CROSS REGISTRATION
UNDERGRADUATE STUDENTS

HARTFORD CONSORTIUM
FOR HIGHER EDUCATION

“Empowering and Investing in Connecticut’s students for College, for Leadership, for Life.”

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, universities and seminaries of the Hartford Consortium for Higher Education (HCHE).

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. To take full advantage of the 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, please contact your home school’s registrar’s office or the HCHE office. See the contact list next:
HOW TO SELECT A COURSE

Contact the Registrar for courses and availability options

**Connecticut Public/WNPR/CPTV 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/WNPR/CPTV
Donna Sodipo, Senior VP, Education
1049 Asylum Avenue, Hartford, CT 06105
860-275-7337 | dsodipo@ctpublic.org
GUIDELINES FOR UNDERGRADUATES

* Full-time undergraduate students from participating HCHE member institutions are eligible to cross register. Students should check with their school’s Registrar to verify eligible courses for cross registration.

* Goodwin College and Trinity College allow their part-time students to participate. Part-time undergraduate students are not accepted at University of Hartford.

* No tuition or registration fee is paid by the student to the host college or university. Books/labs/film/music fees are entirely the student’s responsibility. Check with your home school’s financial aid office if you have questions regarding aid eligibility.

* Academic calendars vary at different HCHE member institutions. It is the sole 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.**

Graduate-level and 500+ level courses are **only** open to seniors.

**None of the following types of courses are eligible through Cross Registration:**

* Applied Music or Recitals
* CAPCON
* Capstone Senior
* Co-op
* Coordination Courses
* Field Practice, Field Study (Except: Education)
* Honors
* Independent Study
* Internships
* Review Courses (Sophomore, Junior; no credit)
* Senior Seminars (Except: Students teaching senior seminars)
* Senior Project
* Study Abroad courses (including Field Study)
* Thesis
Online courses are acceptable for undergraduate enrollment at most schools. (*Check with individual member school’s Registrar’s office*)

It is not recommended that seniors anticipating spring graduation cross register due to lag time in transferring credits between institutions. Check with your Registrar.

Credits and grades for courses taken through cross registration will appear on a student’s transcript as institutional credit from the *home* school.
Undergraduate students taking classes at Capital Community College, Central CT State University, Manchester Community College and UCONN-Hartford are eligible to enroll in courses in ONLY the following areas:

* Classical and Modern Languages
* Environmental Studies
* International Studies
* Religious Studies
* Urban Studies
* Women’s Studies

Undergraduate students taking classes at Goodwin College, University of Saint Joseph, St. Thomas Seminary, Trinity College and University of Hartford are eligible to enroll in courses in most areas of study. *(See your school’s Registrar for specific guidelines)*
Capital Community College (CCC): CCC students may only cross register for first- and second-year courses at other HCHE member institutions.

Central CT State University (CCSU): CCSU students may not cross register for more than 2 courses per spring or fall semester. Only courses in the subject areas listed (above) are open to cross register.

Goodwin College: All Goodwin College students and HCHE member school students, need to confer with the home and host registrar’s office before initiation of cross registration.

Hartford Seminary: Permits seniors from other member institutions to enroll in specific graduate courses each semester, and no more than one per semester. Contact the Hartford Seminary registrar’s office for a list of available courses.
**University of Saint Joseph (USJ):** USJ students are limited in the number of lower division courses that they may take. Contact the USJ registrar before starting cross registration.

**St. Thomas Seminary:** Students must be full-time seminarians to enroll at another institution.

**Trinity College:** Students who have earned 18 or more credits are not eligible to take courses at two-year institutions. Trinity’s Individualized Degree Program students may cross register for courses at other institutions, but must adhere to the same guidelines as other undergraduate students. Students are not allowed to cross register for:

- A course that is currently offered at Trinity
- Any courses that are outside of liberal arts (i.e., business, nursing)
- At a community college after sophomore year
- Online courses

**University of Hartford (UHA):** UHA Only accepts full-time students and does not permit students from other institutions to enroll in art, applied music or recital courses. If you wish to enroll in art or music, special permission from the University of Hartford registrar and course instructor must be requested. Cross registration for Nursing, Health Care, Medical Technology, Physical Therapy, Radiography, Respiratory Care is not permitted. Barney School of Business does not permit graduate courses to be taken. No tuition or technology fees are required.
UNIVERSITY OF HARTFORD
CHANGES - 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 | stevens@hartford.edu | Tel: 860-768-4557
**General:** Students should review their cross registration plan with their faculty advisor, the home registrar and the host registrar prior to submitting paper work.

Students may enroll in up to 2 courses per semester (Fall and Spring) at participating HCHE member school, no more than 4 per academic year. *(Check individual member Registrar’s office for summer session guidelines)*

**Eligibility:** Full-time students enrolled at HCHE member institutions are eligible to cross register. **Goodwin College and Trinity College** allow their part-time students to participate. **University of Hartford** accepts only full-time students in courses. Check with home and host institution registrar’s office to confirm course eligibility.

**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 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 UNDERGRADUATE
REGISTRATION FORM

**General:** Students should review their cross registration plan with their faculty advisor, the home registrar and the host registrar prior to submitting paper work. Students may enroll in up to 2 courses per semester (fall and spring) another HCHE member school, no more than 4 per academic year.

**Eligibility:** Full-time students enrolled at HCHE member institutions are eligible. Goodwin College and Trinity College allow part-time students to participate. University of Hartford accepts only full-time students in courses. Check with home and host institution registrar’s office to confirm course eligibility.

**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 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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Primary Phone /Cell Date of Birth

I certify that I am a Full-time UG student:

| Requesting enrollment in | ☐ Spring 20___ | ☐ Summer 20___ | ☐ Fall 20___ | ☐ Winter 20___ |
|--------------------------|----------------|----------------|-------------|

**Host college/university/seminary requested:**

- ☐ Capital Community College
- ☐ Central CT State University
- ☐ Goodwin College
- ☐ Hartford Seminary
- ☐ St. Thomas Seminary
- ☐ Trinity College
- ☐ University of Hartford
- ☐ Manchester Community College
- ☐ UConn-Hartford

**COURSE REQUESTED** (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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature Date

Advisor Signature/Home Institution Date

Home Institution Registration Officer Signature Date

Host Institution Registration Officer Signature Date

Course Faculty Signature/Host Institution Date

**MUST BE COMPLETED BY HOST INSTITUTION REGISTRAR’S OFFICE**

*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
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 (WNNH/PTV)

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 / Employee: Human Resource Office

@hchoctford | @HarfordConsortium | @HCHEHartford