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Chair, Board of Regents

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President

Sharon L. Vasquez
Provost

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Vice President, General Counsel and Secretary

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Vice President of University Relations

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Vice President for Finance and Administration

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Vice President for Student Affairs and
Dean of Students

Christine Pina
Vice President for Institutional Advancement

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Senior Associate Provost and Dean of Enrollment Management

H. Frederick Sweitzer
Assistant Provost and Dean of Graduate Studies

Alan J. Hadad
Associate Vice President and Dean of University
Magnet Schools

Thomas J. Perra
Associate Vice President and Treasurer

Kimberly Kennison
Assistant Vice President for Finance and Controller

R. J. McGivney '93, M'96 (860.768.4401)
Assistant Provost for Online Programs
Dean, University Programs

Richard A. Zeiser
Dean of Admission

Collegiate Deans

Martin S. Roth
Dean, Barney School of Business

Katharine Black
Interim Dean, College of Arts and Sciences

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

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

Nancy Stuart
Dean, Hartford Art School

Aaron A. Flagg
Dean, The Hartt School

David H. Goldenberg '73, '76, M'76
Dean, Hillyer College
Interim Dean of Undergraduate Studies

Summerterm Administration

R. J. McGivney '93, M'96 (860.768.4401)
Interim Assistant Provost for Online Programs
Dean, University Programs

Erica S Light '03 (860.768.4978)
Academic Support Administrator
Summertime 2014 Calendar

Mayterm and Session 1

- Classes begin: Wednesday, May 21
- Memorial Day—University holiday: Monday, May 26
- Mayterm classes end: Friday, June 6
- Classes end (6-week schedule): Wednesday, July 2
- Independence Day—University holiday: Thursday, July 4
- Classes end (8-week schedule): Monday, July 14

Session 2

- Classes begin: Monday, July 7
- Classes end (6-week schedule): Thursday, August 14

Saturdayterm

- Classes begin: Saturday, June 7
- Classes end: Saturday, August 9

Mail Registration

- (Session I) February 10-May 9
- (Session II) February 10-June 20

Registration may be filed by mail on the form provided in this Bulletin. The form, with the required tuition and fees, must be received at least two weeks prior to the date of the student’s first class. For payment information, refer to method of payment section or visit our website at uhaweb.hartford.edu/SASC or call 860.768.4999. Students are encouraged to register by mail early.

Fax Registration

- (Session I) February 10-May 9
- (Session II) February 10-June 20

Complete the course registration form in the back of this Bulletin and fax it to 860.768.4593. For payment information, refer to method of payment section or visit our website at uhaweb.hartford.edu/SASC or call 860.768.4999.

Walk-in Registration

- Begins February 10

Hours are 8:30 a.m. to 5 p.m., Monday through Thursday, and 8:30 a.m. to 3 p.m., Friday, at the Student Administrative Services Center, located on the second floor of the Beatrice Fox Auerbach Computer and Administration Center. Day students taking courses for credit must be officially registered and in attendance by the third day of classes in each session. Evening students taking work for credit must be officially registered and in attendance by the second class meeting in each session. Students taking workshops, institutes, or short courses must be in attendance at the first meeting.

Note: Last day to file September 20, 2014 degree application is July 11, 2014.
Telephone Numbers

Office of Summer Programs 860.768.4978
Admission 860.768.4296
Arts and Sciences, College of 860.768.4257
Athletics 860.768.4658
Billing
Questions or Payment Options 860.768.4999
Bookstore 860.768.4801
Business, Barney School of
Undergraduate 860.768.4150
Graduate 860.768.4444
Campus Information Center 860.768.4806
Center for Graduate and Adult
Academic Services 860.768.4371
Cooperative Education 860.768.4388
Dining Services (Meal Plan Office) 860.768.4829
Education, Nursing and Health
Professions, College of 860.768.4692
Engineering, Technology and
Architecture, College of 860.768.4844
English Language Institute 860.768.4399
Evening School 860.768.4371
Gray Conference Center 860.768.4951
Hartford Art School 860.768.4393
Hart School, The
Summer Sessions 860.768.5020
Health Services 860.768.6601
Hillyer College 860.768.4708
Information and Assistance
(Campus Operator) 860.768.4100
International Programs 860.768.5100
Library (Mortensen) 860.768.4264
Public Safety 860.768.7985
Residential Life 860.768.7792
Sports Center 860.768.5050
Student Administrative Services Center
Registration and Payment Information 860.768.4999
Student Affairs 860.768.4260
Summer Place 860.768.4432
Veterans’ Office 860.768.4559

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

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

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

Admission
No application for admission is required to enroll in courses during the summer, with the exception of graduate students in the Barney School of Business. These students should contact the school for specific admission information. Students with a high school diploma or its equivalent are allowed to enroll. Current high school students completing their sophomore year are eligible to enroll in selected Summer 2014 courses without exam.

Students intending to transfer credits from the University of Hartford to other institutions should secure in advance approval of their course selections from the institution to which they wish to transfer credit.

Student Administrative Services Center
For information regarding tuition and fees, registration, enrollment verification, and address changes, students should contact the Student Administrative Services Center (SASC). Normal business hours are from 8:30 a.m. to 5 p.m., Monday through Thursday, and 8:30 a.m. to 3 p.m. on Friday. SASC is located on the second floor of the Computer and Administration Center. For further information, call 860.768.4999 or sasc@hartford.edu.
Tuition and Fees

Tuition is due at the time of registration. Tuition rates for courses vary according to the number of credit hours and the college within the University. A one-time registration fee of $30 for the summer sessions is payable at the time of registration and is nonrefundable. Laboratory and special fees are noted with course descriptions and are also due at the time of registration.

<table>
<thead>
<tr>
<th>Tuition per Credit Hr</th>
<th>Undergrad</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts and Sciences</td>
<td>$500</td>
<td>$560</td>
</tr>
<tr>
<td>Biology/Neuroscience</td>
<td>$500</td>
<td>$560</td>
</tr>
<tr>
<td>Communication/Psychology</td>
<td>$515</td>
<td>$515</td>
</tr>
<tr>
<td>English Language Institute (per session)</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Psy.D. Clinical Psychology</td>
<td>$1,005</td>
<td>$1,005</td>
</tr>
<tr>
<td>Barney School of Business Graduate Tuition</td>
<td>$620</td>
<td>$620</td>
</tr>
<tr>
<td>No-Hassle Program*</td>
<td>$820</td>
<td></td>
</tr>
<tr>
<td>College of Education, Nursing and Health Professions</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Education</td>
<td>$500</td>
<td>$520</td>
</tr>
<tr>
<td>Nursing</td>
<td>$500</td>
<td>$525</td>
</tr>
<tr>
<td>Other courses</td>
<td>$500</td>
<td>$520</td>
</tr>
<tr>
<td>Ed.D. Program</td>
<td>$680</td>
<td></td>
</tr>
<tr>
<td>DPT</td>
<td>$525</td>
<td></td>
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<tr>
<td>MSPO</td>
<td>$525</td>
<td></td>
</tr>
<tr>
<td>College of Engineering, Technology, and Architecture</td>
<td>$500</td>
<td>$895</td>
</tr>
<tr>
<td>Engineering</td>
<td>$716</td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td>$917</td>
<td></td>
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<tr>
<td>Hartford Art School</td>
<td>$485</td>
<td>$485</td>
</tr>
<tr>
<td>Hillyer College</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>The Hartt School Music Education</td>
<td>$525</td>
<td></td>
</tr>
<tr>
<td>Other courses</td>
<td>$895</td>
<td></td>
</tr>
</tbody>
</table>

*Price includes texts, registration fee, and graduation fee for matriculated students only.

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.

Summer Technology Fee: $25

Registration Procedures

Mail Registration

Early registration is encouraged. All registration for the summer sessions may be completed by mail, using the form provided in the Bulletin. Mail registrations will be accepted until May 9 for the first session and June 20 for the second session. The registration form, with the required tuition and fees due, must be received at least two weeks prior to the date of the student's first class. If returned later, there will not be time to mail the confirmation.

Walk-in Registration

Walk-in registration begins Monday, February 10, for all summer sessions. Hours are 8:30 a.m. to 5 p.m., Monday through Thursday, and 8:30 a.m. to 3 p.m., Friday, in the Student Administrative Services Center, located on the second floor of the Beatrice Fox Auerbach Computer and Administration Center.

Appointments

Detailed counseling is often useful for students registering for Summerterm. Appointments may be made by calling the Center for Graduate and Adult Academic Services, located in the Beatrice Fox Auerbach Computer and Administration Center. This service is provided free of charge. The telephone number is 860.768.5010. Graduate students register directly in the colleges of their fields of study.

Fax Registration

Complete the course Registration Form in the back of the Bulletin and fax it to 860.768.4593. Facsimile registrations will be accepted until May 9 for the first session and June 20 for the second session. Vehicles may not be registered by fax. Please do not phone to confirm receipt of the fax registration. Confirmations will be sent back as soon as possible.

Graduating Students

Students who expect to graduate in September 2014 must file a degree application with the Student Administrative Services Center by Friday, July 11. The fee for graduate students and part-time undergraduate students is $208, due and payable with the application. A late fee of $17 is charged if the application is filed after this date. Degrees will be awarded on September 20, 2014.

Independent Studies/Internships

For complete information, please go to www.hartford.edu/academics. Under the Program of Study list, click either the Undergraduate or Graduate Bulletin.
Audit

The University audit program is designed to meet the needs of those individuals who have special educational interests but who do not desire academic credit. No grade is given when a course is taken on an audit basis. Students who wish to take advantage of the special audit fees must declare their audit status at the time of registration. Certain laboratory and noncredit courses, and courses in The Hartt School and Hartford Art School, may not be taken on an audit basis. Enrollment is on a space-available basis. The audit options are as follows:

Regular Part-Time Audit Program
(50 percent of tuition plus applicable fees)
The University offers part-time students not wishing credit the opportunity to register for credit courses on an audit basis. No grade is assigned and no academic credit is granted.

Adult Guest Audit Program
(No charges except applicable fees)
This program allows adults age 65 or older to audit one course per semester.

Adding, Dropping, and Changing Courses

Students should register only once for the summer sessions on a Registration Form. Any subsequent changes in registration (for example, dropping or adding a course) should be accomplished on an official University of Hartford Change of Program form, available at the Student Administrative Services Center, on the second floor of the Beatrice Fox Auerbach Computer and Administration Center. In the event that students registering for classes during the first session wish to enroll in classes during the second session, no additional registration fees are required. Follow the link for Add/Drop policies on the SummerTerm website: Hartford.edu/academics/summerterm.

You should receive a confirmation letter along with "Change Deadlines" for your course(s). If you do not receive this information, contact the Registrar's Office at 860.768.5589.

Cancelled Courses

Courses listed in the Bulletin may be cancelled for insufficient enrollment. Students are encouraged to register early by mail so that appropriate planning can occur.

Academic Credit

The number of credits for each course is noted in the course description. Credits earned by non-degree candidates may later be applied toward the degree. Visiting students may transfer credits earned during Summerterm, provided the courses and grades meet the necessary requirements of their own institutions. Note that some graduate-level courses may also be available to the advanced undergraduate with permission from the instructor. These courses are 500-numbered courses.

Methods of Payment

University of Hartford student billing statements are delivered online rather than by U.S. mail. If you are a current University of Hartford student, 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 on-line 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.

Students and authorized payers can make online payments through ACH (electronic fund transfer), credit card, or debit card through CASHNet SMARTPAY, a third party payment processor, operating under agreement with the University of Hartford to process electronic payments. There is no fee assessed for payment made by ACH. However, CASHNet does charge a non-refundable 2.75% fee to process credit or debit card payments on your behalf. CASHNet accepts MasterCard, VISA, Discover, and American Express credit card payments. 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
PO Box 416362
Boston, MA 02241-6362

Cash and check payments may also be made at the Student Administrative Services Center on the second floor of the Computer and Administration Center. Check payments must be made payable to the University of Hartford and be payable through a U.S. bank in U.S. dollars. Checks and ACH items returned for insufficient funds will result in a $25 fee.

All tuition and fees must be paid by May 28, 2014.
Deferred Payment Option
Students may elect to pay tuition under our Deferred Payment Plan. Under this option the following applies:

• Students who register on or before April 30, 2014, should pay one-half tuition plus applicable fees at the time of registration. The remainder will be billed on May 1, 2014, and is due on or before May 28, 2014.
• Students who register after April 30, 2014, but on or before May 28, 2014, should pay one-half tuition plus applicable fees at the time of registration. The balance should be paid in full on or before May 28, 2014. Students will not be billed for balance due; instead they will be advised in person of the balance due if registering at SASC.
• Students registering after May 28, 2014, are expected to pay all tuition and fees at the time of registration.

If the terms of the payment plan outlined above are not met, a default charge of 1.5% per month may be assessed on the unpaid balance until it is paid in full.

Note: The June 5, 2014 billing statement will include any additional charges incurred since the previous billing.

Refund Policy
Effective with the date that written request for withdrawal is submitted to the Registrars or SASC offices, full or partial credit of course tuition will be made in accordance with the schedule below. No refund can be made if a student is suspended, dismissed, or leaves the University without formally withdrawing; nor can any prorated reduction be made for temporary absence from classes. The refund policy is based on the assumption that the student has paid the tuition and fees in full prior to the date of withdrawal. Withdrawal prior to the beginning of class:
Tuition: 100% refundable
Laboratory fees: 100% refundable
Registration fee: nonrefundable

Students withdrawing after classes begin, but within the first week, will be credited tuition according to the following (based on full payment of charges):

Session of three weeks or less: No refunds
Session of four weeks or more: 50% refundable

In determining the percentages of credit, the effective date of withdrawal will be the date on which the Registrar's Office receives notice of withdrawal in writing, rather than the last day of class attendance.

Nonattendance does not constitute withdrawal. Laboratory and technology fees are not refundable after classes begin and, therefore, are not subject to proration.

Tax Deduction for Educational Expenses
Treasury regulation 1.162-5 permits an income tax deduction for educational expenses (registration fees and cost of travel, meals, and lodging) undertaken to (1) maintain or improve skills required in one's employment or other trade or business; (2) meet express requirements of an employer or a law imposed as a condition to retention of employment, job status, or rate of compensation.

Housing Accommodations and Conference Center
Summer School Housing
Office of Residential Life
860.768.7792 or 860.768.7902 (fax)
reslife@hartford.edu
http://www.hartford.edu/res_life/apply_housing/seasonal_housing

Summer school housing at the University of Hartford is available to students enrolled in summer courses or to those students who are temporary full-time employees of the University for the summer. When applying, students must pay a nonrefundable $150 room reservation deposit.

• Residence Halls close at 5pm, Sunday, May 18
• Check-in is 12pm – 4pm, Tuesday, May 20
  for new and returning students
• On-campus housing not available after August 15

Students should complete an application through the Banner Self-Service link (https://banweb8.hartford.edu/). Students must also pay the $150 deposit. For questions about payment of deposit, contact Student Administrative Services at 860.768.4999. In order to obtain an assignment, applications must be submitted at least two weeks prior to the start of the Summerterm session.

While living on campus, students must abide by all academic-year Residential Life and University policies. Any violations will be referred to the Student Conduct office. For further information, refer to The Source student handbook or contact the Office of Residential Life.
Gray Conference Center
The Gray Conference Center provides space for lectures, training, continuing education, professional-development seminars, and all styles of social gatherings.

The Gray Conference Center is located between the main library and the east wing of the Harry Jack Gray Center. Both symbolically and functionally, it acts as a bridge between academic and nonacademic worlds. An excellent location for any conference, corporate retreat, or special event, the facility has four seminar rooms that seat up to 50 guests, five breakout rooms that seat 8 guests, and The 1877 Club restaurant (also open to the public) that accommodates up to 150 guests. Wilde Auditorium is a 225-seat, state-of-the-art auditorium.

Summer Housing
Summer housing is available for all camps, corporate interns, religious retreats, and more. We offer a wide variety of accommodations, from basic residential living to full apartment living. For further information, visit us at our website, www.grayconferencecenter.com.

Health Services
Health services are not available on campus during summer months for clinical care; however, administrative staff will be available at 860.768.6601. Individuals with health emergencies should contact the Office of Public Safety at ext. 7777. As of 2002, the State of Connecticut has mandated that students living on campus show proof that they have received the meningococcal (meningitis) vaccine. All students must show proof of having received two MMR (measles, mumps, and rubella) inoculations and a PPD (Tuberculosis) skin test prior to entry to the University. Please visit our website for the most up-to-date information on health requirements.

Health services are not available on campus during summer months for clinical care; however, administrative staff will be available at 860.768.6601. Individuals with health emergencies should contact the Office of Public Safety at ext. 7777. As of 2002, the State of Connecticut has mandated that students living on campus show proof that they have received the meningococcal (meningitis) vaccine. All students must show proof of having received two MMR (measles, mumps, and rubella) inoculations and a PPD (Tuberculosis) skin test prior to entry to the University. Please visit our website for the most up-to-date information on health requirements.

University Libraries
Summer library hours are as follows:

Mortensen Library
Monday–Thursday 8 a.m.–9 p.m.
Friday 8 a.m.–4:30 p.m.
Saturday 10 a.m.–6 p.m.
Sunday 12–6 p.m.

Allen Memorial Library
Monday–Thursday 10 a.m.–9 p.m.
Friday 10 a.m.–5 p.m.
Saturday 10 a.m.–6 p.m.
Sunday Closed

Sports Center
The Sports Center offers four multipurpose courts, modern locker areas with saunas, three racquetball courts, one squash court (reservations are taken 24 hours in advance at 860.768.5070), a 25-yard indoor pool with Tarn-Pure filtration system, an outdoor swimming pool, six lighted tennis courts, and state-of-the-art fitness rooms.

Residential Students
All students registered for Summerterm who reside in summer housing will automatically hold individual memberships in the Sports Center for the duration of their residency.

Commuter Students
Commuters may join the Sports Center for $50 for the duration of their summer programs and may sign up in the Sports Center.

Parking
All students using campus parking areas must obtain a current parking permit. Commuter parking permits issued for the academic year 2013-2014 are valid through August 31, 2014.

Summerterm students commuting to campus who have not previously registered their vehicles may obtain a current parking permit by completing the online parking form found on the University of Hartford’s Self-Service Center. The fee for commuting students is $45. All new and returning residential students must obtain current parking permits from the Office of Public Safety and will be charged $45, with the exception of those participating in special conferences, workshops, and courses of one week’s duration or less. Please visit the Public Safety website for more information,

http://www.hartford.edu/publicsafety/Parking/parking_permit_fees.

University Bookstore
The University of Hartford Bookstore is conveniently located in the Harry Jack Gray Center. The bookstore’s summer hours are as follows: Monday through Thursday, 9 a.m. to 4 p.m., and Friday, 9 a.m. to 3 p.m. Extended hours at the beginning of each session will be posted, or call 860.768.4801 for further details. Our e-mail address is bookstore@hartford.edu. You may also order your books online at www.efollett.com.
University of Hartford Dining Services

Summer meal plan options are available from Wednesday, May 19, until August 27. Please contact the ID Office at 860.768.5343 or 860.768.4829 for questions/concerns about hours and meal options.

The Gengras Café, 1877 Club, and Dorothy Goodwin Café will be open during the summer.

The 1877 Club restaurant is located in the Harry Jack Gray Center. Reservations are requested and may be made by calling 860.768.4876. All other locations require no reservation. For a complete list of summer hours, please go to www.hartford.campusdish.com.

Dining hours are subject to change.

Immunization Requirements

Connecticut State Law and University of Hartford policy require that all full-time undergraduate, part-time matriculated and nonmatriculated, and full- and part-time graduate-degree students provide proof of immunization for measles, mumps, and rubella according to State of Connecticut Department of Public Health standards, which are as follows:

**Measles:** One dose must have been administered on or after the student’s first birthday, and must have been administered on or after Jan. 1, 1969. The second dose must have been administered on or after Jan. 1, 1980. If your date of birth is Jan. 1, 1980, or after, two doses are required: one dose after your first birthday and a second dose at least 30 days later. Students born prior to Jan. 1, 1957, are exempt from this immunization requirement. The University does not require a physical exam to attend.

**Mumps:** Must have been administered on or after the student’s first birthday

**Rubella (German measles):** Vaccine must have been administered on or after the student’s first birthday.

Disease history is not acceptable. Laboratory evidence of an immune titer is acceptable.

**Varicella (chicken pox):** As of Fall 2010, all students must show documentation of 2 varicella vaccine.

*Documentation of disease history is acceptable.*

Any questions should be directed to Health Services, 860.768.6601. Please leave a message, and your call will be returned as soon as possible. Medical forms can be found online at www.hartford.edu/student_affairs/departments/health_services. As of 2022, the State of CT has mandated that students living on campus show proof of meningococcal (meningitis) vaccine.

Policy Change

The University reserves the right to make changes in its tuition, fees, and other costs, and in regulations, facilities, and course offerings, that it considers necessary and just; and to apply such changes to students already in attendance as well as to new students.

Courses listed in this Bulletin may not be offered if enrollment is insufficient. Students are encouraged to register early to permit appropriate planning.