CROSS REGISTRATION
GRADUATE STUDENTS

HARTFORD CONSORTIUM
FOR HIGHER EDUCATION

“Empowering and Investing in 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 Cross Registration program sponsored by the member colleges and universities of the Hartford Consortium for Higher Education.

By participating in this program you have the opportunity to expand your learning experience, learn about other institutions of higher education in our region and maximize your personal educational goals. In order to take full advantage of the cross registration program, and to satisfy all requirements for registration and participation, it is very important that you read this brochure carefully.

If you have any questions, you may contact your home school’s registrar’s office or the HCHE office. See the contact list below:
HOW TO SELECT A COURSE

Contact the Registrar at the host school 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
Associate Registrar: Matthew Bielawa
1615 Stanley Street, Davidson Hall, Rm 116
860-832-2236 | Bielawam@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
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 |sstevens@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 | jslater@usj.edu

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

Connecticut Public/CPTV/WNPR
Donna Sodipo, Senior VP, Education
1049 Asylum Avenue, Hartford, CT 06105
860-275-7337 | dsodipo@ctpublic.org
* Cross registration is open to full time students – EXCEPTION - Students attending Goodwin College and Trinity College allow their part-time students to cross register.

* Cross registration is available for the Fall, Spring, Summer 1 and Summer 2.

* Graduate students may enroll in 3 courses per academic year (See new guidelines below, effective fall 2019, University of Hartford).

* All course fees (registration, lab, books, etc.) are the responsibility of the student. In order to protect financial aid, check with the registrar and financial aid office at your home school about your status.

* Students must submit forms in person, NOT electronically, to both home and host school registrars’ office.

* The academic calendars vary at different HCHE schools, and it is the responsibility of the student to become familiar with the host school’s calendar, vacation periods, and the last day to withdraw from a course without penalty.

* When withdrawing from a course, students must notify both the home and host school.
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
Cross registration opens *May 1st* for the Fall semester, *and December 1st* for the Spring semester.

Go to the HCHE website to download a registration request form or pick up in your school registrar’s office:
* Select one or more courses from the host school’s website

* Check with your home school to make sure the course will be accepted for credit. If so, you obtain the cross registration form from your home school or download from the HCHE website

* Visit your faculty advisor to discuss your decision. If in agreement, your advisor must sign the form.

* Return the signed form to the registrar at your home school for signature

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

* Finally, take the completed and signed cross registration form to the host school’s registrar’s office for final submission and approval.

* You must repeat this process for each course for which you wish to cross register.

* **REMINDER:** You must wait for cross registration to open (**check with the host school’s registrar’s office**)
GRADUATE COURSE REGISTRATION FORM

**General:**
Students should review ALL course offerings, guidelines and registration requirements on the HCHE website. Graduate students may enroll in up to 3 courses per academic year (fall, spring and summer terms) at a participating HCHE member institution.

**Eligibility:**
Check with the home and host institution registrar’s office to confirm course eligibility. Full-time students enrolled at HCHE member institutions may enroll in selected courses at host institutions. Trinity College and Goodwin College allow their part-time students to cross register. Check course selections online or at the registrar’s office of your home college/university. All fees such as labs and books are the responsibility of the student and are to be paid to the host institution. Check with your home institution concerning financial aid eligibility requirements.

**Instructions:**
Complete all sections of the form. Use a separate form for each course requested. 1. Submit the form(s) to the registrar’s office of your home college/university. 2. Upon approval by the home institution, submit the signed form to the registrar’s office at the host college/university for approval. 3. Upon approval, a copy will be returned to you. 4. It is important that you keep a signed copy for your records.

**NOTE:** you must adhere to the rules and deadlines of the host college/university 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.
SAMPLE GRADUATE REGISTRATION FORM

General: Students should review ALL course offerings, guidelines and registration requirements on the HCHE website. Graduate students may enroll in up to 3 courses per academic year (Fall, Spring and Summer terms) - See University of Hartford Fall 2019 update - at another HECH member institution. Eligibility: Check with the home and host institution registrar’s office to confirm course eligibility. Graduates enrolled at all other HCHE member institutions may enroll in selected courses at host institutions. Trinity College and Goodwin College permit its part-time students to cross register. Check course selections online or at the registrar’s office of your home university. All fees such as labs, books etc. are the responsibility of the student and are to be paid to the host institution. Check your home institution concerning financial aid eligibility requirements. Instructions: Complete all sections of the form. Use a separate form for each course requested. 1. Submit the form(s) to the registrar’s office of your home college/university. 2. Upon approval by the home institution, submit the signed form to the registrar’s office at the host college/university for approval. 3. Upon approval, a copy will be returned to you. 4. It is important that you keep a signed copy for your records. NOTE: you must adhere to deadlines of the host institution in order to enroll and/or withdraw from any course. Withdraw from a course, you are responsible for notifying both host and home institution.

First Name Middle Student ID#

Home Address (Primary) - include Street, PO Box, City, State, Zip Code

Phone/Cell Date of Birth

that I am a  void Part-time graduate student at ________________________________

Institution Degree Field

I Community College  Central CT State University

in College  Hartford Seminary  Manchester Community College

Bamas Seminary  Trinity College  University of Saint Joseph

N (Hartford)  University of Hartford

ent for Fall 20  Spring 20  Summer 1  Summer 2  20

REQUESRED (only ONE course request per form)

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NUMBER</th>
<th>SECT.</th>
<th>DAYS/TIMES</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
</table>

signature Date

signature/Home Institution Date

stitution Registration Officer Signature Date

stitution Registration Officer Signature Date

aculty Signature/Host Institution Date

COMPLETED BY HOST INSTITUTION REGISTRAR’S OFFICE:  

stitution Student ID # (permanently assigned):  

Student email:  


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
Harford Community College, Manchester Community College, St. Thomas Seminary, Trinity College
UCONN - Hartford, University of Hartford, University of Saint Joseph
Affiliate members: TravelWorks and Connecticut Public TV (WNET/CPTV)

Full-time undergraduates, graduate students and employees:

- Register for a course not offered at your college
- Enroll in a course not offered at your campus
- No additional payment necessary

FOR MORE INFORMATION
www.hartfordconsortium.org | 860.702.3307
Or visit the Registrar's Office | Your Faculty Advisor | Employees: Human Resources Office

@hchehartford