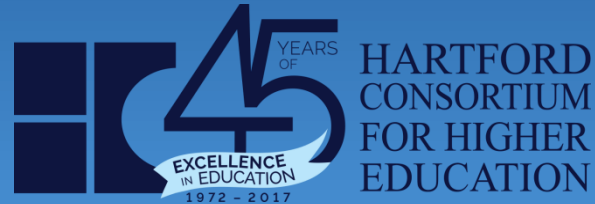


CROSS REGISTRATION EMPLOYEES



“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
Connecticut Public/WNPR/CPTV, TheaterWorks

EMPLOYEES



Welcome to the **Employee Tuition Remission Program**, sponsored by the Hartford Consortium for Higher Education (HCHE) member colleges, universities and seminaries.

By participating in this program you have the opportunity to expand your learning experience and maximize your personal educational goals. To take full advantage of the tuition remission program and to satisfy all requirements for registration and participation, it is very important that you read this brochure carefully.

Course offerings and schedules can be found on each institution's website. If you have questions, you may contact your registrar's office or the HCHE office. See the contact list below.

HOW TO SELECT A COURSE

For courses and availability options, contact the Registrar



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

Associate Registrar: Matthew Bielawa
1615 Stanley Street, Davidson Hall, Rm 116
860-832-2236 | Bielawam@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

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

UConn-Hartford

Assistant Registrar: Nicole Ariyvatkul
Thelma Morris
10 Prospect Street, Hartford CT 06106

959-200-3833 | Nicole.ariyvatkul@uconn.edu | Thelma.morris@uconn.edu

University of Hartford

Registrar Administrator: Sandra Stevens
200 Bloomfield Avenue, Rm CC217, WH, CT
860-768-4557 | sstevens@hartford.edu

University of Saint Joseph

Interim Registrar: Sharon Brewer
1678 Asylum Avenue, West Hartford CT 06117
860-231-5311 | sbrewer@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

Connecticut Public/WNPR/CPTV

Donna Sodipo, Senior VP, Education
1049 Asylum Avenue, Hartford, CT 06105
860-275-7337 | dsodipo@ctpublic.org

EMPLOYEE GUIDELINES



- * Full-time employees of all private HCHE institutions, HCHE Employees, Capital Community College, Connecticut Public/WNPR/CPTV, TheaterWorks and listed affiliates are eligible to cross register at participating HCHE member institutions.
- * **NOTE:**
- * **Central Connecticut State University and UCONN - Hartford do not accept incoming or outgoing employees to cross register**
- * **Manchester Community College (MCC) accepts employees from other institutions effective March 7th, 2017**
- * **Employees may enroll in up to 2 courses per calendar year, one in the fall semester and one in the spring semester**
- * All fees other than tuition are the employee's responsibility (e.g., labs, books)
- * Employees **must obtain** the signature of a representative from their Human Resources department
- * Employees **must submit** forms to the **host** school registrar's office for final approval
- * Employees **must wait** until the first week of classes to determine if space is available in the requested course
- * Employees do not need to be in a degree-seeking program to enroll in courses
- * Academic calendars vary at HCHE member institutions and it is the employee's responsibility to be familiar with the host school's calendar, vacation periods, and final day to withdraw from a course without penalty
- * When withdrawing from a course, both home and host school **must** be notified

Cross Registration opens **May 1** for Fall registration and **December 1** for Spring registration. Please visit the HCHE website to download a registration request, or pick up at your **home** school's registrar office.

SUBMITTING CROSS REGISTRATION REQUESTS



- * Select a course from the **host** school's website
- * If taking a course for a degree-granting program, check with your home registrar to ensure the course will be accepted for credit
- * If permission from the course instructor is needed, you may obtain his or her phone number from the host school's registrar's office to schedule a visit or call
- * Take (**must not be mailed or faxed**) the signed and completed cross-registration form to the host school's registrar's office for final submission and approval

HCHE EMPLOYEE TUITION REMISSION REGISTRATION FORM



General: Employees should review **ALL** 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.

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 the rules and 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, associate or affiliate 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.



Hartford Consortium For Higher Education (HCHE) CROSS REGISTRATION PROGRAM



CROSS REGISTER AT ANY HCHE MEMBER INSTITUTION:

Capital Community College, Central Connecticut State University, Charter Oak State College, Goodwin College, Manchester Community College, Hartford Seminary, St. Thomas Seminary, Trinity College, University of Saint Joseph, University of Connecticut (Greater Hartford Campus) and University of Hartford

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 | 860-702-3802

or Visit the Registrar's office | Your Faculty Advisor | Employees: Visit your Human Resources office