



## HCHE **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\_\_\_\_     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.

**\*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:** \_\_\_\_\_