UNDERGRADUATE STUDENT CROSS-REGISTRATION GUIDE

These guidelines provide detailed information about course registration and enrollment at all member institutions of the Hartford Consortium for Higher Education. Specific course listings can be found on each institution's website (links listed in this brochure). Review all guidelines to familiarize yourself with each institution's requirements and eligibility for cross-registration.

Member Institutions

Capital Community College  Central CT State University  Charter Oak State College
Goodwin College  Hartford Seminary*  Rensselaer at Hartford
St. Joseph College  St. Thomas Seminary*  Trinity College
University of CT (Greater Hartford Campus)  
CPTV**  
*Associate  **Affiliate

December 2010
You don’t have far to go... to go far!

~Explore options at another nearby campus~

~Enrich your learning and social experiences~

INTRODUCTION

Welcome to the cross-registration program sponsored by the member colleges and universities of the Hartford Consortium for Higher Education. By participating in this program you have the opportunity to expand your learning experience, to learn about other institutions of higher education in our region and to maximize your personal educational goals. In order to take full advantage of the cross-registration program, and to satisfy all requirements for registration and participation, it is very important that you read this brochure carefully. If you have any questions, you may contact your home school Registrar’s Office or the Hartford Consortium office. Please see the contact list included below.

HOW TO SELECT A COURSE

Course offerings and schedules can be found by going to each institution’s website. Use these links to the view course catalogs:

Capital Community College
http://www.ccc.commnet.edu/publications.htm

Central CT State University
http://www.ccsu.edu/page.cfm?p=2323 (undergraduate) and click the link to Consortium-approved courses; and http://www.ccsu.edu/page.cfm?p=4378 (graduate)

Charter Oak State College
http://www.charteroak.edu/Prospective/New/catalogs.cfm

Goodwin College

Hartford Seminary

St. Joseph College

St. Thomas Seminary
http://www.stseminary.org and contact directly for listings

Trinity College
http://Internet2.trincoll.edu/ptools/CourseListing.aspx

UConn Greater Hartford Campus
WHO CAN HELP YOU WITH CROSS-REGISTRATION

Every registrar’s office among Consortium member schools has an office contact to assist with cross-registration. Please see the list below to find the person to help you.

**Capital Community College**
2nd Floor
950 Main Street
Hartford CT 06103
860-906-5125
CONTACT: Patrick Tucker

**Central CT State University**
Davidson Hall, Room 117
1615 Stanley Street
New Britain CT 06051
860-832-2242
CONTACT: Matthew Bielewa

**Charter Oak State College**
55 Paul Manafort Drive
New Britain CT 06051
860-832-3820
CONTACT: Jennifer Washington

**Goodwin College**
754 Burnside Avenue
East Hartford CT 06108
860-528-4111
CONTACT: Judy Zimmerman

**Hartford Seminary**
77 Sherman Street
Hartford CT 06105
860-509-9511
CONTACT: Karen Rollins

**Rensselaer at Hartford**
275 Windsor Street
Hartford CT 06120
860-548-2423
CONTACT: Doris Matsikas

**St. Joseph College**
McDonough Hall, 1st Fl
1678 Asylum Avenue
West Hartford CT 06117
860-231-5311
CONTACT: Lauri Brennan

**St. Thomas Seminary**
467 Bloomfield Avenue
Bloomfield CT 06002
860-242-5573
CONTACT: Sandra Moore

**Trinity College**
Trinity Commons, Rm 139
240 New Britain Avenue
Hartford CT 06106
860-297-2117
CONTACT: Linda Gilbert

**University of CT-Greater Hartford Campus**
85 Lawler Road
West Hartford CT 06117
860-570-9054
CONTACT: Barbara Ricketts

**University of Hartford**
Computer Center, 2nd Fl
200 Bloomfield Avenue
West Hartford CT 06117
860-768-4557
CONTACT: Sandra Stevens

**Hartford Consortium for Higher Education**
31 Pratt Street, 4th Fl
Hartford CT 06103
860-702-3808
CONTACT: Margaret W. Nareff
GENERAL GUIDELINES FOR UNDERGRADUATES

Qualified (matriculated) undergraduate students from all Consortium institutions are eligible for cross-registration.

No tuition or registration fee is paid by the student to the host school. Transportation, books and special lab/film/music fees are entirely the student’s responsibility. Check with your home school financial aid office if you have questions about aid eligibility.

The academic calendars vary at the different Consortium schools, and it is the responsibility of the student to become familiar with the host school 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 open only to seniors.

None of the following types of courses may be taken in cross-registration:
- Applied Music or Recitals
- CAPCON
- Capstone Senior
- Coop
- Coor (Coordination) Courses
- Core
- Field Practice, Field Study (Except: Education OK)
- Honors
- Independent Study
- Internships
- Review Courses (Sophomore, Junior; no credit)
- Senior Seminars (Except: Student teaching senior seminars OK; all other seminars OK)
- Senior Project
- Study Abroad courses (Including ‘Field Study’)
- Thesis

Online courses are acceptable for undergraduate enrollment at most schools.

It is not recommended that seniors anticipating spring graduation cross-register due to lag time in transferring credits between institutions. Please 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.

SPECIFIC REQUIREMENTS – INDIVIDUAL MEMBER INSTITUTIONS

Undergraduate students from Capital Community College, Central CT State University, Charter Oak State College and UConn Greater Hartford Campus 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

NOTE: only certain courses within these disciplines are available for cross-registration at Central CT State University. Click the consortium link on CCSU webpage to see the list of available courses.

Undergraduate students from Goodwin College, St. Joseph College, St. Thomas Seminary, Trinity College and University of Hartford are eligible to enroll in courses in all areas of study (with the same restrictions as noted in General Guidelines above).

NOTE: Individual members have the following special requirements and restrictions that must be followed.

Capital Community College may cross-register only for first- and second-year courses at other member institutions.

Central CT State University students may not cross-register for more than 2 courses per spring or fall semester. Cross-registration will not begin until December 2.

Charter Oak State College students are permitted to take courses in fall and spring, up to 4 per year, but are limited in the types of upper division courses they may take. All students must check with the COSC registrar before undertaking any cross-registration. Students enrolling at COSC from other member schools cannot take IDS or Capstone courses. Both full- and part-time students may enroll from other member schools for courses in fall or spring semester, up to 4 per year.

Goodwin College All students, from Goodwin or visiting from another member school, need to confer with the Registrar's Office before any cross-registration in or out. See contact list.

Hartford Seminary permits seniors from other member schools to enroll in certain graduate courses each semester, and no more than one per semester. For Spring 2011 seniors may select from the following (see catalog online for full course description and schedule):
  - DI-502 Religions of the East
  - ET-545 Theological Ethics and the Personal Life
  - LG-562 Introduction to New Testament Greek, Part II
  - LG-581 Introduction to Arabic Morphology and Syntax
  - LG-651 Intermediate Arabic, Part II

Rensselaer at Hartford does not permit seniors in graduate courses.

Saint Joseph College students are limited in the number of lower division courses that they may take. Check with the SJC registrar before undertaking any 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 I.D.P. students may cross-register for courses at other institutions, but must adhere to the same guidelines as other undergraduate students. Students also are not allowed to cross-register for:

- A course that is presently offered at Trinity
- Any courses that are outside of liberal arts
- Online courses

University of Hartford does not permit students from other institutions to enroll in any art or music courses. If you wish to enroll in either, it will be only by special permission of the University registrar and course instructor. Nursing, Health Care, Medical Technology, Physical Therapy, Radiography, Respiratory Care are not permissible. Barney School of Business does not permit any graduate courses to be taken. Hillyer College (Previously: College of Basic Studies) permits only courses with prefix “B” to be taken through cross-registration.

CROSS-REGISTRATION FOR SPRING 2011: HOW TO DO IT

Cross-registration for all member institutions begins December 1, 2010. Go to the Consortium website (www.hartfordconsortium.org) to download a registration request form (pdf file) or pick one up in your school’s registrar office.

Students must submit forms in person, and not electronically, to both their home and host school registrar’s office.

Student Responsibilities for Submitting Cross-registration Requests

1. Select one or more courses from the websites or hard copy catalogs.

2. Check with your home-institution registrar to make sure that the course will be accepted for credit. If so, ask the registrar for a cross-registration form or download the pdf file from the Consortium website.

3. Visit with your faculty advisor to discuss your decision. If in agreement, have your advisor sign the form.

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

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

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

Reminder: You must wait until December 1, 2010, the date that cross-registration starts (December 2 at CCSU).
Spring 2011 Registration

HARTFORD CONSORTIUM FOR HIGHER EDUCATION
UNDERGRADUATE CROSS-REGISTRATION COURSE REGISTRATION REQUEST FORM

General
Students should review ALL guidelines and registration requirements on the Hartford Consortium website.
(www.hartfordconsortium.org/programs/cross-registration). Links to each institution’s course catalog are available on this website. This course registration request form is available on the website link also. Students may enroll in up to 2 courses per semester (fall and spring) at another Consortium member school, no more than 4 per academic year.

Eligibility:
Full-time students enrolled at St. Joseph College, Trinity College and University of Hartford may enroll in most courses at any of those 3 institutions. Check with the home and host institution Registrar Office to confirm course eligibility. Full-time students enrolled at all other Consortium member institutions may enroll in selected courses at host institutions. Check course selections online or at the Registrar’s Office of your home college/university (www.hartfordconsortium.org/programs/cross-registration).

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.

Last Name    First Name    Middle    Student ID#

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

Primary Phone #     Date of Birth

I certify that I am a Full-time student at

Requesting enrollment in Fall Spring 20     Host college/university requested:

☐ Capital Community College  ☐ Central CT State University  ☐ Charter Oak State College  ☐ Goodwin College

☐ Hartford Seminary  ☐ St. Joseph College  ☐ St. Thomas Seminary  ☐ Trinity College

☐ UConn (Greater Hartford Campus)  ☐ University of 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>CREDITHRS.</th>
</tr>
</thead>
</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

TO BE COMPLETED BY HOST INSTITUTION REGISTRAR OFFICE: Host Institution Student ID # (permanently assigned)