CROSS REGISTRATION
EMPLOYEES
HARTFORD CONSORTIUM
FOR HIGHER EDUCATION

“Investing in and Empowering Connecticut’s students for College, for Leadership, for Life.”
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HCHE Members: Capital Community College, Central Connecticut State University, Goodwin College, Manchester Community College, Hartford Seminary, St. Thomas Seminary, Trinity College, University of Saint Joseph, UCONN-Hartford, University of Hartford
Affiliate Members: Connecticut Public/CPTV/WNPR, TheaterWorks
Welcome to the Employee Tuition Remission Program, sponsored by the Hartford Consortium for Higher Education (HCHE) member colleges, universities and seminaries.

By participating in this program you have the opportunity to expand your learning experience and maximize your personal educational goals. To take full advantage of the tuition remission program and to satisfy all requirements for registration and participation, it is very important that you read this brochure carefully.

Course offerings and schedules can be found on each institution’s website. If you have questions, you may contact your registrar’s office or the HCHE office. See the contact list below.
HOW TO SELECT A COURSE
Contact the Registrar for courses and availability options

**Connecticut Public/CPTV/WNPR and TheaterWorks are HCHE Affiliate Members**

**Capital Community College**
Registrar: Argelio Marrero
950 Main Street, Rm. 207, Hartford CT 06103
860-906-5125 | amarrero@capitalcc.edu

**Central CT State University (No employee Cross Registration)**
Associate Registrar: Matthew Bielawa, Barbara Zalot
1615 Stanley Street, Davidson Hall, Rm 116
860-832-2236 | Bielawam@ccsu.edu | zalot@ccsu.edu

**Goodwin College**
Assistant Registrar: Rebecca Straub
1 Riverside Drive, Rm. 143, East Hartford CT
860-913-2203 | rstraub@goodwin.edu

**Hartford Seminary**
Registrar: Danielle La Vine
77 Sherman Street, Hartford CT 06105
860-509-9511 | dlavine@hartsem.edu

**Trinity College (No summer employee cross registration)**
Registrar: Alexis Yusov
300 Summit St, TC 139, Hartford, CT 06106
860-297-2119 | alexis.yusov@trincoll.edu

**Manchester Community College**
Registrar: Anita Sparrow
Great Path MS 13, Manchester CT 06040
860-512-3222 | asparrow@manchestercc.edu

**St. Thomas Seminary**
Gayle Keene
467 Bloomfield Avenue, Bloomfield CT 06002
860-242-5573 Ext. 2662 | gayle.keene@aohct.org

**UCONN-Hartford**
Assistant Registrar: Nicole Ariyavatkul
Thelma Morris
10 Prospect Street, Hartford CT 06106
959-200-3833 | Nicole.ariyavatkul@uconn.edu | Thelma.morris@uconn.edu

**University of Hartford**
Registrar Administrator: Sandra Stevens
200 Bloomfield Avenue, Rm CC217, WH, CT
860-768-4557 | ssstevens@hartford.edu

**University of Saint Joseph**
Registrar: Angela Anderson
Assistant Registrar: Sharon Brewer
1678 Asylum Avenue, West Hartford CT 06117
860-231-5311 | acanderson@usj.edu | sbrewer@usj.edu | islater@usj.edu

**Hartford Consortium for Higher Education (HCHE)**
Director, Marketing and Communications: Sue Bowen-Harris
31 Pratt Street, 5th Floor, Hartford, CT 06103
860-702-3807 | sbharris@metrohartford.com

**(Affiliate) Connecticut Public/WNPR/CPTV**
CT Public Learning
Donna Sodipo, Senior Vice President of Education
Sonja Pasquantonio, HR Director
1049 Asylum Avenue, Hartford, CT 06105
860-275-7337 | spasquantonio@ctpublic.org | dsodipo@ctpublic.org

**(Affiliate) TheaterWorks**
Freddie McInerney
Director, Marketing and Communications
Nicole LaFlair Nieves, General Manager
233 Pearl Street, Hartford, CT 06103
freddie@theaterworkshartford.org | nicole@theaterworkshartford.org
860-729-1146 | 860-986-7460
EMPLOYEE GUIDELINES

Full-time employees of all private HCHE institutions, HCHE Employees, Capital Community College, Manchester Community College, Connecticut Public/CPTV/WNPR, TheaterWorks and listed affiliates are eligible to cross register at participating HCHE member institutions.

NOTE:
* Central Connecticut State University and UCONN - Hartford do not accept incoming or outgoing employees for cross registration
* Manchester Community College (MCC) accepts employees from other institutions - effective March 7th, 2017
* Employees may enroll in up to 2 courses per calendar year, one in the fall semester and one in the spring semester
* All fees other than tuition are the employee’s responsibility (e.g., registration, labs, books, transportation)
* Employees must obtain the signature of a representative from their Human Resources department
* Employees must submit forms to the host school registrar’s office for final approval
* Employees must wait until the first week of classes to determine if space is available in the requested course
* Employees do not need to be in a degree-seeking program to enroll in courses
* Academic calendars vary at HCHE member institutions and it is the employee’s responsibility to be familiar with the host school’s calendar, vacation periods, and final day to withdraw from a course without penalty
* When withdrawing from a course, both home and host school must be notified

Cross Registration opens May 1 for Fall registration and December 1 for Spring registration. Please visit the HCHE website to download a registration form, or pick up at the school’s registrar’s office.
* Select a course from the **host** school’s website

* If taking a course for a degree-granting program, check with your home registrar to ensure the course will be accepted for credit

* If permission from the course instructor is needed, you may obtain his or her phone number from the host school’s registrar’s office to schedule a visit or call

* Take **must not be mailed or faxed** the signed and completed cross-registration form to the host school’s registrar’s office for final submission and approval
**General:** Employees should review **ALL** guidelines and registration requirements on the HCHE and member websites. Links to each institution’s guidelines, as well as the cross registration request form, are available on the HCHE website.

Employees may enroll in **ONE** course per semester - **Fall and Spring Only**, undergraduate and master’s level courses only - **up to two per calendar year**. *New University of Hartford rules effective Fall 2019*

You must adhere to the rules and deadlines of the host college/university /seminary in order to enroll and/or withdraw from any course. If you withdraw from a course, you are responsible for notifying both host and home institution.

**Fee Schedule:** Participating HCHE member institution employees and HCHE staff will not be charged for courses. Employees are responsible for all fees including labs, books, transportation associated with courses, regardless of full, associate or affiliate institution status. There are tax implications for some graduate work. Employees are urged to check with the IRS to determine if they have a tax liability.
UNIVERSITY OF HARTFORD
New Guidelines effective Fall 2019

Students
Students may enroll in **up to four courses** per calendar year:
- Two in the fall semester
- Two in the spring semester
All fees - other than the tuition and registration fees - are the student’s responsibility (lab/film/music/technology fees, books, transportation, etc.)

Employees
Full-time employees may enroll in **up to two courses per** calendar year:
Fall, winter, spring or summer
All fees - other than the tuition - are the employee’s responsibility (registration, lab/film/music/technology fees, books, transportation, etc.)

For more information | University of Hartford contact:
Sandra Stevens | ssstevens@hartford.edu | Tel: 860-768-4557
HCHE EMPLOYEE CROSS REGISTRATION FORM

General: Employees should review ALL guidelines and registration requirements on the HCHE and member websites. Links to each institution’s guidelines, as well as the cross registration request form, are available on the HCHE website.

Eligibility: Full-time employees at all HCHE private institutional and Affiliates are eligible for course enrollment. Note: UCONN-Hartford, and Central Connecticut State University do not accept or allow employee cross registration. Employees may enroll in one course per semester, undergraduate and master’s level courses only - up to two per calendar year. You must adhere to rules and deadlines of the host college/university/seminary in order to enroll and/or withdraw from any course. If you withdraw from a course, you are responsible for notifying both host and home institution.

Fee Schedule: Participating HCHE member institution full-time employees and HCHE staff will not be charged for courses. Employees are responsible for all fees such as registration, labs, books, transportation, associated with courses, regardless of full or affiliate institution status. There are tax implications for some graduate work. Employees are urged to check with the IRS to determine if they have a tax liability.

Last Name
First Name
Middle
Mailing Address (Street, City, State, Zip)
Institution Dept.
Phone
Employee ID
Supervisor’s Name
Title

I certify I am a full-time employee at:
 Capital Community College
 Hartford Seminary
 Trinity College
 CP/CPTV/WNPR
 University of Saint Joseph
 Goodwin College
 St. Thomas Seminary
 University of Hartford
 Manchester Community College

Requesting enrollment in:  ❑Spring 20      ❑Fall 20

COURSE REQUESTED

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>COURSE #</th>
<th>DAYS/TIME</th>
<th>COURSE TITLE</th>
<th>FEES</th>
</tr>
</thead>
</table>

REQUIRED SIGNATURES: Employees are responsible for obtaining ALL signatures prior to enrolling in any course. Signatures indicate that both institutions have approved registration. The form should be submitted to the host institution’s registrar’s office during the first week of classes, when space availability will be determined.

*No HR Signature = HCHE Employee*

Employee Signature
Date
Supervisor Signature/Institution
Date
Human Resources Officer Signature/Institution
Date
Host Institution Registration Officer Signature
Date

Employee email: __________________________
Cell: ___________________
Hartford Consortium for Higher Education (HCHE)
CROSS REGISTRATION PROGRAM

CROSS REGISTRATION AT ANY HCHE MEMBER INSTITUTION:
Capital Community College, Central Connecticut State University, Goodwin College
Hartford Seminary, Manchester Community College, St. Thomas Seminary, Trinity College
UCONN - Hartford, University of Hartford, University of Saint Joseph

Affiliate members: TheaterWorks and Connecticut Public (WNP/CTV)

Full time undergraduates, graduate students and employees:
- Register for a course needed to meet graduation requirements
- Enroll in a course not offered at your college
- Explore another member institution’s campus
- No additional payment necessary

FOR MORE INFORMATION
www.hartfordconsortium.org | 860.702.3807
Or visit the Registrar's Office | Your Faculty Advisor | Employees: Human Resources Office

@hchhartford | HartfordConsortium | @hchhartford