

Cross Registration Policies

University of Saint Joseph:

The University of Saint Joseph (USJ) is part of a consortium with other colleges in the Greater Hartford area. Under the Greater Hartford Consortium for Higher Education agreement, USJ students and eligible employees may, with the permission of their advisor or program director and the registrar, enroll in courses at Trinity College, University of Hartford, Goodwin University, University of Connecticut at Hartford and Hartford International University.

- USJ undergraduate students must be attending USJ full-time (combination of USJ and consortium college courses must total at least 12 credits) in the fall and spring semesters.
- USJ graduate students must be enrolled in a minimum of 6 credits (combination of USJ and consortium college courses must total at least 6 credits) to be eligible.
- USJ employees must be employed full-time to be eligible.

Guidelines for full-time USJ Undergraduate Students cross-registering at another campus:

- Undergraduate students from USJ may enroll in no more than four (4) courses per academic year at other GHCHE campuses and in no more than two courses (2) per term, fall and spring.
- Undergraduate students from USJ must have advisor approval on the cross-registration form and students should verify with their advisor that the course will satisfy a CORE curriculum and/or a major course requirement, as appropriate.
- Students will be billed for course fees charged by the host institution but will not pay tuition beyond that paid to USJ.

Guidelines for USJ Graduate Students cross-registering at another campus

- Graduate students from USJ will be allowed to enroll in no more than three (3) courses per academic year at other GHCHE campuses and in no more than one course per term, fall, spring, and summer (must be enrolled in at least 6 credits total in the summer to cross-register in a summer course at another GHCHE institution).
- Graduate students from USJ must have advisor or program director approval on the cross-registration form.
- Students will be billed for course fees charged by the host institution but will not pay tuition beyond that paid to USJ.

Guidelines for Full-time USJ Employees cross-registering at another campus

- USJ employees will be allowed to enroll in no more than three (3) courses per academic year and no more than one (1) course per term fall, spring and summer
- Employees must have approval of their supervisor on the registration form and must make up work hours used for class meetings and travel in the same week that the time is used for class.
- Employees must pay for course fees charged by the host institution.

Guidelines for students and employees from other campuses cross-registering for courses at USJ

- Students and employees from member campuses may not enroll in USJ classes in the following disciplines: Nursing, Pharmacy, Physician Assistant, Dietetic Internship.

- Students and employees from member institutions will be allowed to cross-register for courses at USJ based on space availability. No registration overrides if the courses are filled.
- Students and employees from member institutions must have a transcript documenting completion of pre-requisite courses for any USJ course.
- Students and employees from member institutions are responsible for paying course fees
- Undergraduate students from member institutions will be allowed to enroll in no more than four (4) courses per academic year and in no more than two (2) per term, fall and spring (undergraduate summer courses are not open for cross-registration).
- Employees from member institutions will be allowed to enroll in no more than three (3) courses per year and not more than one (1) per term.
- Graduate students from member institutions may not enroll in USJ courses at the Doctoral level.
- Graduate students from member institutions will be allowed to enroll in no more than one (1) course per term at USJ, fall, spring, and summer

None of the following types of courses are eligible through the Cross-Registration process:

- Capstone Seminars
- Field Practice, Field Study
- Independent Study
- Internships
- Senior Seminars (Except: Senior seminars for student teachers)

Additional policies and procedures:

- No tuition or registration fee is paid by the student or employee to the host college or university. Books, lab fees, films, music, or additional materials are entirely the student's responsibility. Check with Student Financial Services if you have questions regarding aid eligibility.
- Academic calendars vary at different GHCHE member institutions. It is the sole responsibility of the student or employee 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 institution.
- Credits and grades for courses taken through Cross Registration will appear on a student's USJ transcript as institutional credit from USJ and will include the grade earned.
- There are tax implications for some graduate work. Employees are urged to check with the IRS to determine if they have a tax liability.
- Employees do not need to be in a degree-seeking program to enroll in courses.

Please contact the Registrar's Office at registrar@usj.edu prior to commencing the cross-registration process for further clarification.