

ABOUT CROSS REGISTRATION



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

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HCHE Members: Capital Community College, Central Connecticut State University, Goodwin College, Manchester Community College, Hartford Seminary, St. Thomas Seminary

Trinity College, University of Saint Joseph, UCONN – Hartford, University of Hartford

Affiliate Members: Connecticut Public/CPTV/WNPR, TheaterWorks

WHAT IS CROSS REGISTRATION



In 1972, the five founding private institutions of the Hartford Consortium for Higher Education (HCHE), opened their doors to allow students from each member institution to cross register.

Today, full-time undergraduates, graduate students and employees can cross register at any one of the 10 member institutions of HCHE.

There are more than 36,000 full- and part-time students enrolled in over 4,000 courses at HCHE member institutions!

HCHE MISSION

Since 1972, the Hartford Consortium for Higher Education (HCHE), through collaborative endeavors among higher education institutions, promotes optimal sharing of collegial resources, information, expertise and ideas; serves as a catalyst for innovative educational initiatives that respond to a changing education environment; encourages educational excellence across the lifespan; and asserts the role of higher education in the economic, cultural and social life of Hartford and the region.

HCHE VISION

Collaboration among HCHE member institutions will result in the Greater Hartford region being known for its vibrant college culture and recognized as a destination for college students.

HOW IT WORKS

- * Interested students and full-time employees can find a list of available courses on the HCHE website or from participating HCHE member institutions (Registrar's office)

Cross Registration allows students and full-time employees to:

- * Register for an eligible course at a participating HCHE member institution
- * Enroll in a course not offered at their college or to meet graduation requirements
- * Explore another member institution's campus

REGISTRATION FORMS

- * May be obtained from the office of the Registrar of *each* HCHE member institution
- * Can be downloaded from the HCHE website
- * Students must be approved by their home Registrar and faculty advisor
- * Full-time employees must be approved by their Human Resources Manager
- * Some courses may have limited registration

NOTE:

- * Not all HCHE member institutions permit employees to use the tuition remission program that is a part of cross registration (see individual HCHE member websites for details)

RESTRICTIONS

Students attending **public HCHE institutions** may enroll in the following departments:

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

Students attending **private HCHE member institutions** may enroll in most courses with fewer restrictions. Please see specific requirements for cross registration and other limitations listed under **each HCHE institution**.

For example: most HCHE member institutions allow up to **4 courses** per year for undergraduates and **3 courses** per year for graduates.

****See new University of Hartford guidelines, effective Fall 2019***

RESTRICTIONS

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

THE ROLE OF THE ADVISOR

Students must obtain approval from their faculty advisor before submitting cross registration forms to the host registrar's office.

Additionally, students must consult with their advisor before final course selection.

WHAT DOES IT COST

- * There is no cost to undergraduate students, other than books/music/film/lab fees
- * Tuition is paid to the undergraduate student's *home* institution
- * Graduate students are responsible for all fees (including registration, books, lab, transportation)
- * **All Students** should check with the financial aid office when considering cross registration
- * Full-time employees at participating institutions **do not pay tuition, but** are responsible for books and other applicable fees.

GETTING STARTED



Contact the HCHE member institutions below, visit the HCHE website,
or call the HCHE office at **860-702-3807** for more details

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

Capital Community College

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

Central CT State University *(No employee Cross Registration)*

Associate Registrar: Matthew Bielawa, Barbara Zalot
1615 Stanley Street, Davidson Hall, Rm 116
860-832-2236 | Bielawam@ccsu.edu | zalot@ccsu.edu

Goodwin College

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

Hartford Seminary

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

Trinity College *(No summer employee cross registration)*

Registrar: Alexis Yusov
300 Summit St, TC 139, Hartford, CT 06106
860-297-2119 | alexis.yusov@trincoll.edu

Manchester Community College

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

St. Thomas Seminary

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

(No employee Cross Registration) 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

Registration 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 Bowen-Harris
31 Pratt Street, 5th Floor, Hartford, CT 06103
860-702-3807 | sbharris@metrohartford.com

(Affiliate member) Connecticut Public/CPTV/WNPR

CT Public Learning
Contact: TBA
1049 Asylum Avenue, Hartford, CT 06105
860-275-7337

(Affiliate member) TheaterWorks

Freddie McInerney
Director, Marketing and Communications
Nicole LaFlair Nieves, General Manager
233 Pearl Street, Hartford, CT 06103
freddie@theaterworkshartford.org
860-729-1146



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 (WNPR/CPTV)

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

*some restrictions apply

FOR MORE INFORMATION

www.hartfordconsortium.org | 860.702.3807

Or visit the Registrar's Office | Your Faculty Advisor | Employees: Human Resources Office



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