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

~Explore options at another nearby campus~

~Enrich your learning and social experiences~

INTRODUCTION FOR GRADUATE STUDENTS

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 on page 2.

HOW TO SELECT A COURSE

Graduate course offerings and schedules can be found by going to each institution’s website. The links below are for all member institutions (which includes undergraduate only as well as graduate):

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

Central CT State University

NOTE: Please contact Registrar’s Office Matthew Bielawa directly for course information.

Charter Oak State College
https://acorn.charteroak.edu/ICS

Goodwin College
https://www.goodwinonslweb.com/GENSRsC.cfm

Hartford Seminary

Manchester Community College

NOTE: Please contact Registrar’s Office directly for course information.

Rensselaer at Hartford

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

Trinity College
http://www.trincoll.edu/Academics/registrar/Pages/Schedule.aspx

UConn Greater Hartford Campus
http://hyperionweb.uconn.edu/FallHartford/classes.htm

University of Hartford
see pdf file on Consortium website
University of Saint Joseph
http://www.usj.edu/academics/catalog.html

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
860-906-5124
CONTACT: Wayne Arnum
warnum@capitalcc.edu

Central CT State University
Davidson Hall, Room 117
1615 Stanley Street
New Britain CT 06051
860-832-2242
CONTACT: Matthew Bielewa
bielewam@ccsu.edu

Charter Oak State College
55 Paul Manafort Drive
New Britain CT 06051
860-515 3899 x53820
CONTACT: Jennifer Washington
jwashington@charteroak.edu

Goodwin College
1 Riverside Drive
East Hartford CT 06118
860-528-4111
CONTACT: Denise Schwabe
dschwabe@goodwin.edu

Hartford Seminary
77 Sherman Street
Hartford CT 06105
860-509-9511
CONTACT: Karen Rollins
krollins@hartsem.edu

Manchester Community College
One Great Path
Manchester CT 06045
860-512-3222
CONTACT: Natalie Durant
ndurant@mcc.commnet.edu

Rensselaer at Hartford
275 Windsor Street
Hartford CT 06120
860-548-2423
CONTACT: Doris Matsikas
matsid@rpi.edu

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

University of CT-Greater Hartford Campus
85 Lawler Road
West Hartford CT 06117
860-570-9232
CONTACT: Nadine Brennan
Nadine.brennan@uconn.edu

University of Hartford
Computer Center, 2nd Fl
200 Bloomfield Avenue
West Hartford CT 06117
860-768-4557
CONTACT: Sandra Stevens
sstevens@hartford.edu

University of Saint Joseph
McDonough Hall, 1st Fl
1678 Asylum Avenue
West Hartford CT 06117
860-231-5311
CONTACT: Patrick Martin
pmartin@usj.edu

Trinity College
Trinity Commons, Rm 139
240 New Britain Avenue
Hartford CT 06106
860-297-2119
CONTACT: Linda Gilbert
Linda.gilbert@trincoll.edu
GENERAL GUIDELINES FOR GRADUATE STUDENTS

- Qualified full- and part-time graduate students from Consortium institutions are eligible for cross-registration. *University of Hartford does not permit part-time graduate students to cross-register.*
- Graduate students may enroll in 3 courses per academic year (*2 at University of Hartford*).
- All tuition and course fees are the responsibility of the student. In order to protect financial aid, check with the registrar and financial aid office at your home school about your status.
- Students must submit forms in person, and not electronically, to both their home and host school registrar's office.
- 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, a student must notify both home and host school.

CROSS-REGISTRATION: HOW TO DO IT

Cross-registration opens the first Monday in May for summer and fall registration and the first Monday in December for spring registration. Go to the Consortium website to download a registration request form (pdf file) or pick one up in your school’s registrar office:

(www.hartfordconsortium.org)

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. Return signed form to home school registrar to signature.

5. 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.

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

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

REMINDER: You must wait until the date that cross-registration opens.
**HARTFORD CONSORTIUM FOR HIGHER EDUCATION**

**GRADUATE CROSS-REGISTRATION COURSE REGISTRATION REQUEST FORM**

**General**
Students should review ALL course offerings, guidelines and registration requirements on the Hartford Consortium website.
([www.hartfordconsortium.org/programs/cross-registration](http://www.hartfordconsortium.org/programs/cross-registration)). Links to each institution’s course catalog are available on the website. Graduate students may enroll in up to 3 courses per academic year (fall, spring and one summer term) at another Consortium member school.

**Eligibility:**
Check with the home and host Institution Registrar Office to confirm course eligibility. Full- and part-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. Course tuition and all fees such as labs and books are the responsibility of the student and are to be paid to the host institution. Check with home Institution concerning financial aid eligibility requirements.

**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**

<table>
<thead>
<tr>
<th>Primary Phone #</th>
<th>Date of Birth</th>
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</thead>
</table>

I certify that I am a [ ] Full-time [ ] Part-time graduate student at ____________________________ Institution ____________________________ Degree Field ____________________________

**Host college/university requested:**
[ ] Capital Community College
[ ] Central CT State University
[ ] Charter Oak State College
[ ] Goodwin College
[ ] Hartford Seminary
[ ] Manchester Community College
[ ] RPI
[ ] St. Thomas Seminary
[ ] Trinity College
[ ] UConn (GHC)
[ ] University of Hartford
[ ] University of Saint Joseph

Enrollment for [ ] Fall [ ] Spring [ ] Summer I [ ] Summer II __________

**COURSE REQUESTED** (only ONE course request per form)

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>NUMBER</th>
<th>SECT.</th>
<th>DAYS/TIMES</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS.</th>
</tr>
</thead>
</table>

Student Signature ____________________________ Date ____________________________

Advisor Signature/Home Institution ____________________________ Date ____________________________

Home Institution Registration Officer Signature ____________________________ Date ____________________________
### 2013 Registration

<table>
<thead>
<tr>
<th>Host Institution Registration Officer Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Course Faculty Signature/Host Institution</th>
<th>Date</th>
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**TO BE COMPLETED BY HOST INSTITUTION REGISTRAR OFFICE:** Host Institution Student ID # (permanently assigned)