form and process it at the Student Administrative Services Center. Non-attendance does not constitute withdrawal. The official withdrawal date is the date on which the written notice of

withdrawal is received by the Student Administrative Services Center. Only partial credit of tuition charges is made based on the date of written withdrawal, according to the Schedule incorporated in the academic calendar.

| Grade | Definition | Grade Points Per Credit Hour |
|-------|------------|------------------------------|
|-------|------------|------------------------------|

University Grading System

| | | |
|----|---|------|
| A | | 4.00 |
| A- | | 3.67 |
| B+ | | 3.33 |
| B | | 3.00 |
| B- | | 2.67 |
| C+ | | 2.33 |
| C | | 2.00 |
| C- | | 1.67 |
| D+ | | 1.33 |
| D | | 1.00 |
| D- | | 0.67 |
| F | | 0.00 |
| I | Incomplete | |
| P | Pass | |
| NP | No Pass | |
| W | Withdrawal | |
| AW | Administrative Withdrawal | |
| AD | Administrative Drop | |
| NG | The grade of NG is only appropriate for courses—Undergraduate and Graduate—that usually take more than one semester to complete (such as University Scholar Projects, dissertations, and clinical experiences.) | |
| NR | No Report from Instructor | |

The policy assigning plus and minus grades, or grades lower than C in graduate programs, is to be determined by the individual school or college. Grades in the A range are excellent, the B range good, the C range fair, and the D range poor. F is a failure and no credit is earned.

Financial Information

Tuition

Undergraduate students enrolled in 8.5 or fewer credits are charged on a per-credit basis according to the rates listed below. Undergraduate students enrolled in 9 to 11.5 credits will be assessed three-quarters of the full-time tuition rate, with the exception of special programs (see below). Undergraduate students taking 12 or more credits will be charged full-time tuition. Graduate students are charged on a per-credit basis (except full-time students in graduate programs in Hartt, Clinical Psychology, Engineering, Fine Arts, and special programs in the Barney School of Business.)

For current tuition and fees information, go to http://www.hartford.edu/aboutuofh/finance_administration/financial_affairs/bursar/tuition/default.aspx

Special Program Pricing

Part-time University Studies Programs (Bachelor of University Studies, Associate of Arts in Liberal Arts, Paralegal programs, and Pre-Medical Certificate) are charged on a per credit basis up to 11.5 credits.

Fees

Fees charged by the University vary based on the number of credit hours taken and registration status. Basic fee information is below; additional fee information can be found on the bursar's website at http://www.hartford.edu/aboutuofh/finance_administration/financial_affairs/bursar/tuition/tuition_fees.aspx

Audit Fee

Students who wish to take advantage of the special audit fee must declare their audit status at initial registration. The audit fee is 50% the cost of tuition. Parking and other fees are not discounted.

Graduation Fee \$208

Students who have always studied part-time at the University of Hartford are charged this fee which includes cap and gown rental. If the candidate has paid the fee and does 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 summer session. If the candidate has not completed degree requirements during the period, no refund will be granted, and a new fee will be charged. The fee for graduation applications received after submission deadline published by the commencement coordinator will be \$225.

Parking Fee

All students using on-campus parking lots must obtain a parking permit. The parking fee for part-time commuter students is \$45 for a single semester or \$75 for the full year (September 1-August 31). All students must log into the Self-Service Center to register their cars and to access a copy of "Your Car on Campus" which contains the parking regulations. All students must then obtain their parking permits from the Office of Public Safety. For information, go to www.hartford.edu/publicsafety/ or call 860.768.7985.

Registration Fee

Each student registering for one or more credit courses is subject to a single, *nonrefundable* registration fee of \$30 per semester. This fee is assessed whether or not the student attends class.

Technology Fee

The University assesses all students with a fee for technology, which is mandatory and nonrefundable after the start of classes. This fee supports the University of Hartford's ongoing efforts to create and maintain technology infrastructure. Such infrastructure includes, but is not limited to, information networks, electronic information resources, computer laboratories and classrooms, and the development of technologically advanced teaching materials. This fee is charged each semester.

Resident students taking 9 or more credits\$230
Commuter students taking 9 or more credits\$210
Students registered for 3 to 8.5 credits\$96

Note: Fees are subject to change; see website for most up to date information.

Billing

University of Hartford student billing statements are delivered online. You will receive notification of a billing statement available for viewing and payment through your Hartford.edu e-mail address.

New students will receive a letter that will include a University of Hartford e-mail address and user ID number. You will be instructed to access the University of Hartford's online Self-Service Center where you will be able to view and pay your bill. You will also be able to register parents, guardians or other third-party payers to receive billing notifications via e-mail.

Regardless of whether or not you have been billed, your financial obligation must be addressed prior to the start of classes in order for you to be cleared for attendance. Charges can be viewed in real time through the online self-service center.

Methods of Payment

Payments can be made by cash, check, ACH (electronic transfer), credit or debit card. MasterCard, Discover, VISA and American Express cards are accepted.

Students and authorized users can make online payments through CASHNet SMARTPAY, a third party payment processor operating under an agreement with the University of Hartford to process electronic payments. A 2.75% fee is assessed by CASHNet to process domestic credit or debit card payments on your behalf; international card payments may be assessed a higher fee. The service fee is non-refundable. There is no fee for payment by electronic check (ACH transfer).

Checks, travelers' checks and money orders can be mailed, along with a printed copy of the top portion of your billing statement, to:

University of Hartford
P.O. Box 416362
Boston, MA 02241-6362

Cash and check payments also may be made at the Student Administrative Services Center on the second floor of the Computer and Administration Center. For questions and hours call 860.768.4999.

Tuition and fees are due prior to the start of classes. Billing deadlines for full and part-time students may differ. For specific information on due dates per term, go to: www.hartford.edu/bursar. Click on Tuition and then choose the appropriate term for Payment Due Dates.

Persons intending to register are encouraged to do so as early as possible and, where circumstances permit, to use the online registration options. When the payment (due) is received prior to the start of class, persons will be listed as cleared on class rosters. They will not have to visit administrative offices to secure written clearance to attend classes.

The University partners with HigherOne to offer a payment plan. There is a \$45 enrollment fee assessed by HigherOne for plan administration. The Tuition Payment Plan allows students and their families to spread their payments over a specified number of months. For information on this payment plan option, including plan deadlines, please contact the Student Administrative Services Center at sasc@hartford.edu or 860.768.4999 or contact HigherOne at 800.635.0120.

If payment is not made in accordance with University policy, a default charge of 1.5% per month will be assessed on the unpaid balance until it is paid in full.

Refund Policy

Non-attendance does not constitute withdrawal from courses. Requests for withdrawal must be submitted in writing to the Student Administrative Services Center (SASC). Requests are official as of the date they are received, and tuition adjustments for full semester courses only are made according to the following schedule, based on full-payment of tuition prior to withdrawal:

Tuition Adjustment Only

| | |
|----------------------------------|------|
| Withdrawal prior to and | |
| Within first week of class..... | 100% |
| Withdrawal within 2nd week | 60% |
| Withdrawal within 3rd week | 40% |
| Withdrawal within 4th week | 20% |
| Withdrawal after 4th week | 0% |

Please refer to the Academic Calendar for specific dates.

Refund Policy—continued

For ten-week Saturdayterm courses, the refund policy is:

| | |
|--------------------------------------|------|
| Withdrawal prior to class | 100% |
| Withdrawal after 1 class | 60% |
| Withdrawal after two classes | 20% |
| Withdrawal after three classes | 0% |

For seven-week courses, the refund policy is:

| | |
|------------------------------------|------|
| Withdrawal prior to class | 100% |
| Withdrawal after 1 class | 60% |
| Withdrawal after two classes | 0% |

Absence from class or notification to the instructor does not constitute official withdrawal. In determining the percentage of tuition adjustment, the effective date of withdrawal will be the date the student notifies the SASC in writing rather than the last day of class attendance.

No tuition adjustments are made if a student is suspended, dismissed, or otherwise leaves the University without formally withdrawing; nor are prorated reductions made for temporary absence from class.

The registration fee is nonrefundable. Laboratory fees and the technology fee are 100% refundable through the first week or classes and nonrefundable after the first week of classes.

Withdrawals for medical reasons should be submitted to the Dean of Students Office with appropriate documentation for consideration of a pro-rata refund of housing and dining fees only. Tuition charges will be adjusted in accordance with the policy stated above. Medical withdrawals may affect the student's financial aid. Students receiving Federal Title IV funds are subject to a separate refund calculation. Contact the University Financial Aid Office for additional information.

Financial Assistance

Part-time matriculated undergraduate students may be eligible for a Federal Pell grant and/or Federal Stafford loans. To qualify, students must complete the FAFSA online at <https://fafsa.ed.gov> using our school code 001422.

Full-time and part-time matriculated graduate students may also be eligible for Federal Stafford loans. Students must complete the FAFSA and the Graduate and Professional Aid Application, found on the Financial Aid website to qualify.

Supplemental loan programs and payment plans are also available for both undergraduate and graduate students. For further information about these and other financial aid opportunities, please visit or contact the Office of Admission and Student Financial Assistance at 860.768.4296 or at finaid@hartford.edu.

Financial Delinquency

Any student failing to pay his or her account fees with the University on or before the day they are due may be excluded from all classes, lectures, laboratories, examinations, co-curricular activities, and graduation until such payment is made. The student may also be denied grades, transcripts, diplomas, and the opportunity to register for subsequent terms if payment is not made when due or if the student's debt to the University is discharged in bankruptcy proceedings. A default charge equal to 1.5 percent of the unpaid balance may be charged until all fees are paid in full. If, in the judgment of the University, it becomes necessary to engage the services of a collection agency or attorney to obtain payment, the student must pay all collection agency or attorney fees, reasonable expenses, and other costs incurred, to the maximum extent allowed by Connecticut law.

Academic Information

Student Services and Resource Centers

Academic Advising

Academic advising for part-time, non-matriculated, undergraduate and graduate students is available through the Center for Graduate and Adult Academic Services. Advisors will provide general assistance in course selection and program planning. To schedule an appointment with an advisor, call 860.768.5010 for undergraduate and or 860.768.4371 for graduate assistance. The center is located in room 231 of the Computer and Administration Center and is regularly open for assistance from 8:30 a.m. to 6 p.m., Monday through Thursday, and from 8:30 am to 4:30 pm on Friday, or by appointment.

Part-time matriculated students must consult with an academic advisor in the school in which they are enrolled.

Campus Store/Bookstore

The Campus Store is located in the Harry Jack Gray Center. Students may purchase texts, computer hardware, software and peripherals, and supplies, at this location. Staff members are available to assist customers in locating the required materials. You may purchase all of your textbooks through your campus bookstore website at www.hartfordshop.com.

The bookstore is open Monday through Thursday from 9 am to 6 pm, Friday from 9 to 4 pm, Saturday from 11 am to 4 pm, and is closed on Sunday. The schedule of hours during registration may be obtained by contacting the bookstore at 860.768.4801 or hartford@bkstr.com. Hours are subject to change. Please check website above for current information.

Access-Ability Services

Access-Ability Services is one of the two disability offices on campus. A student who has been diagnosed with a learning disability, attention deficit disorder, a traumatic brain injury, or a disability on the Autism Spectrum registers with Access-Ability Services to access accommodations and services. Eligibility for disability support is determined on a case-by-case basis taking a variety of factors into consideration including [but not limited to] the nature and extent of the disability and the functional limitations posed by the disability.

Federal mandates require the University to provide equal access to all aspects of a University program and guarantee nondiscrimination based on disability. Legislation driving disability eligibility includes the Americans with Disabilities Act [ADA as amended] and Section 504 of the Rehabilitation Act of 1973.

At the postsecondary level, the student engages in a multi-step process of self-advocacy to request and access accommodations/services. Upon acceptance to the University and after depositing, the student submits required disability documentation to the Director of Access-Ability Services for review. Please note: accommodations do not automatically follow a student from high school to college. Documentation requirements are posted on www.hartford.edu/Learningplus

A qualified student is eligible for an Intake Interview with the Director of Access-Ability Services. At this meeting, the Letter of Disclosure is developed. It identifies the accommodations/services the student may access for the semester. Letters of Disclosure are then given to each professor and the student is responsible for engaging in an individual, confidential discussion with each professor to activate the specific accommodations the student is likely to access during the semester. Letters of Disclosure must be renewed each semester.

The Access-Ability Services office is located in Auerbach Hall room 209. Contact Access-Ability Services for additional information: 860.768.4312 or www.hartford.edu/learningplus/

Math, Physics, and Computer Science Tutoring Laboratories

The two labs are available free of charge to all full and part-time students. The Computer Science Tutoring Lab, located in Dana Hall 230, is staffed by upper-class undergraduate students. The Math and Physics Tutoring Lab, located in Dana Hall 208, is staffed by both upper-class undergraduate students and faculty. Schedules are posted outside the lab doors or can be accessed online at http://www.hartford.edu/a_and_s/academic_services/student_resource/tutoring/.

The Center for Reading and Writing

The Center for Reading and Writing, located in room L102 in the lower level of Mortensen Library, provides academic support services for students interested in refining their reading, writing, and study skills. Students can receive individual help with written composition, research skills, reading comprehension, studying, and test taking. The center's regular hours generally are Monday through Thursday, 9:30 am to 4:00 pm and Friday, 9:30 am to 2 pm, but each semester is different. Please call 860.768.4131 for information regarding earlier openings or occasional extended hours. Please note: extended hours are offered only when tutors are available. Call 860.768.4131 to make an appointment.

University Libraries

The University Libraries consists of the William H. Mortensen Library, and the Mildred P. Allen Memorial Library. Mortensen, located in the Harry Jack Gray Center, midway between the academic and residential sides of campus, houses the general collection, special collections for Art, Judaic Studies, and the University Archives. Allen library, on the upper level of the Gray Center's east wing, supports the programs of The Hartt School in music, dance, and the performing arts. Information about Libraries collections, hours and services is available on the Libraries' home page: <http://library.hartford.edu>.

Administrative Information

Undergraduate Admissions

The University of Hartford regularly makes most of its courses available to individuals who wish to pursue their education on a part-time basis. The individuals may register for either day or evening courses, and most of the degree programs the University offers may be completed by students who enroll on a part-time basis.

The same high academic standards and expectations are applied to all University courses, whether they are taught during the day or in the evening. Degree requirements are essentially the same for part- and full-time students, and the credit value of a course is the same whether it is taken during the evening or day or by a part- or full-time student.

The Office of Admission and Student Financial Assistance receives all applications for matriculation into the undergraduate degree programs and determines whether or not students are accepted into the programs. It also administers the University's financial assistance program. The office is located in Bates House, the white frame building near the north entrance to the campus. The office is open from 8:30 am to 4:30 pm Monday through Friday. The telephone number is 860.768.4296. More information is available online at <http://admission.hartford.edu>.

Graduate Admissions

Graduate admissions, open houses and admission advising for all schools are coordinated through the Center for Graduate and Adult Academic Services in the Auerbach Computer and Administrative Services Building, Room 231. The hours for advising assistance at the Center are Monday through Thursday, 8:30 am to 6 pm and Friday 8:30 am to 4:30 pm, or by appointment. Please check the website for operation hour changes. For more information, visit www.hartford.edu/graduate or email GradStudy@hartford.edu or call 860.768.4371.

Career Services

The Office of Career Services is committed to helping students incorporate their academic, extracurricular, and personal backgrounds into an effective career plan. The services offered include individual career counseling and advising, workshops covering a variety of professional and career-related topics (e.g., skills identification, résumé writing, mock interviews, job-search techniques, etc.), campus recruitment, career fairs and assistance in finding internships and job opportunities. Information regarding a full range of career events, job/internship fairs, and employer visits may be found on the Career Services website: www.hartford.edu/career.

Career Services—continued

In addition, the University's on-line employment information system, **CareerBridge**, is available to matriculated students and alumni and may be accessed through the Career Services website.

Career Services is located in Gengras 207 and is open from 8:30 am to 5 pm, Monday through Friday. Walk-in hours, for quick questions and résumé help, are available from 1 pm to 3:45 pm Monday through Thursday during the academic year. Summer hours are 8:30 am to 4:30 pm; call ahead for walk-in availability. To request further information, or to make an appointment, call 860.768.4287.

Computer Support Center

Located on the main level of the library, the Computer Support Center (CSC) is a free source for computer help provided by the Office of Technology Services (OTS), available to all currently registered students as well as faculty and staff. It is a resource to help those who wish to connect and use the university's on-campus network and email system either from on campus or off, to report problems with the Network, and to get computer-related questions answered. Laser and color printing are available for a fee.

Students can call, email, or show up in person to make use of the services offered. Some services require "in person" visits only.

CSC hours are: Monday-Thursday 8:00 am-1:00 am, Friday 8:00 am-5:30pm. Weekend support services are available in the Mortensen Library on Saturday 10:00 am-5:30 pm, and Sunday 12:30 noon-1 am. For other times, visit <http://www.hartford.edu/ots>

For more information, contact csc@hartford.edu or by phone at 860.768.4613.

The Central Help Desk is available 24/7 at X 4357 from on campus or 844.292.3213.

Health Services

The University Health Services 860.768.6601 is located in the Sports Center. The entrance is on the west (left) side of the building. Services are available to all full-time undergraduate students during the fall and spring semesters. Graduate and part-time

students are welcome to use the facility by either (a) paying the health fee during the registration process or (b) paying a fee for medical services at the time they are rendered.

Students Health Services provides basic health care to students, including routine acute and chronic medical care, women's health exams, birth-control counseling, and most laboratory testing. The Health Services staff includes physicians, nurse practitioners, registered nurses and medical assistants. Our providers are experienced in treating common health problems seen on college campuses and have access to a wide range of specialists and emergency services when necessary. Health Services operates on an appointment system. Students may contact Public Safety after hours for a medical emergency by calling ext. 7777.

For students' convenience, Health Services offers the following for a modest fee.

- Allergy injections using the antigen and instructions supplied by the student's allergist
- PPD, tetanus, flu, hepatitis A and B, meningitis, measles, mumps and rubella injections
- Women's health annual exams
- Pregnancy testing
- STD testing, including confidential HIV testing
- A variety of medications, including prescription, over-the-counter and birth-control products.

For more information, visit our website:

www.hartford.edu/student_affairs/departments/health_services.

Department of Public Safety

The Department of Public Safety is located in the same building as Facilities, adjacent to parking lot-E. Public Safety is in full operation twenty-four hours a day, seven days a week. Officers provide foot, vehicle, and bicycle patrols of all campus areas and respond to all complaints and requests for assistance. All officers are certified as Emergency Medical Response Technicians. Specialized units within the Department of Public Safety include investigation and crime prevention services. Other services include escort services, registration of vehicles, bicycles, and other personal property, lost and found, and loan of jumper cables.

Public Safety—Your Car on Campus

The Department of Public Safety is also responsible for enforcing all parking and traffic regulations and publishes “Your Car on Campus,” a comprehensive pamphlet detailing campus parking and traffic regulations. Note: All vehicles using campus parking facilities must display a current University of Hartford parking permit. For more information contact the Department of Public Safety at 860.768.7985. Website: <http://www.hartford.edu/publicsafety>.

Public Safety -Clery Act

As provided by the Jeanne Clery Act, prospective students are entitled to request and receive a copy of the University of Hartford Annual Security and Fire Safety Report. This report includes statistics from the previous three years concerning reported crimes that occurred on campus, in certain off-campus building or property owned or controlled by the University of Hartford; and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies and procedures concerning campus security, sexual assault, missing persons, drugs and alcohol, emergency response and notification, fire safety and other matters. You may obtain a copy of this report online at <https://www.hartford.edu/publicsafety/files/pdf/annalsecurityreport.pdf> or by contacting Public Safety at 860.768.7985.

Public Safety—Emergency Preparedness

In the event of an emergency requiring an immediate public safety presence, call extension 7777 from any campus phone. From an off-campus phone, pay phone or cell phone, call 860.768.7777. For more information on emergency procedures you can go to our website at <https://www.hartford.edu/publicsafety/EmergencyPreparedness/default.asp>.

Registrar

All official academic records and grades are held in the Registrar’s Office. The Registrar’s Office is located on the second floor of the Computer and Administration Center. The office is open from 8:30 am to 4:30 pm, Monday through Friday. For further information, call 860.768.4557.

Student Administrative Services Center (SASC)

For information regarding tuition and fees, registration, enrollment verification, and address changes, students should contact the Student Administrative Services Center. Normal business hours are from 8:30 am to 5 pm, Monday through Thursday, and 8:30 am to 3 pm on Friday. SASC is located on the second floor of the Computer Administration Center. For further information, e-mail us at sasc@hartford.edu, call 860.768.4999 or go to www.hartford.edu/SASC.

Student ID (Hawk Card) Office

The Student ID office is located in a small extension on the music school side of the Gengras Student Union, room #112, facing north towards The Hartt School of Music. To obtain a student ID, the student must provide proof of registration and a photo I.D. The office hours are Monday-Thursday from 9 am-4:30 pm and Friday from 9 am-3 pm. During the start of each semester, the office typically holds extended hours. For more information, call 860.768.4829 or check <http://hartford.edu/studentlife/studentid.aspx>

Veterans’ Information

Information and counseling on veteran’s benefits and current legislation are available from your nearest Veterans Administration office and <http://www.benefits.va.gov/benefits/>. For general information regarding enrollment verification, email Ashley Stevens at astevens@hartford.edu. Those receiving education benefits need to submit a Request for Enrollment Verification Form each semester to Ashley Stevens.

General Information

Bus/Shuttle Service

The University provides shuttle service on the Bloomfield Avenue campus. Service is also provided on a scheduled basis between the Bloomfield Avenue campus, the Handel Performing Arts Center, and the Asylum Avenue campus. The University also provides scheduled shuttle service departing from the University Commons on Fridays, Saturdays and Sundays to the following shopping areas: Bishop’s Corner, Blue Back Square, Jerry’s Artarama and West Farms Mall. For up to date shuttle information, please check the website: www.hartford.edu/resources/bus/.

Dining on Bloomfield Avenue Campus

Enjoy a wide variety of delicious food offerings, including national brands such as Subway, Starbucks, Einstein Bros. Bagels and Extreme Pita or visit Commons the all you care to enjoy dining location. Starbucks in the library is open Monday—Thursday 8 am—11 pm, Friday 8 am-4:30 pm and Sunday 2-11 pm. For more information follow us on Instagram, Twitter or Facebook @Uhartdining or visit Hartford.CampusDish.com.

Gengras Student Union

Gengras Student Union (GSU) is the community center for the entire campus community and houses:

| | |
|--|----------------------------|
| Dining Services | The Informer |
| Catering Services | STN2 |
| Dean of Students | Campus Ministries |
| Career Services | Muslim Student Association |
| Student Government | Naciones Hispanas Unidas |
| Commuter Lounge | Brothers & Sisters United |
| CAPS Counseling and Psychological Services | Game Room |
| Multicultural Center | Greek Life & Activities |
| Mail Services | Campus Activities Team |
| Full service ATM | ICON Yearbook |
| International Center | Hartbeat Student Magazine |
| Community Service | Student Conduct |
| | HAWKCard ID Office |

GSU is managed by the Student Centers Administration Office in GSU 205, 860.768.4283. The business office hours are Monday-Friday 8:30 am-4:30 pm. The Student Union hours are Monday-Thursday, 7:30 am-10 pm; Friday 7:30 am—7 pm; Saturday and Sunday, from 11 am—7 pm.

Health Club Membership/Sports Center

Part-time undergraduate and graduate students at the University, along with their families, may purchase a membership to the University's Sports Center. The Sports Center boasts a wide range of modern facilities and equipment. These include:

- One multipurpose court
- Modern locker areas with saunas
- Two racquetball courts and one squash court- reservations are taken 24 hours in advance at 860.768.5070
- 25-yard indoor pool with Tarn-Pure filtration system
- Six Hart-Tru lighted tennis courts
- Multipurpose room for aerobic classes-held Monday through Thursday
- Eagle Cybex Room with state-of-the-art weight equipment
- Free-Weight Room

Please call the Sports Center director's office at 860.768.5050 for current membership prices and to arrange a tour of the facility. To reach the Sports Center lobby, call 860.768.5070.

Testing

Credit for Nontraditional Learning

The University of Hartford evaluates college credit learning that may have occurred outside the formal classroom settings. These include the College-Level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES) program, and the Learning in Non-Credit Settings (LINCS) program. These programs help students obtain college credit for what they know and can do regardless of how or where their knowledge was acquired. Information on these tests is available from the Center for Adult Academic Services at 860-768-5010 or online at www.hartford.edu/apt_admissions/alternative_credit.aspx.

CLEP

The College-Level Examination Program (CLEP) gives individuals the opportunity to earn college credit by successfully completing standardized examinations. The University of Hartford accepts up to 27 credits earned through testing. For information on CLEP and the exam equivalencies to University courses is available at www.hartford.edu/apt_admissions/alternative_credit.aspx

LINCS

The Learning in Non-Credit Settings (LINCS) program provides students with an opportunity to earn academic credit for learning that may have taken place as a result of work experience, on the job training or independent study. To obtain college credit, students must submit a portfolio for evaluation. More LINCS Program Information is available online at www.hartford.edu/apt_admissions/alternative_credit.aspx

Departmental Examinations

Any school of the University may authorize the administration of an examination of its own devising or choosing for the purpose of granting credit. Individuals interested in this option should contact the appropriate academic department for information and check with their advisors, program directors, and/or college evaluators to be sure test credits will satisfy their program requirements.

Complete List of Undergraduate Programs

For a full list of our undergraduate degree programs, go to: <http://www.hartford.edu/academics/AreasofStudy/UndergraduatePrograms-listingpage/default.aspx>

Undergraduate Programs That Can Be Completed Part-time in the Evening

Most programs at the University may be pursued on either a part-time or full-time basis. However, not all programs offer regular evening courses. The following programs can be completed on a part-time basis with many classes available in the evening. Evening courses may be scheduled in either a traditional 14-week format or the Academic Express format, which offers 7 1/2 week, online and Saturday courses. Some sections are closed to full-time students.

University Studies

Associate in Liberal Arts

Bachelor of University Studies (part-time adult degree completion program) can be completed online

Paralegal Studies programs

College of Arts and Sciences

Bachelor's programs in Chemistry, Computer Science, English, Mathematics, Physics, and Psychology

Barney School of Business

Business Administration, with majors in Accounting, Economics and Finance, and Management.

College of Education, Nursing and Health Professions

Health Science and Nursing (RN to BSN)

College of Engineering, Technology, and Architecture

Engineering

Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering

College of Engineering, Technology, and Architecture—continued

Technology

Associate in Science in Computer Engineering Technology and Electronic Engineering Technology

Bachelor of Science in Audio Engineering, Architectural Engineering Technology, Computer Engineering Technology, Electronic Engineering Technology, and Mechanical Engineering Technology

Certificate Programs

College of Arts and Sciences

Computer Science

University Studies

Post Baccalaureate Pre-Medical Professions
Certificate Program (most courses offered in evening)

Paralegal Certificate

Graduate Programs of Study

College of Arts and Science

Master of Arts in Communication
Master of Service in Neuroscience
Master of Arts in Clinical Practices in Psychology
Master of Science in Organizational Psychology
Master of Science in School Psychology
Doctor of Psychology (PsyD) in Clinical Psychology

Barney School of Business

Master of Business Administration (MBA)
Master of Science in Accounting and Taxation (MSAT)
Dual Degree in Engineering and MBA (E2M)
Dual Degree in MBA and MSAT
Post Master's Certificate in Taxation
Post Master's Certificate in Accounting
Post Master's Certificate in Business Administration

College of Engineering, Technology and Architecture

Master of Architecture
Master of Engineering in Environmental Engineering
Master of Engineering in Electrical Engineering
Master of Engineering, in Civil Engineering with specialization in Structural Engineering, and Transportation Engineering
Master of Engineering in Mechanical Engineering, with specialization in Manufacturing Engineering and Turbo machinery.
Master of Engineering and Master of Business Administration: Dual Degree in Engineering and Business (E2M)
3+2 Program (Bachelor of Science and Master of Engineering)
Master of Science in Engineering
Certificate in Mechanical Metrology

Hartford Art School

Master of Fine Arts, in Illustration (limited residency)
Master of Fine Arts, in Photography (limited residency)
Master of Fine Arts, Interdisciplinary (limited residency)

College of Education, Nursing and Health Professions

Master of Education in Early Childhood Education
Master of Education in Elementary Education
Master of Science in Nursing, with curricula in Nursing Education, Nursing Management, Public Health
Post Master's Teaching Certificate in Nursing
Master of Science in Prosthetics and Orthotics
Doctor of Physical Therapy
Doctoral Program in Educational Leadership (EdD)

The Hartt School

Master of Music with concentration in Composition, Guitar, Conducting, Music History, Music Theory, Piano Accompanying, Piano Performance with a Pedagogy emphasis, Performance, Instrumental Performance with Suzuki Pedagogy emphasis
Master of Music Education in Conducting, Kodaly, Pedagogy, Research, and Technology
Graduate Professional Diploma in Composition, Orchestral Conducting, and Instrumental and Voice Performance
Doctor of Musical Arts in Composition, Choral Conducting, and Performance
Doctor of Philosophy in Music Education
Artist Diploma in Composition and Performance, and Orchestral Conducting

Online Graduate Degree Programs

Master of Business Administration (MBA)
Master of Science in Accounting and Taxation (MSAT) Taxation track
Master of Science in Management
Master of Science in Organizational Psychology
Master of Education, Special Education
Master of Education, Early Childhood or Elementary with Montessori Concentration
Transitional Master of Science, Prosthetics and Orthotics (hybrid)

For more information, contact the Center for Graduate Admission

860.768.4371 or 800.945.0712 www.hartford.edu/graduate GradStudy@hartford.edu

Barney School of Business Weekly Information Sessions for MBA, MSAT

Tuesdays, 4:30-6pm Auerbach Hall, Room 227 860.768.4444 bizschool@hartford.edu

College of Education, Nursing and Health Professions Information Sessions

Please visit Hartford.edu/enhp.

How to Read Course Schedule Information

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|---------|------|------|------|--------------------|--------|-------------|-----|-----|-----|--------------|-------------|----------|----------|
| CRN | Subj | Crse | Cred | Title | Day(s) | Time(s) | Cap | Act | Rem | Instructor | Date | Location | Textbook |
| C 17559 | BIO | 213 | 4 | Biological Science | MWF | 12:30-13:20 | 45 | 45 | 0 | Jacob Harney | 01/22-05/05 | D 202 | Text |
| O 17711 | BIO | 213 | 0 | Biological Science | M | 13:30-16:00 | 16 | 10 | 6 | Jeremy Scott | 01/27-05/05 | BC 166 | Text |

| | | |
|----|-------------------------|--|
| 1 | Open/Closed Indicator | Quick check to see if a course has openings. This may not always be accurate if courses are cross-listed. |
| 2 | Course Reference Number | This five-digit number refers to the specific section of the course you select. There are many sections/instructors for Psychology 101, for example; the CRN refers to your specific section and instructor. |
| 3 | Subject Code | These letters identify the academic area of the course: BIO = biology; PSY = psychology, etc. |
| 4 | Course & Level Number | The first digit indicates the level of the course: 100=freshman, 200=sophomore, 300=junior, 400=senior, 500 and above = graduate level. The second and third digits indicate the particular course. |
| 5 | Credits | This number refers to the number of credit hours the course is worth. Note: most lab science courses require both four-credit lecture plus a zero-credit lab. |
| 6 | Title | Course Title |
| 7 | Class Day(s) & Time | The times are indicated in 24 hour military time style. The day indicators are: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, TBA indicates online or independent study. |
| 8 | Capacity | The total number of seats available in a course section. |
| 9 | Actual | The number of registrations taken for a course section. |
| 10 | Remaining | The number of open seats remaining in a section. |
| 11 | Instructor | Name of instructor; if Staff is listed, the instructor has not yet been confirmed. |
| 12 | Date | Start and end dates for a the class. |
| 13 | Location | Building and room number where the class will be held. See below for building codes. |
| 14 | Textbook | This is a live link; click on it to get textbook information. |

BUILDING CODES

BLOOMFIELD AVENUE CAMPUS

OFF CAMPUS LOCATIONS

| | | |
|---|----------------------------------|---|
| A.....Auerbach Hall | HJGHarry Jack Gray Center | CGR701Cottage Grove Building 701 |
| ABR.....Abrahms Hall | KONKonover Campus Center | HHOSPHartford Hospital |
| BC.....Biology/Chemistry Building | L/TLincoln Theater | HPACHandel Performing Arts Center |
| CCAuerbach Computer and Administration Center | PRPark River | ON LINEOnline Learning |
| DCharles A. Dana Hall | SBLSculpture Building | VC.....Virtual Campus |
| EEast Hall | Hartford Art School | |
| FAlfred C. Fuller Music Hall | SPCTSports Center | |
| GSUGengras Student Union | SRRSlobodkina Reading Room | |
| HHillyer Hall | UCUniversity Commons | |
| HHHawk Hall | UHSUniversity High School | |
| | UTUnited Technologies Hall | |
| | VVisual Art Center, | |
| | Hartford Art School | |

SPRING 2017 FAX/MAIL REGISTRATION FORM

To receive confirmation, your registration form must be received at least two weeks prior to the date of the students first class. The University of Hartford cannot process mail or fax registration that are only partially completed. Please print and complete all applicable forms. NOTE: Registration contingent on final approval from academic department. This form is for use primarily by non matriculated part-time undergraduate and graduate students. Before registering, non-matriculated graduate students must obtain approval from the graduate program director.

Return to Ms. Karen Sullivan , Office of Adult Academic Services, University of Hartford, 200 Bloomfield Avenue, West Hartford, CT 06117 or fax to 860.768.5160. NOTE: Registration form must be received by Monday, January 16, 2017.

| | | | |
|--|---|---|---|
| University ID | First Name | Middle/Maiden | Last Name |
| Date of Birth | Male <input type="checkbox"/> Female <input type="checkbox"/> | Veteran's Benefits Yes <input type="checkbox"/> No <input type="checkbox"/> | Email address |
| Last Term Attended | Home/Cell Telephone | Work Phone | U.S. Citizen Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Student Level Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> | Ethnicity—check one Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> | Race— one or more Asian <input type="checkbox"/> White <input type="checkbox"/> | Amer. Indian/AK Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African American <input type="checkbox"/> |
| Home Street Address | | City | State and Zip |
| With which University of Hartford college are or were you affiliated? Non Matriculate students check Not Affiliated. | | | |
| Art 01 <input type="checkbox"/> | Hillyer 04 <input type="checkbox"/> | Engineering, Technology, and Architecture 06 <input type="checkbox"/> | Education, Nursing, and Health Professions 05 <input type="checkbox"/> |
| Arts and Sciences 02 <input type="checkbox"/> | Hart 07 <input type="checkbox"/> | University Studies 11 <input type="checkbox"/> | Not Affiliated <input type="checkbox"/> |
| Barney/Business 03 <input type="checkbox"/> | | | |

Course Selection

| Repeat UofH course? Y or N | Course Reference Number (5 digits) | Subject Code Ex: BIO | Course Number Ex. 210 | Days of Class | Times of Class | Number of Credits | Pass/No Pass (check) | Audit (check) | Letter Grade (check) |
|-------------------------------|---------------------------------------|-------------------------|--------------------------|---------------|----------------|-------------------|-------------------------|------------------|-------------------------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Tuition and fees charged by the University vary based on the number of credit hours taken and registration status. For specific information, go to http://www.hartford.edu/aboutuofh/finance_administration/financial_affairs/bursar/tuition/tuition_fees.aspx. Student must obtain parking through Public Safety. For billing information go to http://www.hartford.edu/aboutuofh/finance_administration/financial_affairs/bursar/ebilling/ or call 860.768.4999. Your signature indicates your understanding and acceptance of full responsibility for course selection and for billing, withdrawal and refunds regulations and deadlines.

Current University students will receive notification via University email of a billing statement available for viewing and payment online. New students will receive a letter that includes their University email and ID to allow them to log on and view billing information and register parents and third party payers. Payments can be made by cash, check, money order, travelers check, ACH-electronic transfer, credit or debit card. A 2.75% service fee will be charged for credit card payments. For withdrawal and refund deadlines see pages 16-17 of this document or go to: http://www.hartford.edu/aboutuofh/finance_administration/financial_affairs/bursar/financial_info/default.aspx

Student Signature:

Official Use Only

Advisor's Signature:

Student Schedule Worksheet

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------------|-----------|--------------|--------|----------|
| | 8:00 | | 8:00 | | |
| 8:30 | 9:15 | 8:30 | 9:15 | 8:30 | 9:00 |
| 9:20 | 9:25 | 9:20 | 9:25 | 9:20 | |
| 9:30 | | 9:30 | | 9:30 | |
| 10:20 | | 10:20 | | 10:20 | |
| 10:30 | 10:40 | 10:30 | 10:40 | 10:30 | |
| 11:20 | 10:50 | 11:20 | 10:50 | 11:20 | |
| 11:30 | 12:05 | 11:30 | 12:05 | 11:30 | |
| 12:20 | 12:15 | 12:20 | 12:15 | 12:20 | 12:30 |
| 12:30 | Meeting Time | 12:30 | Meeting Time | 12:30 | |
| 1:20 | | 1:20 | | 1:20 | 1:00 |
| 1:30 | 1:55 | 1:30 | 1:55 | 1:30 | |
| 2:45 | 2:05 | 2:45 | 2:05 | 2:45 | |
| 2:55 | 3:20 | 2:55 | 3:20 | 2:55 | |
| 4:15 | 3:30 | 4:15 | 3:30 | 4:15 | |
| | 4:45 | | 4:45 | | 4:30 |
| 5:00 | 5:00 | 5:00 | 5:00 | 5:00 | |
| 7:20 | 7:20 | 7:20 | 7:20 | 7:20 | |
| 7:30 | 7:30 | 7:30 | 7:30 | 7:30 | |
| 9:50 | 9:50 | 9:50 | 9:50 | 9:50 | |