

## Consortium Guidelines

“Cross-Registration” is a program of the Hartford Consortium for Higher Education that expands course selection for students among its member institutions.

### Consortium Members

For contact information go to: <http://www.hartfordconsortium.org/Home.aspx>

- Capitol Community College
- Central Connecticut State University
- Charter Oak State College
- Goodwin College
- Hartford Seminary
- Rensselaer at Hartford
- Saint Joseph College
- Saint Thomas Seminary
- Trinity College
- University of Connecticut – Greater Hartford Campus
- University of Hartford
- Connecticut Public TV & Radio

### Host Institution

Consortium institution in which student intends to register for courses.

### Home Institution

Consortium institution in which student is matriculated.

### Undergraduate Cross-Registration

Full-time matriculated undergraduate students may enroll in up to two courses during the fall and spring semester at Consortium member institutions. No more than four courses per academic calendar. No tuition fee, registration fee or technology fee is paid by the student to the Consortium host institution. Transportation, books and special lab fees are the student's responsibility.

### Graduate Cross-Registration

Full-time matriculated graduate students may enroll in one course during the fall or spring semesters for a total of two courses per academic year at any of the Consortium member institutions. Graduate students must pay full tuition and special fees to the Consortium host institution. Tuition remission is valid only for graduate employees of Consortium member institutions. Consortium cross-registration paperwork is processed for grading and reporting purposes.

## Employee Cross-Registration

Full-time employees of Consortium member institutions may enroll in one course (undergraduate or master's level courses only) during the fall, spring, summer or winter semester for a total of three courses per calendar year at any of the Consortium member institutions. Employees must submit a Hartford Consortium for Higher Education Employee Remission form signed by their immediate supervisor.

Remission forms can be downloaded on the Hartford Consortium website

<http://www.hartfordconsortium.org/Home.aspx> or on the University of Hartford, Human Resource website

<http://www.hartford.edu/hrd/>

- **Undergraduate employees** are responsible for the registration fee and books, tuition fee and technology fee is waived.
- **Graduate employees** are responsible for the registration fee and books, technology fee is waived. Tuition abatement is determined by the degree program the student is seeking. For example students matriculated in the MBA program only have a portion of the tuition waived.

## Procedures

- Each semester it is likely that **two courses off-campus is the maximum** a student will schedule, but under “**special circumstances and special permission**” from the Registrar, a student may schedule three courses at a Consortium member institution.
- The Hartford Consortium for Higher Education Office will post on-line the current course listings for its participating members at <http://www.hartfordconsortium.org> Catalogues are no longer printed. Each Consortium institution has its own guidelines that determine which course selection is available.
- Academic calendars differ at various Consortium institutions. It is the student's responsibility to become familiar with the Consortium host institutions vacation periods, the last day to withdraw from a course without penalty and other pertinent calendar dates.
- Student Responsibilities
  - Check with Consortium home and host institutions Registrar's Office to confirm course eligibility. Each Consortium member has special requirements and or restrictions that determine course eligibility.
  - Confirm that course will be accepted for credit at the Consortium home institution.
  - Obtain a cross-registration form on-line at <http://www.hartfordconsortium.org>
  - Complete a cross-registration form. A separate form for each course is required.
  - Obtain advisor's signature on the cross-registration form from the Consortium home institution.

- Obtain signature of the Registration Officer on the cross-registration form from the Consortium home institution.
  - Submit completed cross-registration form to the Consortium host institution where enrollment is being sought. Registration procedures and deadlines of the Consortium host institution must be followed.
  - Any changes to the registration form (additions, substitutions, withdrawal) must be reported to both the home and host Consortium institution. Contact information for participating Consortium members can be located at <http://www.hartfordconsortium.org>
  - Special permission of the home institution is required for courses taken as pass /no pass.
  - Make certain a copy of the completed cross-registration form is sent to the Registrar's Office of the Consortium home institution.
- 
- Special permission of the Consortium host institution instructor is occasionally needed. In these particular circumstances obtain the instructor's contact information from the Consortium host institution Registration Officer or the Hartford Consortium for Higher Education Office and arrange an appointment with the instructor.
  
  - Registration begins on **December 1** for spring registrations and on **May 1** for fall registrations. All registrations occur on normal business days and hours. In order to maintain registration equality among all University of Hartford students, the following dates are strictly enforced.
  
  - It is **not** recommended that seniors anticipating a spring graduation cross-register during the spring semester due to a possible delay in transferring grades between Consortium institutions.
  
  - Full credit is given for passing grades. All grades and credits are considered "in residence" consequently a student's G.P.A. is affected.