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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Student ID#</th>
</tr>
</thead>
</table>

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)