

CROSS REGISTRATION EMPLOYEES



“Investing in and Empowering 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

Affiliate Members: Connecticut Public/CPTV/WNPR, 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

Contact the Registrar for courses and availability options



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

(No employee Cross Registration) UCONN-Hartford

Assistant Registrar: Nicole Ariyavatkul

Thelma Morris

16 Prospect Street, Hartford CT 06106

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

Capital Community College

Registrar: Argelio Marrero

950 Main Street, Rm. 207, Hartford CT 06103

860-906-5125 | amarrero@capitalcc.edu

Central CT State University **(No employee Cross Registration)**

Associate Registrar: Matthew Bielawa, Barbara Zalot

1615 Stanley Street, Davidson Hall, Rm 116

860-832-2236 | Bielawam@ccsu.edu | zalot@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 **(No summer employee cross registration)**

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

University of Hartford

Registrar Administrator: Sandra Stevens

200 Bloomfield Avenue, Rm CC217, WH, CT

860-768-4557 | sstevens@hartford.edu

University of Saint Joseph

Registrar: Angela Anderson

Assistant Registrar: Sharon Brewer

1678 Asylum Avenue, West Hartford CT 06117

860-231-5311 | acanderson@usj.edu | sbrewer@usj.edu | jslater@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

(Affiliate) Connecticut Public/WNPR/CPTV

CT Public Learning

Donna Sodipo, Senior Vice President of Education

Sonja Pasquantonio, HR Director

1049 Asylum Avenue, Hartford, CT 06105

860-275-7337 | spasquantonio@ctpublic.org | dsodipo@ctpublic.org

(Affiliate) TheaterWorks

Freddie McInerney

Director, Marketing and Communications

Nicole LaFlair Nieves, General Manager

233 Pearl Street, Hartford, CT 06103

freddie@theaterworkshartford.org | nicole@theaterworkshartford.org

860-729-1146 | 860-986-7460

EMPLOYEE GUIDELINES

Full-time employees of all private HCHE institutions, HCHE Employees, Capital Community College, Manchester Community College, Connecticut Public/CPTV/WNPR, 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 for cross registration*
- * *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., registration, labs, books, transportation)
- * *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 form, or pick up at the school's registrar's 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**. ***New University of Hartford rules effective Fall 2019**

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 including labs, books, transportation 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.

UNIVERSITY OF HARTFORD

New Guidelines effective Fall 2019

UNIVERSITY OF HARTFORD CHANGES - EFFECTIVE FALL 2019

Students

Students may enroll in **up to four courses** per calendar year:

Two in the fall semester

Two in the spring semester

All fees - other than the tuition and registration fees - are the student's responsibility (lab/film/music/technology fees, books, transportation, etc.)

Employees

Full-time employees may enroll in **up to two courses per** calendar year:

Fall, winter, spring or summer

All fees - other than the tuition - are the employee's responsibility (registration, lab/film/music/technology fees, books, transportation, etc.)

For more information | University of Hartford contact:

Sandra Stevens | sstevens@hartford.edu | Tel: 860-768-4557

SAMPLE EMPLOYEE CROSS 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.

Eligibility: Full-time employees at all **private HCHE institutions, HCHE Employees, Manchester Community College, Capital Community College and Affiliates** are eligible for course enrollment. **Note: UCONN-Hartford, and Central Connecticut State University do not accept or allow employee cross registration.** Employees may enroll in **one course per semester, undergraduate and master's level courses only - up to two per calendar year.** You must adhere to 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 full-time employees and HCHE staff **will not be charged for courses.** Employees are responsible for all fees such as registration, labs, books, transportation, associated with courses, regardless of full 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.

Last Name First Name Middle

Mailing Address (Street, City, State, Zip)

Institution Dept. Phone Employee ID

Supervisor's Name Title

I certify I am a full-time employee at:

- Capital Community College CP/CPTV/WNPR Goodwin College HCHE
 Hartford Seminary University of Saint Joseph St. Thomas Seminary
 Trinity College University of Hartford Manchester Community College

Requesting enrollment in: Spring 20____ Fall 20____

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.

No HR Signature – HCHE Employees

Employee Signature Date

Supervisor Signature/**Home** Institution Date

Human Resources Officer Signature/**Home** Institution Date

Host Institution Registration Officer Signature Date

Employee email: _____ Cell: _____



Hartford Consortium for Higher Education (HCHE) CROSS REGISTRATION PROGRAM



CROSS REGISTRATION AT ANY HCHE MEMBER INSTITUTION:
Capital Community College, Central Connecticut State University, Goodwin College
Hartford Seminary, Manchester Community College, St. Thomas Seminary, Trinity College
UConn - Hartford, University of Hartford, University of Saint Joseph

Affiliate members: TheaterWorks and Connecticut Public (WNPR/CPTV)

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 | 860.702.3807

Or visit the Registrar's Office | Your Faculty Advisor | Employees: Human Resources Office



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