



# **SCHEDULE OF CLASSES**

**CLASSES BEGIN  
JANUARY 22, 2019**

**UNIVERSITY  
OF HARTFORD**

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[hartford.edu](http://hartford.edu)

# UNIVERSITY OF HARTFORD

## Schedule of Classes—Spring 2019

The University of Hartford, located in West Hartford, Connecticut, 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

Dedicated to learning, personal growth, knowledge creation, and the betterment of society, the University engages students in acquiring the knowledge, skills, and values necessary to thrive in, and contribute to, a pluralistic, complex world.

### Administration

*as of fall 2018*

**Gregory S. Woodward**, *President and Professor of Music*

**Maria A. Feeley**, *Vice President, General Counsel, and Secretary*

**Mary Ellen Gillespie**, *Director of Athletics*

**Victoria A. Hampton**, *Acting Dean of Enrollment Management and Director of Student Financial Assistance*

**Aaron Isaacs**, *Dean of Students*

**R.J. McGivney '93, M'96**, *Associate Vice President for Institutional Effectiveness and Continuing Education*

**Jessica M. Nicklin**, *Associate Vice President for Student Success*

**Kate Pendergast**, *Vice President for Institutional Advancement*

**Molly O'Shea Polk**, *Vice President for Marketing and Communication*

**H. Frederick Sweitzer**, *Provost*

**Laura Whitney**, *Interim Vice President of Finance and Administration*

**Hisham Alnajjar**, *Interim Dean, College of Engineering, Technology, and Architecture*

**Katherine A. Black**, *Dean, College of Arts and Sciences*

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

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

**T. Clark Saunders**, *Associate Provost and Dean of Graduate Studies*

**James Shattuck**, *Dean of Undergraduate Learning*

**Larry Alan Smith**, *Dean, The Hartt School*

**Nancy M. Stuart**, *Dean, Hartford Art School*

**Cesarina Thompson**, *Dean, College of Education, Nursing and Health Professions*

**Richard A. Zeiser**, *Dean of Admission*

**Amy Zeng**, *Dean, Barney School of Business*

**Brett Carroll**, *Associate Vice President and Treasurer*

**Michael Malone**, *Assistant Vice President for Student Life*

**Suzanne Anderson McNeil**, *Assistant Vice President for Student Affairs*

**Norman Young '82**, *Associate Vice President of Facilities Planning and Management*

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The University of Hartford reserves the right, at any time, to make whatever changes may be deemed necessary. This includes, but is not limited to, the scheduling of courses, the assignment of instructors, and fees charged.

# Telephone Numbers

<b>Admission and Student Financial Aid</b> .....	860.768.4296	<b>Hartt School, The</b> .....	860.768.4468
<b>ARAMARK</b> (Food Service).....	860.768.4817	Dean—Larry Alan Smith	
<b>Arts and Sciences, College of</b> .....	860.768.4250	Community Division.....	860.768.4451
Dean—Katherine Black		<b>Hartt Summerterm</b> .....	860.768.4479
<b>Bookstore</b> (Harry Jack Gray Center).....	860.768.4801	<b>Health Services</b> .....	860.768.6601
<b>Business, Barney School of</b>		<b>Hillyer College</b> .....	860.768.4708
Dean—Martin Roth (through June 30, 2018)		Dean—David H. Goldenberg	
Undergraduate.....	860.768.5407	<b>Information and Assistance</b>	
Graduate.....	860.768.5003	Campus Operator.....	860.768.4100
<b>Career Center</b> .....	860.768.4287	<b>International Studies</b> .....	860.768.4284
<b>Center for Graduate Services</b> .....	860.768.4371	<b>Joseloff Gallery</b> .....	860.768.4090
<b>Center for Adult Academic Services</b> .....	860.768.5459	<b>Access-Ability Services</b> .....	860.768.4312
<b>Education, Nursing and Health Professions,</b>		<b>Harrison Libraries</b> .....	860.768.4264
<b>College of</b> .....	860.768.4648	General Reference.....	860.768.4142
Dean — Cesarina Thompson		Interlibrary Loan.....	860.768.4364
<b>Engineering, Technology, and Architecture,</b>		Periodicals.....	860.768.4811
<b>College of</b> .....	860.768.4844	Technical Services.....	860.768.4467
Interim Dean—Hisham Alnajjar		Allen Library.....	860.768.4491
Civil and Environmental.....	860.768.4032	<b>Office of Public Safety</b> .....	860.768.7985
Electrical and Computer.....	860.768.4846	<b>Sports Center</b> .....	860.768.5070
Mechanical .....	860.768.5554	<b>Student Administrative Service Center</b>	
Engineering Applications Center .....	860.768.4629	(SASC) .....	860.768.4999
or .....	860.768.4846	<b>Student Affairs</b> .....	860.768.4285
<b>English-Language Institute</b> .....	860.768.4399	<b>Summer Programs</b> .....	860.768.4978
<b>Gray Conference Center</b> .....	860.768.4951	Dean—R.J. McGivney	
<b>Hartford Art School</b> .....	860.768.4393	Summer Place.....	860.768.4432
Dean—Nancy M. Stuart		<b>Veterans’ Certifying Official</b> .....	860.768.4663

For a complete telephone directory of departments, programs, faculty, and staff at the University of Hartford, visit [www.hartford.edu/phone-directory](http://www.hartford.edu/phone-directory).

The University of Hartford reserves the right, at any time, to make whatever changes may be deemed necessary. This includes, but is not limited to, the scheduling of courses, the assignment of instructors, and fees charged.

# Academic Calendar 2018-2019

## WINTERTERM 2019\*

### January

Winterterm begins ..... 9 a.m. Wednesday 2  
 Winterterm ends ..... 10 p.m. Friday 18

## SPRING 2019\*

### January

Residence halls open ..... 12 p.m. Sunday 20  
 Final Registration Day ..... 9 a.m.-4 p.m. Monday 21  
 Classes begin ..... 8 a.m. Tuesday 22  
 Academic performance warning notification period begins ..... Wednesday 23  
 Degrees awarded to those completing requirements in fall ..... Saturday 26

### February

Last day to withdraw from a class and receive 60% tuition credit ..... Monday 4  
 Last day to change from audit to credit status ..... Monday 4  
 Last day to file May degree applications ..... Friday 8  
 Last day to withdraw from class and receive 40% tuition credit ..... Monday 11  
 Last day to drop a course and have it deleted from your record ..... Monday 11  
 Recommended date for *new incoming* students (freshmen and transfer) to submit  
 2019-20 FAFSA to U.S. Department of Education ..... Friday 15  
 Last day to withdraw from a class and receive 20% tuition credit ..... Monday 18  
 No further tuition credit after this date ..... Monday 18  
 University Enrollment Census ..... 4:30 p.m. Friday 22

### March

Spring recess begins. All residence halls will remain open ..... 5 p.m. Saturday 16  
 Classes resume ..... 8 a.m. Monday 25

### April

Required date for *returning students* to submit 2019-20 FAFSA and all other  
 documents to U.S. Department of Education ..... Monday 1  
 Advance registration for full-time undergraduates begins ..... 8:30 a.m. Monday 1  
 Advance registration for part-time and graduate students ..... 8:30 a.m. Thursday 4  
 Last day to drop a course and receive a grade of W ..... Monday 8  
 Last day to change to Pass/No Pass or from Pass/No Pass to letter grade ..... Monday 8  
 Last day to change from credit to audit status\*\* ..... Monday 8

### May

Classes end ..... 10 p.m. Monday 6  
 Academic performance warning notification period ends ..... 10 p.m. Monday 6  
 Last day to resolve I grades from preceding term (undergraduates only) ..... 10 p.m. Monday 6  
 Reading day ..... 8 a.m.—10 pm. Tuesday 7  
 Final examinations begin (Final exam schedule includes Saturday as an exam day) ..... 8 a.m. Wednesday 8  
 Final examinations end ..... 10 p.m. Tuesday 14  
 Residence halls close for students not receiving May degrees ..... 1 p.m. Wednesday 15  
 Graduate Commencement ..... Saturday 18  
 Undergraduate Commencement ..... Sunday 19  
 Residence halls close ..... 5 p.m. Sunday 19

## SUMMERTERM 2019

Mayterm ..... May 20-June 3  
 Summer Session I ..... May 21-July 1 (6-week session); May 20-July 11 (Virtual Campus)  
 Summer Session II ..... July 8-August 15 (6-week session); July 12-August 29 (Virtual Campus)  
 Montessori ..... June 17-August 5  
 DPT/MSPT ..... June 3-August 12  
 University Holidays ..... Memorial Day, May 27 and Independence Day, July 4

\*Arrangements must be made by each faculty member to make up instructional time that may be lost because of emergency closing.  
 \*\*Students are not eligible to take advantage of special audit fees at this time. In order to have special audit fee, students must declare audit status when they first register for the course.

# Academic Calendar 2018-2019 continued

## SPRING 2019 SEVEN-WEEK COURSES and ADULT EXPRESS \*

### Courses beginning and ending 1/22-3/11

#### January

Classes begin..... Tuesday 22  
Last day to drop a course and receive 100% tuition credit ..... Monday 28

#### February

Last day to drop and receive 50% tuition credit. There is no tuition credit after this date ..... Monday 4  
Last day to drop a course and have it deleted from your record ..... Friday 8  
Last day to change from audit to credit status..... Friday 8  
First day to drop a course and receive a grade of W ..... Monday 11  
Last day to change to Pass/No Pass or from Pass/No Pass to letter grade ..... Friday 15  
Last day to change from credit to audit status\*\* ..... Friday 15  
Last day to drop a course and receive a grade of W ..... Monday 18

#### March

Classes end..... 10 p.m. 11  
Final exams are scheduled for the last class during the first seven-week session.

### Courses beginning and ending 3/12—5/6

#### March

Classes begin..... Tuesday 12  
Last day to drop a course and receive 100% tuition credit ..... Monday 18  
Last day to drop and receive 50% tuition credit. There is no tuition credit after this date ..... Monday 25  
Last day to drop a course and have it deleted from your record ..... Friday 29  
Last day to change from audit to credit status..... Friday 29

#### April

First day to drop a course and receive a grade of W ..... Monday 1  
Last day to change to Pass/No Pass or from Pass/No Pass to letter grade ..... Friday 5  
Last day to change from credit to audit status\*\* ..... Friday 5  
Last Day to drop a course and receive a grade of W ..... Monday 8

#### May

Classes end..... 10 p.m. Monday 6  
Final exams for the second seven-week session should follow the standard University exam schedule.

\*Arrangements must be made by each faculty member to make up instructional time that may be lost because of emergency closing.

\*\*Students are not eligible to take advantage of special audit fees at this time. In order to have special audit fee, students must declare audit status when they first register for the course.

# Religious Observance Calendar 2018-2019

**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.

## SPRING 2019

### March

Ash Wednesday .....Wednesday 6

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

### April

Good Friday.....Friday 19

Passover ..... Begins sundown Friday 19

Note: The first two days of this holiday are celebrated from sundown Friday, April 19 until darkness Sunday, April 21 and the last two days of the holiday are celebrated sundown Thursday, April 25 until darkness Saturday, April 27.

### May

Ramadan ..... Begins sundown Sunday 5

Note: The first day of the Muslim fasting month begins sundown on Sunday, May 5 and continues until darkness Tuesday, June 4. 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.

### June

Eid-al-Fitr ..... Begins sundown Tuesday 4

Note: This Muslim holy day begins sundown Tuesday, June 4 and continues until darkness Wednesday, June 5. 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.

Shavuot ..... Begins sundown Saturday 8

Note: This holiday officially begins sundown on Saturday, June 8 and continues until darkness Monday, June 10.

# 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](http://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.

### 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—Graduate/Part-time, Undergraduate

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 25 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 25 for form) or in person at the Student Administrative Services Center (SASC) on the second floor of the Computer and Administration Center. See page 20 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 the Student Administrative Services Center. See page 20.
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 [ksullivan@hartford.edu](mailto:ksullivan@hartford.edu) or 860.768.4373. The Center's hours are Monday through Thursday, 8:30 a.m. to 6:00 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 Graduate Admissions Office at 860.768.4371 or [gradstudy@hartford.edu](mailto:gradstudy@hartford.edu). The Center's hours are Monday through Thursday, 8:30 a.m. to 6:00 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 courses may not be audited.
3. Hartt School Community Division offers non credit programming in music, theater and dance for all ages. For more information call 860.768.4451 or visit [hartford.edu/hcd](http://hartford.edu/hcd).



# University Policies and Procedures

## 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 non-credit 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 2019

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, Manchester Community College, Charter Oak State College, Goodwin College, and Saint Thomas Seminary. Known as cross-registration, this program offers students an oppor-

tunity 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](http://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 2019 begins December 1, 2018. If you have any questions, concerning cross-registration contact Sandra Stevens; Registrar Administrator in the Office of the Registrar, at 860.768.4557 or contact Martin Estey, Ph.D., Executive Director of the Hartford Consortium at 860.702.3801 or at [mestey@metrohartford.com](mailto:mestey@metrohartford.com).

## Courses Repeated

A course normally can be retaken only once, except when a course is designed to be taken repeatedly. For courses not designed to be taken repeatedly, a student may request permission from the Academic Standing Committee (ASC) of the college offering the course to repeat a course a second time under the terms of the repeat course policy. An appeal to a college's ASC may be made on the grounds of mitigating circumstances, and should include explanations of the circumstances, a description of their effect on performance, and discussion of the actions taken to minimize or eliminate these circumstances and their effects. 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; however, the previous grade will remain on the transcript. If the grade earned for the repeat course is anything other than a grade of A through F or P, the grade initially earned for the first enrollment period will be used for calculating the grade point average.

## Emergency Closing Information

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. Faculty and instructors are expected to follow the announced schedule and to conduct class when the University is open.

*Continued on next page*

## Emergency Closings—continued

Please note that when the campus is closed preventing a class from meeting at its scheduled time, professors may opt to conduct classes or provide assignments online. Students should plan to check Blackboard and their email regularly on such days to learn of any alternate arrangements.

Changes to the University's operating schedule are communicated through:

**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](http://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 (UniversityofHartford) and Twitter (@UofHartford).

**TEXT MESSAGE NOTIFICATION:** Emergency closing alerts will be sent via text message to students, faculty, and staff who have accurate cell phone numbers registered in the Self-Service Center. To confirm, visit [www.hartford.edu/alert](http://www.hartford.edu/alert). Independent of text alerts on cell phones, all currently registered students and active employees will automatically receive emergency notifications through their official University email.

**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. 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 announced opening time.

### 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, 10:00 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 2 p.m.":

- All classes with start times at or after 2:00 p.m. will not be held.
- All classes in session at 2:00 p.m. will dismiss.
- Depending on day and time, the advisory issued may contain specific information about classes beginning just prior to the time of the University closure (such as 1:30 p.m. classes in the current example).

### Online Courses

Online courses at the University are not affected by weather-related closings and will meet as scheduled.

**For residential students**, the **Commons** will remain open for dining during its regular hours (7:00 a.m. to 8:00 p.m. weekdays, 9 a.m. to 7 p.m. on weekends) 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 **Hart Community Division** require that its closings be more closely aligned with those of the local public schools 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 2019

Classes end on Monday, May 6.

Reading Day is Tuesday, May 7

**Exams begin at 8:00 a.m. Wednesday, May 8th and run through 10:00 p.m. Tuesday, May 14th.**

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:

Class	Time	Exam Date	Exam Time
MWF	8:30	M 5/13	2-4 p.m.
MWF	9:30	S 5/11	11-1 p.m.
MWF	10:30	W 5/8	2-4 p.m.
MWF	11:30	T 5/14	8-10 a.m.
MWF	12:30	F 5/10	11-1 p.m.
MWF	1:30	M 5/13	8-10 a.m.
or MW	1:30	M 5/13	8-10 a.m.
MWF	2:30	F 5/10	2-4 p.m.
or MW	2:55	F 5/10	2-4 p.m.
TR	8:00	W 5/8	11-1 p.m.
TR	9:25	S 5/11	8-10 a.m.
TR	10:50	R 5/9	2-4 p.m.
TR	2:05	M 5/13	11-1 p.m.
TR	3:30	R 5/9	11-1 p.m.

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.  
**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 Kathy Brochu in the Academic Scheduling Office, ext. 4594.
3. **Classes with NO STANDARD TIME PATTERN** should follow the examination schedule of the pattern to which closely matches their schedule, i.e. MW 1:30-2:45 would follow the MWF 1:30 time pattern. Please contact Kathy Brochu in the Academic Scheduling Office, 860.768.4594 with any questions.

4. **Assembled Exams** are scheduled to be held on May 8, 9, 10 between 8:00-10:00 a.m.

**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 May 2019 must file an approved degree application. The deadline for submission is Thursday, February 14, 2019.

The fee for filing a degree application is \$208 for graduate students and part-time undergraduates. 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.**

Please contact Trudy McCoy at 860.768.4969 with any questions.

## Immunization Requirements

The University of Hartford and Connecticut State Law require that students enroll who were born after 12/31/1956 have documentation of immunization on file prior to starting classes.

*Continued on next page.*

## Immunization Requirements—continued

YOU ARE EXEMPT IF YOU ARE BORN BEFORE 12/31/1956.

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.

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

- Students living in any campus housing must also provide documentation of the meningitis vaccine. The vaccine must be administered within 5 years of living in campus housing and was administered on or after your 16th birthday.
- Please use only the immunization forms found on the Health Services website at: [www.hartford.edu/health](http://www.hartford.edu/health). 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.
- A physical examination is not required.
- Forms are required no later than July 15th for the fall semester and December 15th for the spring semester.
- **Failure to provide the required documentation will block your ability to register, add or drop classes or move into any campus housing.**

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 860.768.4373.

## 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 Assistant Vice-President for Student Health and Wellness (Gengras Student Union room 307, 860.768.4260) 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 Title IX Coordinator, Gengras Student Union room 307, 860.768.4281.

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 with-

drawal 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

Grade	Definition	Grade Points Per Credit Hour
A		4.00
A-		3.67
B+		3.33
B		3.00
B-		2.67
C+		2.33
C		2.00
C-		1.67
D+		1.33
D		1.00
D-		0.67
F		0.00
I	Incomplete	
P	Pass	
NP	No Pass	
W	Withdrawal	
AW	Administrative Withdrawal	
AD	Administrative Drop	
NG	The grade of NG is only appropriate for courses—Undergraduate and Graduate—that usually take more than one semester to complete (such as University Scholar Projects, dissertations, and clinical experiences).	
NR	No Report from Instructor	

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 [www.hartford.edu/tuition](http://www.hartford.edu/tuition).

## 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 [www.hartford.edu/fees](http://www.hartford.edu/fees).

### 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. 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. The fee for graduation applications received after submission deadline is \$225.

### Parking Fee

All students using on-campus parking lots must obtain a parking permit. The parking fee for residents living on the main campus is \$470 for the full year (August 1—May commencement day). The fee for commuter students is \$45 for a single semester or \$75 for the full year (September 1—August 31). The fee for students living at the Asylum Avenue Campus is \$100. 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 [www.hartford.edu/publicsafety](http://www.hartford.edu/publicsafety) 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. This fee is charged each semester.

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: Fees are subject to change; see website for most up to date information.*

# Billing

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

Payments can be made by cash, check, 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 domestic credit or debit card payments on your behalf; international card payments may be assessed a higher fee. The service fee is non-refundable. There is no fee for payment by electronic check (ACH transfer).

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: [www.hartford.edu/bursar](http://www.hartford.edu/bursar). Click on Tuition and

then choose the appropriate term for 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. Please note, all students are required to accept enrollment terms and conditions prior to registering for class. When the payment (due) is received prior to the start of class, persons will be listed as cleared on class rosters. They will not have to visit administrative offices to secure written clearance to attend classes.

The University partners with HigherOne to offer a payment plan. There is a \$65 enrollment fee assessed by HigherOne for plan administration. The Tuition Payment Plan allows students and their families to spread their payments over a specified number of months. For information on this payment plan option, including plan deadlines, please contact the Student Administrative Services Center at [sasc@hartford.edu](mailto:sasc@hartford.edu) or 860.768.4999 or contact HigherOne 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). Requests are official as of the date they are received, and tuition adjustments for courses are made according to the following schedule, based on full-payment of tuition prior to withdrawal:

### Tuition Adjustment Only for Full Semester Courses

Withdrawal prior to and	
Within first week of class.....	100%
Withdrawal within 2nd week .....	60%
Withdrawal within 3rd week .....	40%
Withdrawal within 4th week .....	20%
Withdrawal after 4th week .....	0%

### For six or seven-week courses, the refund policy is:

Withdrawal within first week of class .....	100%
Withdrawal within second week of class .....	50%
Withdrawal after second week of class .....	0%

### For courses running fewer than six weeks, the refund policy is:

Withdrawal within first two business days .....	100%
Withdrawal after first two business days .....	0%

Please refer to the Academic Calendar for specific dates.

## Refund Policy—continued

Absence from class or notification to the instructor does not constitute official withdrawal. In determining the percentage of tuition adjustment, the effective date of withdrawal will be the date the student notifies the SASC in writing rather than the last day of class attendance.

No tuition adjustments are made if a student is suspended, dismissed, or otherwise leaves the University without formally withdrawing; nor are prorated reductions made for temporary absence from class.

The registration fee is nonrefundable. Laboratory fees and the technology fee are 100% refundable through the first week or classes and nonrefundable after the first week of classes.

Withdrawals for medical reasons should be submitted to the Dean of Students Office with appropriate documentation for consideration of a pro-rata refund of housing and dining fees only. Tuition charges will be adjusted in accordance with the policy stated above. Medical withdrawals may affect the student's financial aid. Students receiving Federal Title IV funds are subject to a separate refund calculation. Contact the University Financial Aid Office for additional information.

## 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 [fafsa.ed.gov](http://fafsa.ed.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](mailto:finaid@hartford.edu).

## Financial Delinquency

Any student failing to pay his or her account fees with the University on or before the day they are due may be excluded from all classes, lectures, laboratories, examinations, co-curricular activities, and graduation until such payment is made. The student may also be denied grades, transcripts,

diplomas, and the opportunity to register for subsequent terms if payment is not made when due or if the student's debt to the University is discharged in bankruptcy proceedings. A default charge equal to 1.5 percent of the unpaid balance may be charged until all fees are paid in full. If, in the judgment of the University, it becomes necessary to engage the services of a collection agency or attorney to obtain payment, the student must pay an additional collection fee of 15% of the principle balance plus any attorney fees, reasonable expenses, and other costs incurred, to the maximum extent allowed by Connecticut law.





# 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 or 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 a.m. to 4:30 p.m. on Friday, or by appointment.

Part-time matriculated students must consult with an academic advisor in the school in which they are enrolled.

### Campus Store/Bookstore

The Campus Store is located in the Harry Jack Gray Center. Students may purchase textbooks, computer accessories, and supplies, at this 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.hartfordshop.com](http://www.hartfordshop.com).

The bookstore is open Monday through Thursday from 9 a.m. to 6 p.m., Friday from 9 to 4 p.m., Saturday from 11 a.m. to 4 p.m., and is closed on Sunday. The schedule of hours during registration may be obtained by contacting the bookstore at 860.768.4801 or [hartford@bkstr.com](mailto:hartford@bkstr.com). Hours are subject to change. Please check website above for current information.

### Access-Ability Services

Access-Ability Services is the disability office on campus. A student who has been diagnosed with learning disabilities, AD/HD, Autism Spectrum Disorder, acquired brain injuries, psychiatric disabilities, physical disabilities, chronic medical conditions, deafness and hearing impairments, and blindness and visual impairments registers with Access-Ability Services to access accommodations and services. Eligibility for disability support is determined on a case-by-case basis taking a variety of factors into consideration including [but not limited to]

the nature and extent of the disability and the functional limitations posed by the disability.

Federal mandates require the University to provide equal access to all aspects of a University program and guarantee nondiscrimination based on disability. Legislation driving disability eligibility includes the Americans with Disabilities Act [ADA as amended] and Section 504 of the Rehabilitation Act of 1973.

At the postsecondary level, the student engages in a multi-step process of self-advocacy to request and access accommodations/services. Upon acceptance to the University and after depositing, the student submits required disability documentation to the Director of Access-Ability Services for review. Please note: accommodations do not automatically follow a student from high school to college. Documentation requirements are posted on [www.hartford.edu/access-ability](http://www.hartford.edu/access-ability).

A qualified student is eligible for an Intake Interview. At this meeting, the Accommodation Letter is developed. It identifies the accommodations/services the student may access for the semester. Accommodation Letters are then emailed to each professor and the student is responsible for engaging in an individual, confidential discussion with each professor to activate the specific accommodations the student is likely to access during the semester. Accommodation Letters must be requested each semester in order to receive accommodations.

The Access-Ability Services office is located in Auerbach Hall room 209. Contact Access-Ability Services for additional information: 860.768.4312 or [www.hartford.edu/access-ability](http://www.hartford.edu/access-ability).

### Math and Physics Tutoring Laboratories

The lab offers free walk-in service to all full and part-time students and is open Monday through Friday. It is located in Dana Hall room 208 and is staffed by full-time faculty and upper-class undergraduate students. Schedules are posted outside the lab doors or can be accessed online at [www.hartford.edu/a\\_and\\_s/departments/mathematics/tutor\\_lab.aspx](http://www.hartford.edu/a_and_s/departments/mathematics/tutor_lab.aspx).

### Computer Science Tutoring Laboratory

The Computer Science Tutoring Lab is available free of charge to all full and part-time students. It is located in Dana Hall room 230 and is staffed by upper-class undergraduate students. Current hours are posted outside the laboratory door.

## The Center for Reading and Writing

The Center for Reading and Writing, located in room L102 in the lower level of Mortensen Library, 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 a.m. to 4:00 p.m. and Friday 9:30 a.m. to 2:00 p.m., but each semester is different. Please call 860.768.4131 for information regarding earlier openings or occasional extended hours. Please note: extended hours are offered only when tutors are available. Call 860.768.4131 to make an appointment.

## Harrison University Libraries

The Harrison University Libraries consists of the William H. Mortensen Library and the Mildred P. Allen Memorial Library. Both libraries are located in the middle of the Harry Jack Gray Center, midway between the academic and residential sides of campus. The Mortensen Library houses the general collection, special collections for Art, Judaic Studies, and the University Archives. The Allen Library, on the lower level of the Harrison Libraries, supports the programs of The Hartt School in music, dance, and the performing arts. Information about the Libraries and the collections, hours, and services is available on the Libraries' home page: [library.hartford.edu](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 a.m. to 4:30 p.m. Monday through Friday. The telephone number is 860.768.4296. More information is available online at [admission.hartford.edu](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 a.m. to 6 p.m. and Friday 8:30 a.m. to 4:30 p.m., or by appointment. Please check the website for operation hour changes. For more information, visit [www.hartford.edu/graduate](http://www.hartford.edu/graduate) or email [gradstudy@hartford.edu](mailto:gradstudy@hartford.edu) or call 860.768.4371.

## Career Services

The Office of Career Services is committed to helping students incorporate their academic, extra-curricular, 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](http://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.

Career Services is located in Gengras 207 and is open from 8:30 a.m. to 5 p.m., Monday through Friday. Walk-in hours, for quick questions and résumé help, are available from 12:00 p.m. to 2:00 p.m. Monday through Thursday during the academic year. Summer hours are 8:30 a.m. to 4:30 p.m.; call ahead for walk-in availability. To request further information, or to make an appointment, call 860.768.4287.

## Computer Support Center

Located on the main level of the library, the Computer Support Center (CSC) is a free source for computer help provided by the Office of Technology Services (OTS), 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 on-campus network and email system either from on campus or off, to report problems with the Network, and to get computer-related questions answered. 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 through Thursday 8:00 a.m. to 1:00 a.m., Friday 8:00 a.m. to 5:30 p.m. Weekend support services are available in the Mortensen Library on Saturday 10:00 a.m. to 5:30 p.m., and Sunday 12:30 p.m. to 1:00 a.m. For other times, visit [www.hartford.edu/ots](http://www.hartford.edu/ots).

For more information, contact [csc@hartford.edu](mailto:csc@hartford.edu) or by phone at 860.768.4613.

The Central Help Desk is available 24/7 at ext. 4357 from on campus or 844.292.3213 or you can email [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu).

## 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/health](http://www.hartford.edu/health).

## 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.

## Public Safety—Your Car on Campus

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. All vehicles must be registered with Public Safety before parking. For more information contact the Department of Public Safety at 860.768.7985. Website: [www.hartford.edu/publicsafety](http://www.hartford.edu/publicsafety).

## Public Safety—Clery Act

As provided by the Jeanne Clery Act, prospective students are entitled to request and receive a copy of the University of Hartford Annual Security and Fire Safety Report. This report includes statistics from the previous three years concerning reported crimes that occurred on campus, in certain off-campus building or property owned or controlled by the University of Hartford; and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies and procedures concerning campus security, sexual assault, missing persons, drugs and alcohol, emergency response and notification, fire safety and other matters. You may obtain a copy of this report online at [www.hartford.edu/publicsafety/files/pdf/annualsecurityreport.pdf](http://www.hartford.edu/publicsafety/files/pdf/annualsecurityreport.pdf) or by contacting Public Safety at 860.768.7985.

## Public Safety—Emergency Preparedness

In the event of an emergency requiring an immediate public safety presence, call extension 7777 from any campus phone. From an off-campus phone, pay phone or cell phone, call 860.768.7777. For more information on emergency procedures you can go to our website at [www.hartford.edu/publicsafety/EmergencyPreparedness](http://www.hartford.edu/publicsafety/EmergencyPreparedness).

## Public Safety—LiveSafe

LiveSafe is a free mobile safety app for all members of the UHart community. It enables you to communicate directly with University of Hartford Public Safety officials. By utilizing the community’s eyes and ears, LiveSafe helps keep the campus safe by preventing crimes before they occur. Features include quick tip submittal via text with picture and video attachments (including the option to stay anonymous), live chat with public safety officials, fast access to emergency phone numbers that initiate location tracking when called, a comprehensive safety map that pinpoints incidents on or near campus, and a peer-to-peer tool called SafeWalk that allows friends to watch out for each other through location monitoring and group chat. Learn more and download the app—available for both Android and Apple—devices at [www.hartford.edu/livesafe](http://www.hartford.edu/livesafe).

## 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 a.m. to 4:30 p.m., 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 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 Administration Center. For further information, e-mail us at [sasc@hartford.edu](mailto:sasc@hartford.edu), call 860.768.4999 or go to [www.hartford.edu/SASC](http://www.hartford.edu/SASC).

## Student ID (Hawk Card) Office

The Student ID office is located in a small extension on the music school side of the Gengras Student Union, room 112, facing north towards The Hartt School of Music. To obtain a student ID, the student must provide proof of registration and a photo ID. The office hours are Monday through Thursday 9:00 a.m. to 4:30 p.m., and Friday 9:00 a.m. to 3:00 p.m. During the start of each semester, the office typically holds extended hours. Summerterm office hours also vary. For more information, call 860.768.4829 or check [www.hartford.edu/studentlife/hawkcash](http://www.hartford.edu/studentlife/hawkcash).

## Veterans’ Information

Information and counseling on veteran’s benefits and current legislation are available from your nearest Veterans Administration office and [www.benefits.va.gov/benefits](http://www.benefits.va.gov/benefits). For general information regarding enrollment verification, email Ashley Stevens at [astevens@hartford.edu](mailto:astevens@hartford.edu). Those receiving education benefits need to submit a Request for Enrollment Certification Form each semester to Ashley Stevens.

# General Information

## 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 Handel Performing Arts Center, and the Asylum Avenue campus. The University also provides scheduled shuttle service departing from the University Commons on Fridays, Saturdays and Sundays to the following shopping areas: Bishop's Corner, Blue Back Square, Jerry's Artarama and West Farms Mall. For up to date shuttle information, please check the website: [www.hartford.edu/resources/bus](http://www.hartford.edu/resources/bus).

## Dining on Bloomfield Avenue Campus

Enjoy a wide variety of delicious food offerings, including national brands such as Subway, Starbucks, Einstein Bros. Bagels, and Moe's or visit The Fresh Food Company at Commons, the all you care to enjoy dining location. Starbucks in the library is open Monday through Thursday 8:00 a.m. to 11:00 p.m., Friday 8:00 a.m. to 4:30 p.m. and Sunday 2:00 to 11:00 p.m. For more information follow us on Instagram, Twitter or Facebook @Uhartdining or visit [Hartford.CampusDish.com](http://Hartford.CampusDish.com).

## Gengras Student Union

Gengras Student Union (GSU) is the community center for the entire campus community and houses:

Dining Services	The Informer
Catering Services	STN2
Dean of Students	Campus Ministries
Career Services	Muslim Student Association
Student Government	Naciones Hispanas Unidas
Commuter Lounge	Brothers & Sisters United
CAPS Counseling and Psychological Services	Game Room
Multicultural Center	Greek Life & Activities
Mail Services	Campus Activities Team
Full service ATM	ICON Yearbook
International Center	Hartbeat Student Magazine
Community Service	Student Conduct
	HAWKCard ID Office

GSU is managed by the Student Centers Administration Office in GSU 205, 860.768.4283. The business office hours are Monday - Friday 8:30 a.m. to 4:30 p.m. The Student Union hours are Monday - Thursday, 7:30 a.m. to 10 p.m.; Friday 7:30 a.m. to 7 p.m.; Saturday & Sunday 11 a.m. to 7 p.m.

## 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:

- Modern locker areas
- One racquetball court—reservations are taken 24 hours in advance at 860.768.5070
- 25-yard indoor pool with Tarn-Pure filtration system
- Two Hart-Tru lighted tennis courts
- Fitness area with state-of-the-art Eagle Cybex weight equipment, free-weights and cardio equipment

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, call 860.768.5070 or email Kelli Cullen Conforti, Assistant Facility Director, at [kcullen@hartford.edu](mailto:kcullen@hartford.edu).

## Testing

### Credit for Nontraditional Learning

The University of Hartford evaluates college credit learning that has occurred 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 where their knowledge was acquired. More information is available from the Center for Adult Academic Services at 860.768.5010 or online at [www.hartford.edu/apt\\_admissions/alternative\\_credit.aspx](http://www.hartford.edu/apt_admissions/alternative_credit.aspx).

### CLEP

The College-Level Examination Program (CLEP) gives individuals the opportunity to earn college credit by successfully completing standardized examinations. The University of Hartford accepts up to 27 credits earned through testing. Information on CLEP and the exam equivalencies to University courses is available at the above website.

### LINCS

The Learning in Non-Credit Settings (LINCS) program allows students 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 credit, students must submit a portfolio for evaluation. More program information is available at the above website.

### Departmental Examinations

Any school of the University may authorize an examination of its own devising or choosing for the purpose of granting credit. Interested students should contact the appropriate academic department for information and 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, visit: [www.hartford.edu/academics/AreasofStudy/UndergraduatePrograms-listingpage](http://www.hartford.edu/academics/AreasofStudy/UndergraduatePrograms-listingpage)

## 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 Adult Express format, which offers seven-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 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

#### Engineering

Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering

### 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

#### University Studies

Post Baccalaureate Pre-Medical Professions  
Certificate Program (most courses offered in the evening)

Paralegal Certificate

# 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 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)  
Master of Science in Accounting and Taxation (MSAT)  
Master of Science in Management  
Dual Degree in Engineering and MBA (E2M)  
Dual Degree in MBA and MSAT  
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 MBA: Dual Degree in Engineering and Business (E2M)  
3+2 Program (Bachelor of Science and Master of Engineering)  
Master of Science in Engineering  
Certificate in Mechanical Metrology

## Hartford Art School

Master of Fine Arts, in Illustration (limited residency)  
Master of Fine Arts, in Photography (limited residency)  
Master of Fine Arts, Interdisciplinary (limited residency)

## College of Education, Nursing and Health Professions

Master of Education in Early Childhood Education  
Master of Education in Elementary Education  
Master of Education, Early Childhood or Elementary with Montessori Concentration  
Master of Education, Special 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, Guitar, Conducting, Music History, Music Theory, 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  
Graduate Professional Diploma in Composition, Orchestral Conducting, and Instrumental and Voice Performance  
Doctor of Musical Arts in Composition, Choral Conducting, and Performance  
Doctor of Philosophy in Music Education  
Artist Diploma in Composition and Performance, and Orchestral Conducting

## Online Graduate Degree Programs

Master of Business Administration (MBA)  
Master of Science in Accounting and Taxation (MSAT) Taxation track  
Master of Science in Management  
Master of Science in Organizational Psychology  
Master of Education, Special Education  
Master of Education, Early Childhood or Elementary with Montessori Concentration  
Transitional Master of Science, Prosthetics and Orthotics (hybrid)

### For more information, contact the Center for Graduate Admission

860.768.4371 or 800.945.0712    [www.hartford.edu/graduate](http://www.hartford.edu/graduate)    GradStudy@hartford.edu

### Barney School of Business Weekly Information Sessions for MBA, MSAT

Tuesdays, 4:30 to 6 p.m.    Auerbach Hall, Room 227    860.768.4444    bizschool@hartford.edu

### College of Education, Nursing and Health Professions Information Sessions

Please visit [Hartford.edu/enhp](http://Hartford.edu/enhp).

# How to Read Course Schedule Information

1	2	3	4	5	6	7	8	9	10	11	12	13	14
CRN	Subj	Crse	Cred	Title	Day(s)	Time(s)	Cap	Act	Rem	Instructor	Date	Location	Textbook
C 17559	BIO	213	4	Biological Science	MWF	12:30-13:20	45	45	0	Jacob Harney	01/22-05/05	D 202	Text
O 17711	BIO	213	0	Biological Science	M	13:30-16:00	16	10	6	Jeremy Scott	01/27-05/05	BC 166	Text

1	Open/Closed Indicator	Quick check to see if a course has openings. This may not always be accurate if courses are cross-listed.
2	Course Reference Number	This five-digit number refers to the specific section of the course you select. There are many sections/instructors for Psychology 101, for example; the CRN refers to your specific section and instructor.
3	Subject Code	These letters identify the academic area of the course: BIO = biology; PSY = psychology, etc.
4	Course & Level Number	The first digit indicates the level of the course: 100=freshman, 200=sophomore, 300=junior, 400=senior, 500 and above = graduate level. The second and third digits indicate the particular course.
5	Credits	This number refers to the number of credit hours the course is worth. Note: most lab science courses require both four-credit lecture plus a zero-credit lab.
6	Title	Course Title
7	Class Day(s) & Time	The times are indicated in 24 hour military time style. The day indicators are: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, TBA indicates online or independent study.
8	Capacity	The total number of seats available in a course section.
9	Actual	The number of registrations taken for a course section.
10	Remaining	The number of open seats remaining in a section.
11	Instructor	Name of instructor; if Staff is listed, the instructor has not yet been confirmed.
12	Date	Start and end dates for a the class.
13	Location	Building and room number where the class will be held. See below for building codes.
14	Textbook	This is a live link; click on it to get textbook information.

## BUILDING CODES

### BLOOMFIELD AVENUE CAMPUS

### OFF CAMPUS LOCATIONS

A.....Auerbach Hall	KON.....Konover Campus Center	BUT LR.....Butterworth Hall Living Room
ABR.....Abrahms Hall	L/T.....Lincoln Theater	HHOSP.....Hartford Hospital
BC.....Biology/Chemistry Building	PR.....Park River	HPAC.....Handel Performing Arts Center
CC.....Auerbach Computer and Administration Center	SBL.....Sculpture Building, Hartford Art School	ONLINE.....Online Learning
D.....Charles A. Dana Hall	SPCT.....Sports Center	VC.....Virtual Campus
E.....East Hall	SRR.....Slobodkina Reading Room	
F.....Alfred C. Fuller Music Hall	UC.....University Commons	
GSU.....Gengras Student Union	UHS.....University High School	
H.....Hillyer Hall	UT.....United Technologies Hall	
HH.....Hawk Hall	V.....Visual Art Center, Hartford Art School	
HJG.....Harry Jack Gray Center		



# SPRING 2019 FAX/MAIL REGISTRATION FORM

To receive confirmation, your registration form must be received at least two weeks prior to the date of the students 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. This form is for use primarily by non matriculated part-time undergraduate and graduate students. Before registering, non-matriculated graduate students must obtain approval from the graduate program director.

**Return to Ms. Karen Sullivan, Office of Adult Academic Services, University of Hartford, 200 Bloomfield Avenue, West Hartford, CT 06117 or fax to 860.768.5160. NOTE: Registration form must be received by Tuesday, January 15, 2019.**

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

## Course Selection

Repeat UofH course? Y or N	Course Reference Number (5 digits)	Subject Code Ex: BIO	Course Number Ex. 210	Days of Class	Times of Class	Number of Credits	Pass/No Pass (check)	Audit (check)	Letter Grade (check)

**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/tuition>. Student must obtain parking through Public Safety. For billing information go to <http://www.hartford.edu/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](http://www.hartford.edu/aboutuofh/finance_administration/financial_affairs/bursar/financial_info).

**Student Signature:**

**Official Use Only**

**Advisor's Signature:**

### Student Schedule Worksheet

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	8:00		8:00		
8:30		8:30		8:30	
	9:15		9:15		9:00
9:20	9:25	9:20	9:25	9:20	
9:30		9:30		9:30	
		10:20		10:20	
10:30	10:40	10:30	10:40	10:30	
	10:50		10:50		
11:20		11:20		11:20	
11:30		11:30		11:30	
	12:05		12:05		
12:20	12:15	12:20	12:15	12:20	12:30
12:30	Meeting Time	12:30	Meeting Time	12:30	
		1:20		1:20	1:00
1:30		1:30		1:30	
	1:55		1:55		
2:45	2:05	2:45	2:05	2:45	
2:55		2:55		2:55	
	3:20		3:20		
4:15	3:30	4:15	3:30	4:15	
					4:30
	4:45		4:45		
5:00	5:00	5:00	5:00	5:00	
		7:20		7:20	
7:30	7:30	7:30	7:30	7:30	
		9:50		9:50	
9:50	9:50	9:50	9:50	9:50	