FLEXIBILITY
QUALITY
VALUE

CLASSES BEGIN

JANUARY 21, 2014

hartford.edu
University of Hartford Bulletin

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

As a private university with a public purpose, we engage students in acquiring the knowledge, skills, and values necessary to thrive in, and contribute to, a pluralistic, complex world.

Administration

Lucille M. Nickerson
Chair, Board of Regents

Walter Harrison
President

Sharon L. Vasquez
Provost

Thomas Dorer
Vice President, General Counsel, and Secretary

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Vice President of University Relations

Arosha U. Jayawickrema M’91
Vice President for Finance and Administration

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Vice President for Student Affairs and Dean of Students

Christine M. Pina
Vice President for Institutional Advancement

Guy C. Colarulli
Senior Associate Provost and Dean of Enrollment Management

H. Frederick Sweitzer
Associate Provost and Dean of Graduate Studies

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Associate Vice President and Dean of University Magnet Schools

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Assistant Vice President for Finance and Controller

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Dean of University Programs

Richard Zeiser
Dean of Admission

Collegiate Deans

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Dean, Barney School of Business

Joseph C. Voelker
Dean, College of Arts and Sciences

Ralph O. Mueller
Dean, College of Education, Nursing and Health Professions

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

Nancy M. Stuart
Dean, Hartford Art School

Aaron A. Flagg
Dean, The Hartt School

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

University of Hartford Bulletin

Center for Graduate and Adult Academic Services
200 Bloomfield Avenue
West Hartford, CT 06117-1599

Annual Class Schedule

Spring 2014
Compiled by Nancy L. Philip, Karen M. Sullivan, and Lisa B. Zeiser
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Telephone Numbers

Admission and Student Financial Aid ........................................ 860.768.4296
ARAMARK (Food Service) ................................................... 860.768.4817
Arts and Sciences, College of ............................................. 860.768.4257
.................................................. Dean—Joseph C. Voelker
Bookstore (Harry Jack Gray Center) .................................. 860.768.4801
Business, Barney School of
Undergraduate .......................................................... 860.768.4150
Graduate ............................................................... 860.768.4444
Dean—Martin Roth
Campus Information Center ............................................. 860.768.4806
Career Center ........................................................... 860.768.4287
Center for Graduate Services ............................................ 860.768.4371
Center for Adult Academic Services .................................. 860.768.5010
Education, Nursing and Health Professions,
College of ........................................................................ 860.768.4692
Dean—Ralph O. Mueller ..................................................... 860.768.4648
Engineering, Technology, and Architecture,
College of ........................................................................ 860.768.4844
Dean—Louis Manzione
Civil and Environmental .................................................. 860.768.4032
Electrical and Computer .................................................. 860.768.4846
Mechanical ................................................................. 860.768.4854
Engineering Applications Center ..................................... 860.768.4629
Or .......................................................... 860.768.4446
English-Language Institute
Evening School ............................................................... 860.768.4399
Gray Conference Center .................................................... 860.768.4951
Hartford Art School ......................................................... 860.768.4393
Dean—Nancy M. Stuart
Hartt School, The .......................................................... 860.768.4454
Dean—Aaron A. Flagg
Community Division ....................................................... 860.768.7768
Hartt Summerterm .......................................................... 860.768.5020
Health Club ................................................................. 860.768.5050
Health Services .............................................................. 860.768.6601
............................................. or ........................................ 860.768.4602
Hillyer College ............................................................... 860.768.4708
Dean—David H. Goldenberg
Information and Assistance
(Campus Operator) .......................................................... 860.768.4100
International Studies .......................................................... 860.768.5100
Joseloff Gallery ............................................................... 860.768.4090
Learning Plus ................................................................. 860.768.4312
Library (Mortensen) .......................................................... 860.768.4264
General Reference ......................................................... 860.768.4142
or .......................................................... 860.768.4790
Interlibrary Loan ............................................................. 860.768.4364
Periodicals ................................................................. 860.768.4811
Technical Services .......................................................... 860.768.4404
Office of Public Safety ...................................................... 860.768.7985
Sports Center ................................................................. 860.768.5050
Student Administrative Service Center
(SASC) ................................................................. 860.768.4999
Student Affairs ............................................................... 860.768.4260
Summer Programs ........................................................... 860.768.4978
Dean—R.J. McGivney
Summer Place ................................................................. 860.768.4731
Veterans’ Office .............................................................. 860.768.4559
Academic Calendar Spring 2014

Spring 2014**

January
Residence halls open ................................................................. 2 p.m. Sunday 19
Final Registration ........................................................................ 9 a.m.—4 p.m. Monday 20
Classes begin ............................................................................. 8 a.m. Tuesday 21
Degrees awarded to those completing requirements in fall .................. Saturday 25
Academic performance warning notification period begins .................. Tuesday 28

February
Recommended date for new incoming students (freshmen and transfer) to
Submit 2014-15 FAFSA to U.S. Department of Education to ensure adequate time
for processing ................................................................. Saturday 1
Last day to withdraw from class and receive 60% tuition credit ............................................... Monday 3
Last day to change from audit to credit status ........................................ Wednesday 5
Last day to file May degree application ................................................ Tuesday 7
Last day to withdraw from class and receive 40% tuition credit ................ Monday 10
Last day to drop a course and have it deleted from your record ........ Monday 10
Last day to withdraw from a class and receive 20% tuition credit ............... Monday 17
No further tuition credit after this date ................................................ Monday 17
University Enrollment Census .................................................................. 4:30 p.m. Friday 21

March
Mid-semester warnings due in school or college office ...................... Prior to Friday 14
Spring recess begins (all residence halls will remain open) .................. 5 p.m. Saturday 15
Classes resume ............................................................................. 8 a.m. Monday 24

April
Advance registration begins ...................................................................... 8:30 a.m. Tuesday 1
Last day to drop a course and receive a grade of W .................................. Monday 7
Last day to change to Pass/No Pass or from Pass/No Pass to letter grade ..................................... Monday 7
Last day to change from credit to audit status* ..................................... Monday 7

May
Required date for returning students applying for financial aid to submit 2014-15 FAFSA and all other documents to
U.S. Department of Education to ensure adequate time for processing ........................................ Thursday 1
Classes end .................................................................................. 10 p.m. Monday 5
Academic performance warning notification period ends ...................... 10 p.m. Monday 5
Last day to resolve I grades from preceding term to avoid grade change to F (undergraduates) ........ 10 p.m. Monday 5
Reading Day .................................................................................. 8 a.m.—10 p.m. Tuesday 6
Final examinations begin .................................................................. 9 a.m. Wednesday 7

Note: Final exam schedule includes Saturday as a scheduled exam day

Final examinations end ..................................................................... 10 p.m. Tuesday 13
Residence halls close for students not receiving May degrees .................. 1 p.m. Wednesday 14
Graduate Commencement ..................................................................... Saturday 17
Undergraduate Commencement .......................................................... Sunday 18
Residence halls close ....................................................................... 5 p.m. Sunday 18

*Students are not eligible to take advantage of special audit fees at this time; students must declare audit status at the time of registration
to benefit from the special audit fee.
** Arrangements must be made by each faculty member to make up instructional time that may be lost because of emergency closing.

Summerterm 2014

May
Summer Session I ................................................................. May 21-July 1 (6-week session); May 21-July 14 (8-week session)

July
Summer Session II ........................................................................... July 7-August 14 (6-week session)
Religious Observance Calendar 2013-2014

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 provided they work those arrangements out in advance with their professors.

Spring 2014

March

Ash Wednesday .............................................................................................................................. Wednesday 5

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

April

Passover ........................................................................................................................................ Begins sundown Monday 14

Note: The first two days of this holiday are celebrated from sundown Monday, April 14 until darkness Wednesday, April 16; the last two days of the holiday are celebrated sundown Sunday, April 20 until darkness Tuesday, April 22.

Good Friday .................................................................................................................................. Friday 18

June

Shavuot ......................................................................................................................................... Begins sundown Tuesday 3

Note: This holiday officially begins sundown on Tuesday, June 3 and continues until darkness Thursday, June 5.

Ramadan ......................................................................................................................................... Begins sundown Saturday 28

Note: The first day of the Muslim fasting month begins sundown on Saturday, June 28 and continues until darkness Tuesday, July 29. 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.

Saturday Term 2014

Session 4 - Term 2014 10

Courses beginning and ending 3/1-5/10

March

Classes begin .............................................................................................................................. Saturday 1
Last day to withdraw from class and receive 60% tuition credit ...................................................... Friday 7
Last day to drop a course and have it deleted from your record ...................................................... Friday 14
Last day to withdraw from a class and receive 20% tuition credit ...................................................... Friday 14

No further tuition credit after this date

Last day to change from audit to credit status ................................................................................ Friday 14
Last day to change to Pass/No Pass or from Pass/No Pass to letter grade ....................................... Friday 28
Last day to change from credit to audit status* ................................................................................ Friday 28

April

Last day to drop a course and receive a grade of “W” ..................................................................... Friday 4

May

Classes end ..................................................................................................................................... 5 p.m. Saturday 3
Final Exams .................................................................................................................................. Saturday 10

*Students are not eligible to take advantage of special audit fees at this time; students must declare audit status at the time of registration to benefit from the special audit fee.
Courses beginning and ending between 1/21—3/10

January
Classes begin ................................................................. Tuesday 21
Last day to drop a course and have it deleted from your record ..................Friday 31
Last day to change from audit to credit status ...........................................Friday 31

February
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

March
Classes end ..........................................................................................................Friday 4 p.m. 10
Final exams are scheduled for the last class during the 1st seven-week session.

Courses beginning and ending between 3/12-5/5

March
Classes begin .............................................................................................................Monday 12
Last day to drop a course and have it deleted from your record ......................Friday 28
Last day to change from audit to credit status ..................................................Friday 28

April
Last day to change to Pass/ No Pass or from Pass/No Pass to a letter grade ..................Friday 4
Last day to change from credit to audit status* ....................................................Friday 4
Last day to drop a course and receive a grade of “W” .................................Friday 11

May
Classes end .............................................................................................................Monday 10 p.m. 5
Final exams for the 2nd seven-week session should follow the standard University exam schedule.

*Students are not eligible to take advantage of special audit fees at this time; students must declare audit status at the time of registration to benefit from the special audit fee.
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.
6. **Obtain a validation sticker for your student ID** from the Student Administrative Services Center once your bill has been paid.

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

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 24 for form) or in person at the Student Administrative Services Center (SASC) on the second floor of the Computer and Administration Center. See page 19 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 Student Administrative Services Center. See page 19.
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 860-768-5010 or ksullivan@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.
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 Center for Graduate Services 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 course may not be audited.
3. Hartt School Community Division offers non credit programming in music, theater and dance for all ages. For more information visit [http://hcd.hartford.edu](http://hcd.hartford.edu) or call 860-768-4451.
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 2014
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, Charter Oak State College, Manchester Community College, Goodwin College, Saint Thomas Seminary, Rensselaer at Hartford and Affiliate Connecticut Public TV & Radio. Known as cross-registration, this program offers students an opportunity 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 2014 begins Dec. 1, 2013. If you have any questions concerning cross-registration contact Sandra Stevens in the Registrar’s Office at 860.768.4557 or contact Martin Estey, Ph.D., Executive Director, of the Hartford Consortium for Higher Education at mestey@metrohartford.com or at 860.702.3801.

Courses Repeated
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. The previous grade, while remaining on the transcript record, is disregarded in the calculation of grade point average and credits earned.

The first grade in a repeated course will be disregarded for the purposes of grade point average calculation only if the second grade received is in the range of A through F, or P. If any other grade is assigned for the repeated course, the grade initially earned during the first enrollment period will be used for the grade point average calculation. This policy went into effect January 20, 1987. No provisions of this policy will alter situations involving repeated courses in which both the courses were completed prior to January 20, 1987.

Weather-Related Closings
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.
Weather—Related Closings Continued

Members of the University community should follow these instructions to learn of any changes in schedule.

**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 accounted opening time.

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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 4 p.m.”:
- All classes with start times at or after 4 p.m. will not be held.
- All classes in session at 4 p.m. will dismiss.

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 school systems 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 2014

May 7, 2014, 8:00 am—May 13, 2014, 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.

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 Nancy Philip 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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>8:30</td>
<td>T/5/13</td>
</tr>
<tr>
<td>MWF</td>
<td>9:30</td>
<td>T/5/8</td>
</tr>
<tr>
<td>MWF</td>
<td>10:30</td>
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</tr>
<tr>
<td>MW</td>
<td>1:30</td>
<td>M/5/12</td>
</tr>
<tr>
<td>MWF</td>
<td>2:30</td>
<td>F/5/9</td>
</tr>
<tr>
<td>MW</td>
<td>2:55</td>
<td>F/5/9</td>
</tr>
<tr>
<td>TR</td>
<td>8:00</td>
<td>T/5/13</td>
</tr>
<tr>
<td>TR</td>
<td>9:25</td>
<td>W/5/7</td>
</tr>
<tr>
<td>TR</td>
<td>10:50</td>
<td>R/5/8</td>
</tr>
<tr>
<td>TR</td>
<td>2:05</td>
<td>M/5/12</td>
</tr>
<tr>
<td>TR</td>
<td>3:30</td>
<td>S/5/10</td>
</tr>
</tbody>
</table>

MW 1:30-2:45 would follow the MWF 1:30 time pattern. Please contact Nancy Philip in the Scheduling Office with any questions.

5. **Assembled Exams** are scheduled for May 7, 8, and 9 during the 8:00-10:00 am time period.

6. **Saturday Classes** will have their final exam on Saturday, May 10 during their regular class schedule.

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 January 2014 must file an approved degree application no later than Friday, October 18, 2013. Students who expect to graduate in May 2014 must file an approved degree application no later than Friday, February 7, 2014.

The fee for filing a degree application is $208 for graduate students and part-time undergraduates. The fee includes cap and gown rental. 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.

**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.
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.
- Please use only the immunization forms found on the Health Services website at: www.hartford.edu/student_affairs/departments/health_services.

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

- As of Fall 2002, all students living in campus housing must also provide documentation of the meningitis vaccine.

A Physical examination is not required.

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. The required immunization form can be found on the Student Health Services website at www.hartford.edu/student_affairs/departments/health_services.

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 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 in 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.

University Grading System

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<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Points Per Credit Hour</th>
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<tbody>
<tr>
<td>A</td>
<td>................................. 4.00</td>
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<td>A-</td>
<td>................................. 3.67</td>
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<tr>
<td>D-</td>
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<tr>
<td>F</td>
<td>................................. 0.00</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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<td>P</td>
<td>Pass</td>
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<td>NP</td>
<td>No Pass</td>
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<td>W</td>
<td>Withdrawal</td>
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<tr>
<td>NR</td>
<td>No Report from Instructor</td>
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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/tuition_fees.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. Students expecting to graduate in May 2014, must submit their degree application no later than February 7, 2014. The fee for graduation applications received after submission deadline 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 http://public.safety.hartford.edu 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.

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: This fee is charged per semester.
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
Online payments can be made by 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 credit or debit card payments on your behalf. The service fee is non-refundable. There is no fee for payment by electronic check (ACH transfer) or debit card.

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: http://hartford.edu/aboutuofh/finance_administration/financial_affairs/bursar/default.aspx. Click on Tuition and then 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 and will receive confirming schedules and ID validation stickers by mail. The will not have to visit administrative offices to secure written clearance to attend classes.

The University offers an interest-fee payment plan called TuitionPay through Sallie Mae, an educational financial institution. TuitionPay allows students and their families to spread their payments over a specified number of months. For information on this payment plan option, please contact the Student Administrative Services Center at sasc@hartford.edu or 860.768.4999 or contact TuitionPay 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). They 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:

<table>
<thead>
<tr>
<th>Tuition Adjustment</th>
<th>Withdrawal prior to and</th>
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<tbody>
<tr>
<td></td>
<td>Within first week of class</td>
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<tr>
<td></td>
<td>Withdrawal within 2nd week</td>
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<td>Withdrawal within 3rd week</td>
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<td>Withdrawal within 4th week</td>
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<tr>
<td></td>
<td>Withdrawal after 4th week</td>
</tr>
</tbody>
</table>
Refund Policy—continued

For ten-week Saturday term 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%

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 www.fafsa.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 with the University, may be denied grades, transcripts, diplomas, on campus housing, and the opportunity to register for subsequent semesters. A default charge equal to 1.5 percent of the unpaid balance may be assessed each month until the balance is paid in full. If, in the judgment of the University, it becomes necessary to engage the services of a collection agency or attorney to effect collection or to settle any dispute in connection with the above terms, the student must pay collection agency or attorney’s fees, reasonable expenses, and other costs incurred.

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 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.

Bookstore

The bookstore is located in the Harry Jack Gray Center. Students may purchase all texts, computer hardware, software and peripherals, and supplies, at this single 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.hartford.bkstr.com.

The bookstore is open from 9 am to 7 pm, Monday through Thursday; 9 am to 4 pm on Friday; 11 am to 4 pm on Saturday and is closed on Sunday. There are extended hours during the first week of the semester. The schedule of hours during registration may be obtained by contacting the bookstore at 860.768.4801 or bookstore@hartford.edu. Hours are subject to change. Please check website above for current information.
Learning Plus

Learning Plus is one of the two disability services departments on campus. Students who have been diagnosed with learning disabilities, attention deficit disorders, an acquired brain injury, or a disability on the autism spectrum [AS, HFA, NVLD] register with Learning Plus if they plan to disclose their disabilities and seek disability accommodations and services [LD, ADHD, ABI, ASD]. Eligibility for disability services and accommodations are determined on a case-by-case basis, semester by semester, taking a variety of factors into account including the nature and extent or the disability, the functional limitations as posed by the disability, semester standing, course curricula, and other factors. Federal mandates that drive disability eligibility, accommodations, and services include the Assistive Technology Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act Amendments Act, a civil rights law that guarantees equal access to the curricula and programs for students who are “otherwise qualified.”

Please note: disability accommodations do not automatically follow a student from high school to college. At the college level, students are required to provide documentation that meets the University of Hartford’s Documentation Guidelines. In order to be eligible for disability support the student must show clear evidence of a disability that substantially impairs but not limited impair one or more of life’s activities including but not limited to reading, concentrating, writing, communicating, computing and others. Possible accommodations include but are not limited to Letters of Disclosure, extended time for tests, a peer note taker, permission to record a lecture for the student’s use only, a test environment with minimal distractions. Possible services for First Year Students include Direct Strategy Instruction, weekly one-to-one appointments with professional Learning Specialists who teach students specific strategies to manage their disabilities instead of being managed by them. Instruction is available in the following areas: time management, organization, reading comprehension, any step of the writing process, personal accountability, conducting quality research. Sophomore students are eligible for appointments on an every other week basis. Juniors and Seniors may access drop-in appointments on an as-needed basis. Learning Plus does not offer content tutoring.

It is important to note that disabilities are not taken into consideration during the Admissions process. In fact, it is against the law to require an individual to disclose or identify a disability. After the student has deposited upon acceptance, the student should submit the required documentation directly to the Director of Learning Plus. Disability documentation is highly confidential and should not be submitted to Professors, Advisors, Athletic Coaches, or members of Residential Life. It takes approximately 3 weeks for Learning Plus to complete a thorough evaluation of the documentation. The student will be notified in writing about his/her eligibility for disability. A student who wishes to access disability support must contact Learning Plus within the first 2 weeks of the semester to arrange an Intake Interview. At the meeting a Letter of Disclosure will be developed with the student’s input. The student submits a copy of the Letter of Disclosure to each professor in whose course the student might wish to access an accommodation. Please note: students who have LD/ADHD/ABI/ASD are not required to access support services or accommodations. It is the student’s choice whether or not to self-disclose to a professor. Contact Learning Plus 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 on the bulletin board in the main lobby in Dana Hall and outside the lab doors or can be accessed online at http://www.hartford.edu/a_and_s/departments/mathematics/tutor_lab.aspx
The Center for Reading and Writing

The Center for Reading and Writing, located in room 209 of Auerbach Hall, 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 4:30 pm and Friday, 10 am to 2 pm, but each semester is different. Please call 860.768.4312 for information regarding earlier openings or occasional extended hours. Please note: extended hours are offered only when tutors are available. Call 860.768.4312 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. Call 860.768.4371 for more information or visit www.hartford.edu/graduate or email GradStudy@hartford.edu.

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.

The office is open from 8:30 am to 5 pm, Monday through Friday. Walk-in hours, for quick questions and résumé help, are usually available from 1 pm to 3:45 pm Monday and Wednesday. To request further information, or to make an appointment, call 860.768.4287.

Computer Support Center

Located in the Computer Center Building, room CC 113, the Computer Support Center (CSC) is a free source for computer help provided by Information Technology Services (ITS), 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 network and email system either from on campus or off, to report problems with the Network, to get web sites posted to the server, to get computer-related questions answered, and to get help using the scanners provided in the CSC (at no cost). 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 8:30 am-9 pm, Friday 8:30 am-6 pm. Weekend support services are available in the Mortensen Library on Saturday 10 am-6 pm, and Sunday 12 noon-6 pm. For other times, visit http://its.hartford.edu.

For more information, contact ITS@hartford.edu or by phone at 860.768.5999, Option 1, 0.

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.
Department of Public Safety – continued

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/pubsafety.

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 of the left side (music school side) of the Gengras Student Union. 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 beginning of each semester, the office typically holds extended hours. For more information, call 860.768.4663 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. For general information, you may also see the University veterans’ representative in room 217 in the Registrar’s Office, located on the second floor of the Computer Administration Center. For further information, call 860.768.4663.

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 Hartford Center, and the Asylum Avenue campus.

For up to date shuttle information, please check the website: www.hartford.edu/resources/bus/.

Dining on Bloomfield Avenue Campus

The University of Hartford’s dining options range from convenience style shops to sit down dining with modified wait staff service. For more information on the locations and hours of the various dining facilities, go to http://www.campusdish.com/en-US/CSNE/Hartford/Locations/

Gengras Student Union

Gengras Student Union (GSU) is the community center for the entire campus community. This facility houses food services, Office of the Dean of Students, Career Center, Student Government, Commuter Student Lounge, Counseling, Multicultural Center, Mail Services, ATM, Cooperative Education, International Office, Community Service Office, as well as numerous student clubs. GSU is managed by the Student Centers Administration Office in GSU 205, 860.768.4283.

The regular hours are:
Monday-Friday, 7:30 am-11 pm (the office opens at 8 am); and Saturday and Sunday, 11 am-11 pm.

A cafeteria and deli are located on the main floor of Gengras Student Union.

General Information
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:

- Four multipurpose courts
- 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 Services

Credit for Nontraditional Learning

The University of Hartford offers a variety of ways for students to earn college credit for learning that may have occurred in nontraditional (i.e., 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 at www.hartford.edu/apt_admissions/alternative_credit.aspx or call the Center for Adult Academic Services, 860.768.5010.

CLEP

The College-Level Examination Program (CLEP), developed by the Princeton Testing Services, gives individuals the opportunity to earn college credit by successfully completing standardized examinations. At the University of Hartford, individuals may earn up to 27 credits by successfully completing CLEP examinations. More 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 to an academic department 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, under suitable circumstances, 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.

Note: Students should 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 Biology, 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—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
Art History

University Studies
Post Baccalaureate Pre-Medical Professions Certificate
Paralegal Certificate

Engineering
Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering
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 Arts in General 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)
One Year Cohort (MBA)
Master of Science in Accounting and Taxation (MSAT)
Master of Engineering and Master of Business Administration
Dual Degree in Engineering and Business (E2M)
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 + Master of Engineering)
Certificate in Mechanical Metrology

Hartford Art School
Master of Fine Arts, in Illustration (limited residency)
Master of Fine Arts, in Photography (limited residency)

College of Education, Nursing and Health Professions
Master of Education in Early Childhood Education, Early Childhood Education with Montessori Concentration, 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, Choral and Orchestral Conducting, Guitar, Music History, Music Theory, Orchestral Instrument, Liturgical Music, 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
Certificate of Advanced Graduate Study, 30-hour General Certification in Music Education (Sixth-Year Certificate)
Graduate Professional Diploma in Composition, Orchestral Conducting, and Performance
Doctor of Musical Arts in Composition, Choral Conducting
Doctor of Philosophy in Music Education
Artist Diploma in Composition and Performance

For more information, contact the Graduate Admission Counselor
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

Graduate Open Houses
January 14, 2014 and August 26, 2014  4:30 to 6:30 pm  Gray Conference Center
# How to Read Course Schedule Information

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CREDITS</th>
<th>DAYS</th>
<th>TIME</th>
<th>BLDG</th>
<th>ROOM</th>
<th>INSTRUCTOR</th>
</tr>
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<tbody>
<tr>
<td>BIO 213 Anatomy and Physiology</td>
<td>4.00</td>
<td>MWF</td>
<td>11:30-12:20 pm</td>
<td>D</td>
<td>419</td>
<td>Mitra N</td>
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<tr>
<td>37141 Anatomy and Physiology</td>
<td>0.00</td>
<td>F</td>
<td>01:00-03:30 pm</td>
<td>BC</td>
<td>151</td>
<td>Scott J</td>
</tr>
<tr>
<td>37366 Anatomy and Physiology</td>
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<td>F</td>
<td></td>
<td>BC</td>
<td>151</td>
<td>Scott J</td>
</tr>
</tbody>
</table>

**Course Code**
Letters identify the academic area of the course: BIO = Biology

**Course Number**
The first digit indicates level of work: 1=Freshman, 2=Sophomore, 3=Junior, 4=Senior, 5 and higher Graduate

**Title**
Course title

**Credit Hours**
Number indicated credit hours awarded if course is passed

**Day the course will meet**
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday. A class coded MWF meets Monday, Wednesday and Friday. A class coded F meets Friday only.

**Class time**
Building Room Number Instructor Name

**Prerequisites**
These are courses that must be satisfactorily completed before to enrolling in selected course.

**Course Reference Number**
This five digit number refers to the specific section of the course you select. There are many sections of Psychology 101 for example; the CRN refers to your specific selection.

## BUILDING CODES

### BLOOMFIELD AVENUE CAMPUS

<table>
<thead>
<tr>
<th>Building</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Beatrice Auerbach Hall</td>
</tr>
<tr>
<td>ABR</td>
<td>Abrahms Hall</td>
</tr>
<tr>
<td>BC</td>
<td>Biology/Chemistry Building</td>
</tr>
<tr>
<td>CC</td>
<td>Auerbach Computer and Administration Center</td>
</tr>
<tr>
<td>D</td>
<td>Charles A. Dana Hall</td>
</tr>
<tr>
<td>E</td>
<td>East Hall</td>
</tr>
<tr>
<td>F</td>
<td>Alfred C. Fuller Music Hall</td>
</tr>
<tr>
<td>GSU</td>
<td>Gengras Student Union</td>
</tr>
<tr>
<td>H</td>
<td>Hillyer Hall</td>
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<tr>
<td>HH</td>
<td>Hawk Hall</td>
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<tr>
<td>HJG</td>
<td>Harry Jack Gray Center</td>
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</table>

<table>
<thead>
<tr>
<th>Building</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>KON</td>
<td>Konover Campus Center</td>
</tr>
<tr>
<td>L/T</td>
<td>Lincoln Theater</td>
</tr>
<tr>
<td>PR</td>
<td>Park River</td>
</tr>
<tr>
<td>SBL</td>
<td>Sculpture Building</td>
</tr>
<tr>
<td>SPCT</td>
<td>Sports Center</td>
</tr>
<tr>
<td>SRR</td>
<td>Slobodkina Reading Room</td>
</tr>
<tr>
<td>UC</td>
<td>University Commons</td>
</tr>
<tr>
<td>UHS</td>
<td>University High School</td>
</tr>
<tr>
<td>UT</td>
<td>United Technologies Hall</td>
</tr>
<tr>
<td>V</td>
<td>Visual Art Center, Hartford Art School</td>
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### OFF CAMPUS LOCATIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
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<tbody>
<tr>
<td>CGR701</td>
<td>Cottage Grove Building 701</td>
</tr>
<tr>
<td>HHOSP</td>
<td>Hartford Hospital</td>
</tr>
<tr>
<td>HPAC</td>
<td>Handel Performing Arts Center</td>
</tr>
<tr>
<td>ONLIN</td>
<td>Online Learning</td>
</tr>
</tbody>
</table>

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23
**SPRING 2014 FAX/MAIL REGISTRATION FORM**

To receive confirmation, your registration form must be received at least two weeks prior to the date of the student's 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. Before registering for classes, non-matriculated Barney graduate students must obtain approval from the Barney Graduate Director at 860.768.4900.

Return to Ms. Nancy Philip, Office of the Registrar, University of Hartford, 200 Bloomfield Avenue, West Hartford, CT 06117 or fax to 860.768.4593. NOTE: Registration form must be received by Monday, January 6, 2014.

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

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<tr>
<th>Repeat UofH course? Y or N</th>
<th>Course Reference Number (5 digits)</th>
<th>Subject Code Ex: BIO</th>
<th>Course Number Ex. 210</th>
<th>Days of Class</th>
<th>Times of Class</th>
<th>Number of Credits</th>
<th>Pass/No Pass (check)</th>
<th>Audit (check)</th>
<th>Letter Grade (check)</th>
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**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](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/](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 15-16 of this document or go to: [http://www.hartford.edu/aboutuofh/finance_administration/financial_affairs/bursar/financial_info/default.aspx](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

<table>
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
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