

<u>General:</u> Employees should review <u>ALL</u> guidelines and registration requirements on the HCHE and member websites. Links to each institution's guidelines, as well as the cross registration request form, are available on the HCHE website.

Eligibility: Full-time employees at all private HCHE institutions, HCHE Employees, Manchester Community College, Charter Oak State College, Capital Community College and affiliates are eligible for course enrollment. Note:

UCONN (West Hartford Campus), and Central Connecticut State University do not accept employee cross registration. Employees may enroll in ONE course per semester - Fall and Spring only, undergraduate and master's level courses only - up to two per calendar year. You must adhere to deadlines of the host college/university /seminary 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.

Fee Schedule: Participating HCHE member institution employees and HCHE staff will not be charged for courses. Employees are **responsible** for all fees such as lab fees and books associated with courses, regardless of full or associate institution status. There are tax implications for some graduate work. Employees are urged to check with the IRS to determine if they have a tax liability.

Last Name		First Name		Middle		
Last Name		First Name	Middle			
Mailing Address (Street, City, State, Zip)						
Institution Dept.	Phone			Employee ID		
Supervisor's Name		Т				
I certify I am a full-ti	me employe	e at:				
☐Capital Community College		☐ Charter Oak State College		Goodwin Co	☐ Goodwin College	
☐ Hartford Seminary		University of Saint Joseph		St. Thomas S	St. Thomas Seminary	
☐ Trinity College	y College		rtford	☐ Manchester Community College		
Requesting enrollment in: Spring 20 Fall20 COURSE REQUESTED						
INSTITUTION	COURSE #	DAYS/TIMES	COURSE TITLE			FEES
REQUIRED SIGNATURES: Employees are responsible for obtaining ALL signatures prior to enrolling in any course. Signatures indicate that both institutions have approved registration. The form should be submitted to the host institution's registrar's office during the first week of classes, when space availability will be determined.						
Employee Signature				Date		
Supervisor Signature/ <u>Home</u> Institution				Date		
Human Resources Officer Signature/Home Institution					Dat	te
<u>Host</u> Institution Registration Officer Signature				Date		
Employee email:						