

# UNIVERSITY OF HARTFORD

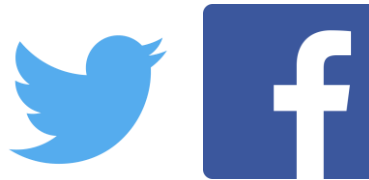
## *Graduate Student Orientation*



## Graduate Admissions Office

1.860.768.4371 or 1.800.945.0712

[gradstudy@hartford.edu](mailto:gradstudy@hartford.edu)



UNIVERSITY OF HARTFORD

## *Graduate Admission*



## Welcome to the University of Hartford!

- We hope this Graduate Student Orientation will help you get better acquainted with the University of Hartford and the services available to you.
- Departmental specific orientations may also be available on campus, please check with your graduate program director for details. Program contacts can be found [here](#).

## *Important dates for International students*



- If you are an **international student**, you will be required to attend our Welcome Week and Orientation Program (starting August 24<sup>th</sup>). The daily schedule will be posted on the [International Center's Homepage](#) soon.
- For more information, contact Richard Lazzerini by e-mail [lazzerini@hartford.edu](mailto:lazzerini@hartford.edu) or by phone 860.768.4873



# UNIVERSITY OF HARTFORD

## *International Center*



- The University of Hartford's [International Center](#) offers students, faculty, and staff a full spectrum of services, whether you're coming from another country to study with us or heading overseas on one of our many study abroad programs..
- From orientation to graduation—from immigration and study abroad advising to excursions and outreach programs—the staff of the International Center wants to be a part of your success at the University of Hartford. We invite you to learn more about our social and educational programs and services.
- For more information, contact Richard Lazzerini at [lazzerini@hartford.edu](mailto:lazzerini@hartford.edu) or by phone 860.768.4873

# UNIVERSITY OF HARTFORD

## *Welcome From The Dean*



Welcome to the University of Hartford! I am proud that you chose us to further your career. I know that you are anxious to get started, but remember that it can be stressful adapting to a new culture and a different bureaucracy.

This online orientation was developed to help you get registered, enrolled, and onto your first set of classes. For program-specific questions, contact your department. For general university procedures, contact graduate admissions at 860.768.5102 or via email at [gradstudy@hartford.edu](mailto:gradstudy@hartford.edu).

Sincerely,  
Clark Saunders  
Dean of Graduate Studies

## *Dean's Reception*



The Office of the Provost cordially invites you and a guest to a *Reception for Graduate Students*. Please join us for an evening of networking, sharing, and a sense of community. Refreshments will be served. Space is limited. Event will be hosted in September.

**Date:** TBD

**Time:** TBD

**Place:** 1877 Club Restaurant, Harry Jack Gray Center



## *Meet Your Graduate Program Director*



- Meet with your graduate program director or faculty advisor to determine the appropriate courses to commence your graduate studies. Online registration is available with prior approval and a personal identification number (PIN) provided by your advisor. If you have your PIN, you can proceed to the [Student Self-Service](#) Center to register.
- For an up-to-date list of current program their contact information click [here](#).



## *Health Services*

- Our campus facility provides various health-care services to University students including acute care, Women's Health Clinic, laboratory testing, allergy clinic, medication, and immunizations.
- In order to register for classes, all part-time and full-time graduate students must submit an [immunization form](#), which includes a recent tuberculosis screening. For detailed information, contact Health Services at 860.768.6601
- For clinical care, please call Health Services in advance to make an appointment. Please note that doors lock 15 minutes prior to closing. Health Services is closed for all University breaks including winter, spring, and summer. Click [here](#) to see the form.
- **Location:**  
The Sports Center, ground floor
- **Semester Hours:**  
Mon. –Thurs., 8 a.m. –5:15 p.m. and  
Fri., 8 a.m. –4:15 p.m.
- **Telephone:** 860.768.6601  
**Fax:** 860.768.5140



# UNIVERSITY OF HARTFORD

## *Health Insurance Information*



- The University of Hartford requires all graduate full- and part-time international students on an F-1 or J-1 student/exchange visitor visa to be enrolled in an accident and sickness insurance program.
- The University has partnered with Arthur J. Gallagher Co. and the AETNA insurance company to provide insurance coverage to our students.
- All international students and scholars will be automatically enrolled in the University's health insurance plan at the time of course registration. The charge for coverage will appear on your University billing. Students may "waive out" of the University policy if they are covered by another policy that meets or exceeds University and federal [requirements for medical insurance coverage](#).



## *Obtaining a Parking Permit*



### **Instructions for purchase:**

- Registered students can log onto the Self-Service Center webpage, using the link at right. Once on the main menu, click the Public Safety/Parking link (should be the first link).
- Then click on Request a University of Hartford Parking Permit, click Continue, select the type of permit you wish to purchase, and enter vehicle information.
- Upon completion of the online process, you will be able to print out a temporary parking permit.
- Bring your temporary permit, vehicle registration, and University of Hartford ID to the Department of Public Safety to receive a Permanent Permit tag to display in your car.
- The Parking Permit fees will show up on your electronic billing statements.
  - For more information on these procedures, please contact SASC at 860.768.4999 or Public Safety at 860.768.7985.

**Permit Fees:** \$45 a semester, \$75 a year



## *Setting Up an E-mail Account*



- E-mail accounts will be automatically generated based on registration. A hard-copy letter, containing your new e-mail address, goes to your mailing address. A follow-up e-mail with information from the Self-Service Center will be waiting for you in your University of Hartford e-mail Inbox. For questions, visit the [Computer Support Center website](#) or call 860.768.5999
- Once you have an e-mail account set up, you may access it online at the following website: <http://webmail.hartford.edu>. You may also set up your preferred e-mail program to retrieve your e-mail.



## *The Self-Service Center*



- The [Student Self-Service Center](#) is your personal portal connecting you to the University of Hartford. Some functions include viewing your bill, financial aid, registering for classes, getting your parking permit etc.
  - Instructions on accessing the [Student Self-Service Center](#) will be emailed to your Uhart email account. Typically you can log-in with your student ID and six digit date of birth (MM/DD/YY). After an initial log-in the system will prompt you to change your password, be sure to write your new password down.
- The Self-Service Center is an important tool. Please click [here](#) to view our Virtual Advisor videos instructing you on how to use your portal
- Note: University of Hartford faculty and staff are not allowed to speak to a third party (parents, spouse etc.) about your student record, health or billing unless you give express permission via the [FERPA form](#) in your Self-Service Center

# UNIVERSITY OF HARTFORD

## *Obtaining Your ID Card*



### **You will need:**

- Photo ID such as a driver's license or passport
- Copy of your class registration



### **ID Office Information:**

- **Location:** Outside Gengras Student Union Center, room 135, outside the doors near the Community Service office
- **Office Hours\*:** Mon. –Thurs., 9 a.m. – 4:30 p.m.; Fri, 9 a.m. – 3 p.m.
- **Telephone:** 860.768.5343

\*Call for extended hours during the first few weeks of each semester.

\*Summer hours may be shortened.

# UNIVERSITY OF HARTFORD

## *Bookstore*



- Textbooks are located in the main level of the bookstore in the Harry Jack Gray Center. The bookstore is open special hours during the first two weeks of each term. Bring your schedule with you in order to get the proper books for your section and class number.
- Starting this fall, students will be able to rent textbooks from the University of Hartford Bookstore as part of Follett's Rent-A-Text program. Rent-A-Text can save students more than 50 percent on the price of new textbooks. Visit the website for more information.
- **Location:** [Harry Jack Gray Center](#)
- **Hours\*:** Mon-Thurs, 9 a.m.-7 p.m.; Friday, 9 a.m. - 4 p.m.; Saturday, 11 a.m. - 4 p.m.; Sunday, CLOSED **Telephone:** 860.768.4801
- **Webpage:** [Bookstore](#) \*Call for extended hours



## *Financial Aid*



- Financial Aid for international graduate students is currently limited to Graduate Assistantships. Assistantships are administered by individual departments throughout the University and vary in amount and availability. They are only available after you have been accepted, are here on campus, and have registered for classes.
- Your department may have research or teaching assistantships. Ask your graduate program director if that possibility exists.
- You may also be able to find other campus jobs through Career Bridge or by visiting the Career Services Center

### **On Paying Fees and Tuition Rate\***

- Payments and processing of all tuition deferral and employer reimbursement paperwork is handled by the Student Administration Service Center (SASC). Please call SASC for questions regarding registration or billing issues at 860.768.4999
- \*The University no longer sends paper bills through the mail; all billing information must be obtained online through [CASHNet](#), which can be found in the Student Self-Service Center

## *Paying your bill*



### On Paying Fees and Tuition Rate

- The University no longer sends paper bills through the mail; all billing information must be obtained online through [CASHNet](#), which can be found in your [Student Self-Service Center](#) account
- Payments and processing of all tuition deferral and employer reimbursement paperwork is handled by the [Student Administration Service Center](#) (SASC). Please call SASC for questions regarding registration or billing issues at 860.768.4999
- If you are a veteran or receiving [veteran's benefits](#) please submit a completed [Request for Enrollment Certification](#) to Ashely Stevens at [astevens@hartford.edu](mailto:astevens@hartford.edu). For more information you can call her at 860.768.4672
- Important links
  - [Tuition Rates per the Bursar](#)
  - [Student Self-Service Center](#)
  - [Billing Schedule](#)





# UNIVERSITY OF HARTFORD

## *Dining Services*



- The University offers a variety of restaurants throughout campus. On the academic side of campus, you will find the Gengras Café and Einstein Bros. Bagels in Gengras Student Union, and the Dorothy Goodwin Café and 1877 Club in the Harry Jack Grey Center.
- On the residential side of campus are University Commons cafeteria and the Hawk's Nest in University Commons; the Village Market, the Market City Deli, and Taco Bell Express in Konover Campus Center. Click [here](#) to see University of Hartford's meal plans.
- **Locations:** Gengras Student Union, Harry Jack Grey Center, Konover Campus Center, University Commons
  - For detailed hours visit the CampusDish Website.



## *The Hawks Nest*



- The Hawks Nest offers a late-night dinner solution for students. They are open from 5:00pm-12:00pm from Monday through Sunday, offering an assortment of fresh foods including brick oven pizza, their mouth-watering wings, and their Signature wraps.
- The Hawks Nest also provides a convenient evening delivery service, where they offer their entire menu delivered to students anywhere on campus "hot, fresh, and in a hurry". For menu and delivery services contact 860.768.4033.



## *Graduate Housing*

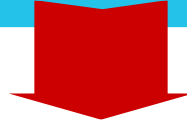


### **Office of Residential Life**

- Graduate housing is available on our Asylum Avenue campus, which is located in a quiet residential area near the Bloomfield campus in West Hartford. The four-bedroom townhouses have been newly renovated and furnished, and are shared by two graduate students. The rental fee includes heat, hot water, electricity, cable, and Internet. A shuttle service provides transportation to the University during fall and spring semesters
- Each grad student will have:
  - A private bedroom and private office/study
  - A shared living room, kitchen, and bathroom(s)
- Telephone: 860.768.7792 or Fax: 860.768.7902
- Email: [reslife@hartford.edu](mailto:reslife@hartford.edu)



## *Libraries*



- The Mortensen Library is the main library on campus and encompasses all subjects, except music, dance, and theater, which are found in the Allen Library. Three floors, one café (Starbucks), and plenty of rooms for private study, as well as couches, for a more relaxed study atmosphere.
- Location: Harry Jack Gray Center, Center Building
- Telephone: 860.768.4264
- Hours:
  - Mon. – Thurs., 8 a.m. – midnight
  - Fri., 8 a.m. – 6 p.m.
  - Sat., 10 a.m. – 6 p.m.
  - Sun., noon – midnight



# UNIVERSITY OF HARTFORD

## *UHart Sports Center*



- Memberships are available for graduate students of the University of Hartford. You will need to bring your ID card or proof of registration to the Sports Center to purchase a membership.
- Please call 860.768.5050 or email [kcullen@hartford.edu](mailto:kcullen@hartford.edu) for more information or visit the Sport Center homepage [here](#).



## *Useful Links*



- For daily campus events and activities visit <http://uhaweb.hartford.edu>
- [Webmail](#) and [Blackboard](#)
- [Local Transportation](#) and [Campus Shuttle Schedule](#)
- [Wireless Internet Access](#)
- [Academic Calendar](#) and [Campus Calendar](#)
- [Text Message Alert System](#)
- For more information visit our [Student Resources](#) webpage online.

## *Join Graduate Admissions on Facebook*



Our Facebook page is for accepted graduate students. It is a great way for graduate students to meet each other. Once you are an accepted student, you will receive an email inviting you to join the 'UHart Graduate Students 2017' Facebook group.

Find us on 





## *The End*



Thank you for participating, we hope this Student Orientation has helped you become better acquainted with the steps to begin your graduate studies at the University of Hartford.

For further assistance give us a call at 1.860.768.4371 or e-mail us at [gradstudy@hartford.edu](mailto:gradstudy@hartford.edu)

