



UNIVERSITY OF HARTFORD

Checklist for New Graduate Students

Before you arrive to the University you should:

___ Provide the Health Services Department with the required MMR form

The form was in your application for graduate study or you may download it at http://www.hartford.edu/student_affairs/departments/health_services/immun_health_forms.aspx. It should be returned to the University of Hartford Health Services office. This form is required by state law and must be turned in **before** registering for classes. Please call 860.768.6601 with any questions.

Upon arrival to the University you should:

___ Meet with your Program Director or Faculty Advisor to determine the appropriate course or courses to commence your graduate studies. Ask if your course will require a departmental signature on the registration form and have it signed then if necessary. [Graduate Program Director](http://www.hartford.edu/graduate/default.aspx) information is available online at <http://www.hartford.edu/graduate/default.aspx>

At the Computer and Administration Building you should:

___ Register and Payment for Classes: You may register at the Student Administration Service Center (SASC) located in the Beatrice Auerbach Administration and Computer Center, 2nd Floor. All registration forms require a signature. Please call the SASC center for questions regarding registration or registrar issues at 860.768.4999.

___ Payments and processing of all tuition deferral and employer reimbursement paperwork is handled by SASC. *Bills are only sent to your University of Hartford e-mail.* E-check and credit card payment may be made through the [Student Self Service Center](#) on the secure CASHNet link. The University accepts cash, checks, and credit cards (MasterCard, Discover and American Express – a convenience fee of 2.75% is assessed on all credit card transactions). Please call SASC at 860.768.4999 for questions regarding billing issues.

___ Obtain a Parking Permit: Students, faculty, and staff who want to purchase a parking permit will log onto the Self-Service Center and click on the “Public Safety/Parking” link. They will then click “Purchase a Permit,” and will be asked to enter their vehicle information. **Students** will be billed for their parking permits, and the parking fees will show up on their electronic billing statements. After completing the online process, **students** will be able to print out a temporary permit, which they should bring along with their vehicle registration and University ID to the Department of Public Safety, to receive a permanent valid permit to display in their car. Permits for the entire academic year cost \$75 and for one semester cost \$45 (call for summer semester parking cost). If you have questions please SASC at 860.768.4999.

___ Set up an e-mail account – All students are required to setup an University of Hartford email account, which will allow access to bills and the Blackboard portal. Emails will be automatically generated based on registration. Once you are registered for a course, graduate students will have an email account generated for them. A hardcopy letter goes to your mailing address via mail. A follow-up email with Self Service Center information will be waiting for you in your “inbox” once you access it. If you have questions call 860.768.5999.

~Please see reverse for the final steps of your checklist~



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At the Gengras Student Union you should:

___ **Obtain your Identification Card:** The office is located in the lower level of Gengras. Sit and Smile for your ID! The whole process will take about 5 minutes. Remember to bring a picture ID and a copy of your registration with you. The ID office will be open until 7pm during the first two weeks of the semester (call for summer hours). If you have questions call 860.768.5343.

At the Harry Jack Gray Center you should:

___ **Purchase or rent your books:** 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 (please see the enclosed schedule for the exact hours of the ID and bookstore during the first two weeks of the semester). Bring your schedule with you so that you can get the proper books for your section and class number. If you have questions call 860.768.4801. You may also order or rent your books online at www.hartford.bkstr.com.

An optional step:

___ **Purchase a membership to the University of Hartford Sports Center Facility:** The Sport Center Facility requires a membership. You should bring your ID card or proof of registration to the Sports Center to purchase a membership. The individual yearly rate for graduate students is \$200 and valid from July 1, 2010 – June 30, 2011 (may be pro-rated). The Sports Center Membership Office is open Monday – Friday 8:30am-7pm. The Sports Center Facility is open for use Monday – Thursday 6am-11pm, Friday 6am-10pm, Saturday and Sunday 8am-8pm. If you have questions call 860.768.5050.

Useful Links:

Campus map- http://www.hartford.edu/visitingcampus/campus_maps.aspx
Academic Calendar- http://www.hartford.edu/academics/academic_calendars/default.aspx
Events Calendar- <http://www.hartford.edu/calendar/default.aspx>
Public Safety- <http://uhaweb.hartford.edu/PUBSAFETY/>
Residential Life- <http://uhaweb.hartford.edu/reslife/>
City of Hartford- <http://www.hartford.com/>
Library- <http://library.hartford.edu>
Bookstore- www.hartford.bkstr.com
Sports Center- <http://uhaweb.hartford.edu/sportsctr/home%20page.html>
Food locations- <http://www.hartford.edu/graduate/StudentResources/Dining.aspx>
Health Services- <http://www.hartford.edu/graduate/StudentResources/HealthServices.aspx>
Self-Service Center- https://banweb8.hartford.edu/pls/prod/twbkwbis.P_WWWLogin
SASC- <http://uhaweb.hartford.edu/SASC/>
Office of Financial Aid- <http://admission.hartford.edu/finaid/>

Financial Aid Websites for Graduate Students:

American Council for Learned Societies- <http://www.acls.org/>
American Association of University Women- www.aauw.org/fqa/fellowships_grants/index.cfm
Fulbright Scholarship- www.iie.org/fulbright/
Jacob Javits Fellowship Program- www.ed.gov/programs/javits/resources.html
National Science Foundation- <http://www.nsf.gov/>
Hispanic Scholarship Fund- www.hsf.net
Social Science Research Council Fellowship- www.ssrc.org/fellowships
Woodrow Wilson National Fellowship Foundation- www.woodrow.org