

**HARTFORD CONSORTIUM FOR HIGHER EDUCATION**

**950 Main Street, Suite 314, Hartford, CT 06103**

**Tel: 860-906-5016**

**Fax: 860-906-5118**

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Explore options at another local campus.  
Enrich your undergraduate experience.  
Register electronically or by a paper method.

This brochure lists over 800 courses available for cross-registration in many departments from Accounting to Urban Studies. There are expanded offerings for the first time this semester in Environmental Studies.

Enroll in a course at another campus and receive full credit. In general full-time undergraduates pay no extra charges.

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PLEASE NOTE:

Saint Joseph College students are limited in the number of lower division courses that they may take. Check with the SJC Registrar.

Trinity College students who have earned 18 credits are not eligible to take community college courses. Trinity students are also not allowed to cross-register for a course that is presently offered at Trinity. Trinity's I.D.P. students may cross-register.

It is not recommended that seniors anticipating Fall graduation cross-register due to lag time transferring credits between institutions. Please check with your registrar.

Additions and deletions may occur after the Course List is published. Please check our web site at [www.hartfordconsortium.org](http://www.hartfordconsortium.org).

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## GUIDELINES

Qualified full-time undergraduate students from the following Consortium Institutions are eligible for cross-registration:

Saint Joseph College  
Trinity College  
University of Hartford

No tuition or registration fee is paid by the student to the host school. Transportation, books and special lab/film/music fees are the student's responsibility.

The academic calendars vary at the different Consortium schools, and it is the responsibility of the student to become familiar with the host school calendar, vacation periods, and the last day to withdraw from a course without penalty.

### CROSS-REGISTRATION FOR FALL 2009: HOW TO DO IT

At this time we are presenting two possible ways for you to cross-register. Cross-registration for both methods begin on **May 4, 2009**. Please see Process A (the electronic method) and Process B (the paper method). Instructions for both of these processes are printed below. *Process A* instructions allow you to download the cross-registration form, complete it in full, save it in your documents, and email it to the host school (school offering the course you want to take). *Process B* instructions require your going in person to the Registrar's Office of the host school with your completed cross-registration form. Process B *may* be used in all cases of cross-registration, and *must* be used in specific cases. Choose one of them according to the following information:

If your home school is Saint Joseph College, Trinity College or University of Hartford and you are cross-registering for a course at any one of those three schools, follow the instructions under *either* Process A or Process B.

If your home school is Saint Joseph College, Trinity College or University of Hartford and you are cross-registering for a course at Capital Community College, Central Connecticut State University, Hartford Seminary or University of Connecticut, you *must* use Process B. (We expect that you will be able to use Process A next semester for all cross-registrations and thank you for your patience.)

### INSTRUCTIONS FOR PROCESS A – ELECTRONIC METHOD

- STEP ONE: Print these instructions.
- STEP TWO: Download the cross-registration form. Complete it in full. Save it to your documents. [Click here to download the form.](#)
- STEP THREE: Obtain *via email* verification and approval from your advisor and registrar (instructions follow) that you are eligible for cross-registration and that your course request is approved. Please note that, if your home school is Saint Joseph College, only your advisor must verify that you are eligible for cross-registration and that your course is approved. If your home school is Trinity College or University of Hartford, you will need verification from your advisor *and* your registrar.

To the Home School Registrar: (Saint Joseph College is [crossreg@sjc.edu](mailto:crossreg@sjc.edu); Trinity College is [crossreg@trincoll.edu](mailto:crossreg@trincoll.edu); University of Hartford is [crossreg@hartford.edu](mailto:crossreg@hartford.edu).)

Send an email to your registrar. Attach a copy of your completed cross-registration form from Step 2 to a note requesting that they verify to you via return email that 1) you are approved for cross-registration and 2) your request for the course is approved for **Fall 2009**.

When you receive that email, save it.

To the Home School Advisor:

Send an email to your home school advisor. Attach a copy of the completed cross-registration form from Step 2 to a note requesting that they verify to you via return email that 1) you are approved for cross-registration and 2) your request for the course is approved for **Fall 2009**.

When you receive the email, save it.

**STEP FOUR** (If needed) With a small percentage of courses, the approval of the course instructor is required. These courses have a “Y” after them in the course list. You may want to call the instructor to see if you are approved, or you may prefer to email the instructor asking for his/her approval to take the course. In any case, ask the instructor to send you an email stating that you are approved to take the course.

When you receive that email, save it.

#### **STEP FIVE**

Send an email to the Registrar of the host campus. (Saint Joseph College is [crossreg@sjc.edu](mailto:crossreg@sjc.edu); Trinity College is [crossreg@trincoll.edu](mailto:crossreg@trincoll.edu); University of Hartford is [crossreg@hartford.edu](mailto:crossreg@hartford.edu)).

With your note expressing your desire to cross-register at that campus, include the following attachments in your email:

1. Your completed cross-registration form (Step 2)
2. Emails from the registrar and the advisor of your home campus (Step 3). These may be forwarded in separate emails. *Be sure to identify your name, home institution, host institution, and name of course for which you are cross-registering in each email.*
3. If required, email from the course instructor stating his/her approval (Step 4)

You will receive an email from the registrar at the host campus regarding the status of your application in three business days. Hopefully space will be available, and you will be successfully cross-registered.

*If you do not get an email in three days regarding your status, please call the office of the host school's registrar:*

Saint Joseph College: Lauri Brennan, (860) 231-5311

Trinity College: Linda Gilbert, (860) 297-2119

University of Hartford: Sandra Stevens, 860 768-4557

If you would like to cross-register for more than one course, please repeat this process for each course.

Questions? Contact Rosanne Druckman at the Hartford Consortium at 860 906-5016 or the registrar at your home campus.

Comments? Please send an email to Rosanne Druckman at [rdruckman@ccc.commnet.edu](mailto:rdruckman@ccc.commnet.edu) to comment on the new process. We really value all your comments.

## INSTRUCTIONS FOR PROCESS B – PAPER METHOD

1. Select one or more courses. Your registrar has catalogs from the other colleges, or you may call the Hartford Consortium (906-5016) to have a course description read over the phone.
2. Check with your home-institution registrar to make sure that the course will be accepted for Credit. If so, ask the registrar for a cross-registration form.
3. Visit with your faculty advisor to discuss your decision. If in agreement, have your advisor sign the form.
4. If permission of the host school instructor is needed, you may obtain his/her phone number from the Consortium office and then arrange a visit.
5. Finally, take the completed and signed cross-registration form to the registrar's office of the school where you wish to enroll. You must wait until **May 4, 2009**, the date that cross-registration starts.

## COLLEGES/UNIVERSITIES AND OFFICES OF REGISTRARS

Saint Joseph College  
McDonough Hall, First Floor  
1678 Asylum Avenue  
West Hartford, CT Ph. 860 231-5311  
Contact: Lauri Brennan

Trinity College  
Trinity Commons, Room 139  
240 New Britain Avenue  
Hartford, CT Ph. 860 297-2117  
Contact: Terry Hosig

University of Hartford  
Computer Center, Second Floor  
200 Bloomfield Avenue  
West Hartford, CT Ph. 860-768-4557  
Contact: Sandra Stevens

Capital Community College  
Second floor  
950 Main Street  
Hartford, CT Ph. 860 906-5125  
Contact: Patrick Tucker

Central Connecticut State University  
Davidson Hall, Room 117  
1615 Stanley Street  
New Britain, CT Ph. 860 832-2242  
Contact: Matthew Bielawa

Goodwin College  
754 Burnside Avenue  
East Hartford, CT Ph. 860 528-4111  
Contact: Judy Zimmerman

Hartford Seminary  
77 Sherman Street  
Hartford, CT Ph. 860 509-9511  
Contact: Karen Rollins

University of Connecticut  
85 Lawler Road  
West Hartford, CT Ph. 570-9054  
Contact: Barbara Ricketts

