

CROSS REGISTRATION GRADUATE STUDENTS



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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

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, learn about other institutions of higher education in our region and 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's 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 at the host school.

****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

GUIDELINES FOR GRADUATE STUDENTS



- * Cross registration is open to full time students – **EXCEPTION** - Students attending **Goodwin and Trinity College** allow their part-time students to cross register.
- * Cross registration is available for the Fall, Spring, Summer 1 and Summer 2.
- * 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, **NOT electronically**, to **both** home and host school registrars' office.
- * The academic calendars vary at different HCHE schools, and it is the responsibility of the student to become familiar with the host school's 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**.

OPEN DATES FOR CROSS REGISTRATION



Cross registration opens **May 1st** for the *Fall* semester, and **December 1st** for the *Spring* semester.

Go to the HCHE website to download a registration request form or pick up in your school registrar's office:

SUBMITTING CROSS REGISTRATION REQUESTS



- * Select one or more courses from the host school's website
- * Check with your home school to make sure the course will be accepted for credit. If so, you obtain the cross registration form from your home school or download from the HCHE website
- * Visit your faculty advisor to discuss your decision. If in agreement, your advisor must sign the form.
- * Return the signed form to the registrar at your home school for signature
- * If permission from the host school instructor is needed, you may obtain his or her phone number from the host school's registrar and schedule a visit or call.
- * Finally, take the completed and signed cross registration form to the host school's registrar's office for final submission and approval.
- * You must repeat this process for each course for which you wish to cross register.
- * **REMINDER:** You must wait for cross registration to open (*check with the host school's registrar's office*)

GRADUATE COURSE REGISTRATION FORM



General:

Students should review ALL course offerings, guidelines and registration requirements on the HCHE website. Graduate students may enroll in up to 3 courses per academic year (fall, spring and summer terms) at a participating HCHE member institution.

Eligibility:

Check with the **home and host** institution registrar's office to confirm course eligibility. Full-time students enrolled at HCHE member institutions may enroll in selected courses at host institutions. **Trinity College** allow their part-time students to cross register. 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 your 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 the rules and 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.



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