



UNIVERSITY OF HARTFORD



New Graduate Student Orientation

Graduate Admissions Office

1.860.768.4371 or 1.800.945.0712

gradstudy@hartford.edu

Welcome to the University of Hartford!

- We hope this Graduate Student Orientation will help you get better acquainted with the University of Hartford and the services available to you.
- Departmental specific orientations may also be available on campus, please check with your graduate program director for details.
- If you are an **international student**, you will have an additional separate orientation to attend. For more information, contact Richard Lazzerini by e-mail lazzerini@hartford.edu or by phone 860.768.4873 you may also visit the [International Center website](#).

Welcome from the Dean

Welcome to the University of Hartford! I am proud that you chose us to further your career. I know that you are anxious to get started, but remember that it can be stressful adapting to a new culture and a different bureaucracy. This online orientation was developed to help you get registered, enrolled, and onto your first set of classes. For program-specific questions, contact your department. For general university procedures, contact [Reneé Murphy](#), associate director for graduate admissions, at 860.768.5102 or murphy@hartford.edu.



Peter Diffley
Dean of Graduate Studies
diffley@hartford.edu

Dean's Reception

Peter Diffley, Dean of Graduate Studies, cordially invites you and a guest to a *Reception for Graduate Students*. Please join us for an evening of networking, sharing, and a sense of community. Refreshments will be served. Space is limited, please RSVP by September 17.

Date: Wed. September 21, 2011

Time: 6 – 8 p.m.

Place: 1877 Club Restaurant,
Harry Jack Gray Center

To make a reservation contact:
[Cheryl MacMath](#), 860.768.4504



Meet Your Graduate Program Director

Meet with your graduate program director or faculty advisor to determine the appropriate courses to commence your graduate studies. Online registration is available with prior approval and a personal identification number (PIN) provided by your advisor. If you have your PIN, you can proceed to the [Student Self-Service Center](#) to register.

For an up-to-date list of current program directors and their contact information click [here](#).



Find and Register for Classes

Finding classes:

- Look up classes using the links at right for the [Course Catalog](#) and [Class Search](#) for availability.
- For detailed information on classes and our specific programs, use the [Graduate Bulletin link](#).

Registering for class:

- IN PERSON: Go to [SASC](#) (Student Administration Services Center), which is located in the Beatrice Aurebach Administration and Computer Center, 2nd floor. For questions regarding registration, call 860.768.4999
- ONLINE: You must have met previously with your advisor and obtained your personal identification number (PIN). If you have your PIN, you can proceed to the [Student Self-Service Center link](#) to register





Health Services

- Our campus facility provides various health-care services to University students including acute care, Women's Health Clinic, laboratory testing, allergy clinic, medication, and immunizations.
- In order to register for classes, all part-time and full-time graduate students must submit an [immunization form](#), which includes a recent tuberculosis screening. For detailed information, contact Health Services at 860.768.6601
- For clinical care, please call Health Services in advance to make an appointment. Please note that doors lock 15 minutes prior to closing. Health Services is closed for all University breaks including winter, spring, and summer.
- **Location:** The Sports Center, ground floor
- **Semester Hours:** Mon. – Thurs., 8 a.m. – 5:15 p.m. and Fri., 8 a.m. – 4:15 p.m.
Telephone: 860.768.6601
Fax: 860.768.5140

Health Insurance Information

- Graduate students taking six or more credits are eligible for the University-referred insurance company [Consolidated Health Plan](#). For a brochure with detailed health insurance information and an enrollment form for the 2010-11 school year, [click here](#). For more information, you may contact Ninette LaPila, the local student representative. Her contact number is 860.756.7391



Obtaining a Parking Permit

Instructions for purchase:

1. Registered students can log onto the [Self-Service Center webpage](#), using the link at right. Once on the main menu, click the Public Safety/Parking link (should be the first link).
2. Then click on Request a University of Hartford Parking Permit, click Continue, select the type of permit you wish to purchase, and enter vehicle information.
3. Upon completion of the online process, you will be able to print out a temporary parking permit.
4. Bring your temporary permit, vehicle registration, and University of Hartford ID to the Department of Public Safety to receive a Permanent Permit tag to display in your car.
5. The Parking Permit fees will show up on your electronic billing statements.
 - For more information on these procedures, please contact SASC at 860.768.4999 or Public Safety at 860.768.7985.

Permit Fees :\$45 a semester, \$75 a year



Setting Up an E-mail Account



- E-mail accounts will be automatically generated based on registration. A hard-copy letter, containing your new e-mail address, goes to your mailing address. A follow-up e-mail with information from the Self-Service Center will be waiting for you in your e-mail Inbox. For questions, visit the Computer Support Center website using the link at right or call 860.768.5999
- Once you have an e-mail account set up, you may access it online at the following website:
<http://webmail.hartford.edu>. You may also set up your [preferred e-mail program](#) to retrieve your e-mail.

Obtaining Your ID Card

You will need:

- Photo ID such as a driver's license or passport
- Copy of your class registration

ID Office Information:

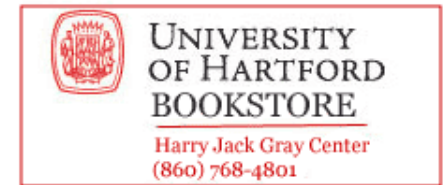
- **Location:** Bottom level of the Gengras Student Union Center, room 135, near the Student Government Office
- **Office Hours*:** Mon. – Thurs., 9 a.m. – 4:30 p.m.; Fri, 9 a.m. – 3 p.m.
- **Telephone:** 860.768.5343
*Call for extended hours during the first few weeks of each semester



Bookstore

- Textbooks are located in the lower level of the bookstore in the Harry Jack Gray Center. The bookstore is open special hours during the first two weeks of each term. Bring your schedule with you in order to get the proper books for your section and class number.
- Starting this fall, students will be able to rent textbooks from the University of Hartford Bookstore as part of Follett's Rent-A-Text program. Rent-A-Text can save students more than 50 percent on the price of new textbooks. Visit the website for more information.
- **Location:** Harry Jack Gray Center
- **Hours*:** Mon-Thurs, 9 a.m.-7 p.m.; Friday, 9 a.m. - 4 p.m.; Saturday, 11 a.m. - 4 p.m.; Sunday, CLOSED
- **Telephone:** 860.768.4801
- **Webpage:** [Bookstore](#)

*Call for extended hours



**Rent Your Textbooks In-Store
and Online Now.**

Click here to create your rental account.

Financial Aid

- There are several sources of possible external support for your graduate education. If you are a U.S. citizen, you can apply for student loans through the [Financial Aid Office](#). This is the most common method for covering educational costs on this campus.
- Your department may have research or teaching assistantships. Ask your graduate program director if that possibility exists.
- While graduate students are not eligible for work-study jobs, you may be able to find other campus jobs through [Career Bridge](#) or by visiting the [Career Services Center](#)

On Paying Fees and Tuition Rate*

- Payments and processing of all tuition deferral and employer reimbursement paperwork is handled by the Student Administration Service Center (SASC). Please call SASC for questions regarding registration or billing issues at 860.768.4999

*The University no longer sends paper bills through the mail; all billing information must be obtained online through the Student Self-Service Center.





Dining Services

The University offers a variety of [restaurants](#) throughout campus. On the academic side of campus, you will find the Gengras Café and Einstein Bros. Bagels in Gengras Student Union, and the Dorothy Goodwin Café and 1877 Club in the Harry Jack Grey Center. On the residential side of campus are University Commons cafeteria and the Hawk's Nest in University Commons; the Village Market, the Market City Deli, and Taco Bell Express in Konover Campus Center.

Locations: Gengras Student Union, Harry Jack Grey Center, Konover Campus Center, University Commons

For detailed hours visit the [CampusDish Website](#).



The Hawks Nest



- The Hawks Nest offers a late-night dinner solution for students. They are open from 5:00pm-12:00pm from Monday through Sunday, offering an assortment of fresh foods including brick oven pizza, their mouth-watering wings, and their Signature wraps. The Hawks Nest also provides a convenient evening delivery service, where they offer their entire menu delivered to students anywhere on campus "hot, fresh, and in a hurry". For [menu](#) and delivery services contact 860.768.4033.

Graduate Housing

Asylum Avenue



Office of
Residential Life
Committed to Community.

Office of Residential Life

- [Graduate housing](#) is available on our Asylum Avenue campus, which is located in a quiet residential area near the Bloomfield campus in West Hartford. The four-bedroom townhouses have been newly renovated and furnished, and are shared by two graduate students. The rental fee includes heat, hot water, electricity, cable, and Internet. A shuttle service provides transportation to the University during fall and spring semesters
- Each grad student will have:
 - A private bedroom and private office/study
 - A shared living room, kitchen, and bathroom(s)
- Telephone: 860.768.7792 or Fax: 860.768.7902
- Email: reslife@hartford.edu

Additional Off-Campus Housing Options

- [Temple Street Townhouses](#) – [Promotion Video](#)
- [Clemens Place](#)
- [Park Place Towers](#)
- [Park View Towers](#)
- [The Hawthorne Luxury Apartments](#)
- [Sousa and Sons](#)
- [Westside Property Management](#)
- [Craiglists](#)
- [Other University of Hartford Listings](#)
- Occasionally, the Center for Graduate and Adult Academic Services receives apartment listings. Contact us through gradstudy@hartford.edu for more information.



Disclaimer: The University of Hartford Graduate Admissions posts properties for rent off-campus as a service to the community. Properties listed are placed on this orientation for informational purposes only and do not reflect any bias or preference to any listings posted.

Libraries

The [Mortensen Library](#) is the main library on campus and encompasses all subjects, except music, dance, and theater, which are found in the [Allen Library](#). Three floors, one café, and plenty of rooms for private study, as well as couches, for a more relaxed study atmosphere.

- **Location:** Harry Jack Gray Center, Center Building
- **Telephone:** 860.768.4264
- **Hours:** Sun., noon–midnight; Mon.–Thurs., 8 a.m.–midnight; Fri., 8 a.m.–6 p.m.; Sat., 10 a.m.–6 p.m



Sports Center

- [Memberships](#) are available for graduate students of the University of Hartford. The cost for the year is \$200 for the 2010–11 school year. You will need to bring your ID card or proof of registration to the [Sports Center](#) to purchase a membership. Please call 860.768.5050 or e-mail kcullen@hartford.edu for more information.



Useful Tools

- For daily campus events and activities visit <http://uhaweb.hartford.edu>
- [Webmail](#) and [Blackboard](#)
- [Local Transportation](#) and [Campus Shuttle Schedule](#)
- [Wireless Internet Access](#)
- [Academic Calendar](#) and [Campus Calendar](#)
- [Text Message Alert System](#)
- For more information visit our [Student Resources](#) webpage online.

- Thank you for participating, we hope this Student Orientation has helped you become better acquainted with the steps to begin your graduate studies at the University of Hartford.
- For further assistance give us a call at 1.860.768.5160 or e-mail us at gradstudy@hartford.edu

The End

