FIRST DAY

9–10:15 a.m.  Arrival and registration
Gengras Student Union (18)

10:45–11:45 a.m.  Welcome program
Lincoln Theater (14)

noon–1 p.m.  Lunch
University Commons (7)

1–2:15 p.m.  Introduction to your student’s college
Red Caps will guide you to appropriate rooms.

2:45–4 p.m.  Student services staff and campus life administrators
Lincoln Theater (14)

4–5 p.m.  Mingle and relax
Mortensen Library and Campus Store (15)

4:30–6:30 p.m.  Dinner
University Commons (7)

6:30–7:45 p.m.  Parent’s College: Introduction to University Interdisciplinary Studies (UIS)
Konover Great Room (12)

SECOND DAY

8–9 a.m.  Breakfast
University Commons (7)

9:15–10:15 a.m.  Dollars and Sense: Presentation by Financial Aid and Bursar’s Office
Millard Auditorium (17)

10:30 a.m.–noon  Resource fair: Learn about the University’s extracurricular programs, support services, and school-year activities.
Gengras Student Union (18)

10:30 a.m.–noon  E-Billing and FERPA
Gengras Student Union (18)

10:45–11:15 a.m.  Information relating to recruited or walk-on student-athletes: Learn about academic expectations and services, insurance issues, and code of conduct.
Mali II Lecture Hall—Dana Hall 202 (4)

10:45–11:15 a.m.  I’m First! First Generation Students: learn about resources and contacts available for your child’s success.
Mali I Lecture Hall—Dana Hall 201 (4)

11:30 a.m.–1 p.m.  Access-ability services meeting for parents of students with disabilities
Mali II Lecture Hall—Dana Hall 202 (4)

ADVISING SCHEDULE

Parents will be guided to the advising rooms by Red Cap Orientation leaders.

FIRST DAY ONLY

Barney School of Business
1–2:15 p.m.
Auerbach Hall 326 and 327 (20)

College of Arts and Sciences
1–1:30 p.m.
Gengras Student Union 331 (18)

College of Education, Nursing and Health Professions
1–2:15 p.m.
Dana Hall 202 (4)

College of Engineering, Technology, and Architecture
1–2:15 p.m.
Dana Hall 201 (4)

Hartford Art School
1–2:15 p.m.
Harry Jack Gray Center E203 D (15)

The Hartt School
1–2:15 p.m.
Fuller Music Building (17)

Hillyer College
1–2:15 p.m.
Hillyer Hall 125 (20)
Dear Students and Parents,

The faculty and staff of the University of Hartford share your exceptional vision and ambition for all aspects of your life, in and out of the classroom. As always, your commitment to yourself comes with a shared commitment to the health and welfare of others.

This is why the University of Hartford has partnered with Campus Clarity, whose mission is to help students address critical life skills such as alcohol abuse prevention and sexual assault prevention in higher education institutions across the country. Each year over 700,000 students complete these courses.

As part of our comprehensive prevention efforts for new students, the University of Hartford Dean of Students Office requires you to complete the Think About It course before arriving on campus. This online education will empower you to make well-informed decisions about issues that affect your college years and beyond. A message will be sent to your Hartford.edu email account with course instructions on August 3, 2018.

The University of Hartford is deeply committed to the greatest health, welfare, ultimate success, and happiness of all of our community members.

Sincerely,

Kenna Grant

Kenna Grant, Director
University of Hartford Health Education & Wellness Center
wellness@hartford.edu
UNIVERSITY OF HARTFORD

New Parent Information

Student Administrative Services Center (SASC): SASC provides enhanced service to students and parents helping them through various stages of enrollment and financial services. SASC is there to answer your general billing, payment, registration and financial aid questions. They can be reached at 860-768-4999 or sasc@hartford.edu.

Student Self-Service Center: The Student Self-Service Center uses secured web-based technology for students to access academic and financial information. Among other things, students can register for classes, accept financial aid, view grades, apply for parking permits, view billing statements, and make a payment. Students will need their University Identification Number (UHID) and PIN (Personal Identification Number) to access the system. Students should have received a letter and e-mail regarding how to access the self-service center. Please contact SASC if you did not receive information regarding your student ID.

FERPA (Family Educational Rights and Privacy Act): FERPA is a federal law which is designed to protect the privacy of and limit access to the education records of a student. In order for our staff to discuss your child’s financial and/or academic records with anyone other than your child, a FERPA release form must be on file. The school will release information as authorized by the student. Your student can fill out a Consent to Release Student Information form either online through the Student Self-Service Center or in writing at SASC.

Enrollment Consent: All students are required to accept terms of enrollment prior to registering for classes each term. Students will be prompted at the time of registration to accept the Financial Agreement, Disclosure Statement and Electronic Consent form.

Admissions Deposit: The admissions deposit covers the fee for student orientation, tuition deposit, and housing damage deposit, if applicable. Please note that you will only see a credit for $100 tuition deposit on your fall billing statement. The Orientation fee of $250 will be reflected on an earlier billing statement and the $150 housing damage deposit is held on account until the student graduates, or processed according to Residential Life Policy.

Financial Aid Recipients:
- **FAFSA Deadlines:** Incoming Students: February 15; Returning Students: April 1
- **Final High School Transcript:** The Financial Aid Office must receive an official final high school transcript from your child’s school in order to be eligible to receive financial aid.
- **Verification:** Many students are randomly selected by the Federal Government or the University for a process called Verification. If selected, the student will be notified and asked to provide additional documents needed to complete the verification process. Please note, financial aid will not be disbursed until all documents are received and the student documents have been verified by a school official.
- **Federal Stafford Loans:** If awarded and accepted by the student, an online Master Promissory Note (MPN) and Stafford Entrance Interview Counseling (Entrance) requirement will need to be completed before any Stafford Loan money can be disbursed to the student’s account. MPN and Entrance requirements should be done online through https://studentloans.gov.
  - Please note that the Federal Government may assess small fees that are deducted prior to the government sending the loan money to the University.
- **Title IV Authorization:** Please make sure your student Stafford loan and/or PLUS loan borrower fills out a Title IV authorization form if federal aid will pay for items such as parking, books and health services fees.

E-Billing: Billing statements are issued directly to the student exclusively via email. The University has partnered with CASHNet to provide 24/7 online access to student financial records. Students will receive an e-mail when a new billing statement is available to view. Due to FERPA laws, you will not have immediate access to your student’s online financial records. However, your student can give access to you and/or others who are responsible for paying their bills. Please visit http://hartford.edu/ebilling for more information regarding e-billing and directions for the student to set up authorized payers.

Billing Dates: Fall term billing statements are generally available to view around July 5th and the spring billing statements are generally available to view around December 5th. The University does bill on a monthly basis for all accounts with a balance due. Balances not paid on or before the due date specified on the billing statement are subject to a 1.5% default charge.

Enrollment Verifications: Students request enrollment verification online through the Student Self-Service Center. For more information, visit http://hartford.edu/registrar or contact SASC.
Tuition Insurance: The University of Hartford has engaged with GradGuard(TM) to offer tuition insurance by Allianz Global Assistance. The Tuition Protection Plan can reimburse tuition payments, room and board fees, and other non-refundable college expenses if a student needs to withdraw from school any time during the semester for any covered reason such as illness, injury or psychological condition. Learn more at GradGuard.com/hartford or call 1-866-724-4384 for more information.

Payment is accepted as follows:
- SASC: Cash and Check payments can be made directly in SASC
- Mail In: Check payments can be mailed as directed on the billing statement
- Online: ACH (online check) and Credit Card Payments via CASHNet
  - Please note there is a 2.75% service charge on all credit card payments. There is no fee for ACH payments.
  - CASHNet accepts MasterCard, Visa, Discover and American Express card types.
- Tuition Payment Plan: Administered by HigherOne, Inc., this payment option offers a way to spread tuition payments over time. Deadlines and restrictions do apply. Visit https://tuitionpaymentplan.com/hartford

Student Refunds: Student refunds are processed through BankMobile Disbursements. All students must select a refund preference with BankMobile. A letter and Personal Activation Code will be mailed to the permanent home address on file. The Activation Code is required to securely sign in online to set the refund preference. Refunds can be issued to an existing bank account or the student can open an account through BankMobile. Failure to choose a refund preference may cause a significant delay in receiving refund money.

Health Services: Per CT State Law, all students are required to provide certain health records. If your child fails to submit the proper documents, he/she will not be able to register for classes.
- Please contact Health Services at 860-768-4601.
- The office is closed during the summer months; however, you can leave them a message and someone should return your call within one week.

Parking: All cars parked on campus require a parking permit. Students can request and pay for a parking permit through the Student Self-Service Center. Please visit http://publicsafety.hartford.edu for more information regarding parking on campus.

University of Hartford Bookstore: Students can pick up their textbooks and supplies at the bookstore located in the Harry Jack Gray Center building. Students should bring their course schedule with them to make sure they purchase the proper required books. Text books can also be ordered online and picked up by the student.

HawkCASH: HawkCASH can be added to a student’s HawkCard (University ID Card) for purchases on-campus and at participating off-campus merchants as well. Students and parents may deposit any dollar amount onto a HawkCard. Deposits can be made in person, by mailing to the HawkCARD ID Office, or online at hawkcard.com.
- On-campus uses include: the bookstore, vending machines, health services, food store
- Off-campus uses include: local pharmacies and restaurants

Transcript Requests: Transcript requests can be made online at http://hartford.edu/registrar.

Advance Registration: Advance registration for spring term is held in April and for fall term is held in November. The Registrar’s Office will notify the student regarding the actual dates. Student accounts need to be paid in full to participate in advance registration. Your student will receive a registration PIN from their advisor to register online.

Residential Life: Students anticipating a return to on-campus housing in the next academic year are asked to pay a room reservation deposit in order to participate in the room selection process. Notification will be sent out late January or early February with the room reservation deposit due in March. Deposits are released against fall room charges and may be subject to forfeit if the student does not return to on-campus housing.

Commencement: The fee for graduation for all full time undergraduate students is included in the student support services fee which is billed each fall and spring terms. Graduation fees are assessed to part time and graduate students.

Helpful Websites:
SASC: http://hartford.edu/sasc
Bursar Office: http://hartford.edu/bursar
Residential Life Office: http://hartford.edu/reslife
Financial Aid Office: http://admission.hartford.edu
Registrar’s Office: http://hartford.edu/registrar
Public Safety: http://publicsafety.hartford.edu
University of Hartford E-Mail Account: All students are issued a University of Hartford e-mail account. E-mail is an official means of communication used by Academic and Administrative offices. Students should keep their e-mail password in a secure place and not share it with anyone. It is the responsibility of the student to review e-mail in a timely manner and to delete messages when they have reached their e-mail quota.¹

Online Services Requiring Action Now:

- **FERPA:** Consent to Release Academic and Financial Information. The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect your privacy. In order for us to discuss information with your parent, you must have a FERPA release on file. Go to Student Main Menu/FERPA Information/Update FERPA Contacts.¹

- **Billing:** The Bursar’s Office uses e-billing exclusively to distribute tuition bills to the student. Students automatically have secure access to their financial account through student Self-Service. However, they can set up as many accounts (authorized payers) as needed to allow others to view and/or pay on the tuition account. Go to Student Main Menu/Student Financial Records/Pay your Bill/CASHNet. Go to the block for Parent PINS and Add New. Note, authorized payers can be added or deleted from here.¹

- **Enrollment Consent:** All students are required to accept terms of their enrollment prior to registering for classes each term. Students will be prompted to accept the terms at the time of registration. However, new students should accept the terms directly through the self-service center. Go to Student Main Menu/Consent to Enrollment Terms and Conditions, select term and submit.

- **Title IV Authorization Form:** Federal regulations restrict items that can be paid by federal funds. This form should be filled out by all students who plan on using federal funds, such as federal Stafford loans and federal PELL grant money to pay toward tuition and fees.¹

- **Student Refunds:** Student refunds are processed through BankMobile Disbursements. All students must select your refund preference with BankMobile. You will receive a letter and Personal Activation Code that will be mailed to your permanent home address on file. The Activation Code is required to securely sign up online with BankMobile to set your refund preference. You can choose to send refunds to your own existing bank account or open an account with BankMobile. Please note that the all students must set up their refund preference. Failure to choose a refund preference may cause a significant delay in your refund.¹

¹For more information, please contact the Student Administrative Services Center (SASC) at 860-768-4999 or sasc@hartford.edu.
²For more information, please contact the Public Safety Office at 860-768-7985.
³For more information, please contact the Office of Residential Life at 860-768-7792 or reslife@hartford.edu.
⁴For more information, please contact the Office of Financial Aid at 860-768-4296 or finaid@hartford.edu.
⁵For more information, please visit hartford.edu/its and click on E-mail Accounts.
- **Parking**: All cars on campus are required to have a parking permit. To apply for your permit, Go to Public Safety / Parking and choose Request a University of Hartford Parking Permit.

- **1098T**: As a student, you or your parent may be eligible to a federal income tax credit. Sign up for electronic delivery of the student 1098-T tax statement. Go to Student main Menu/Student Financial Records/Electronic 1098-T Delivery Option. Per federal regulations, students are required to provide their social security number (SSN) to the University of Hartford prior to the issuance of the 1098-T statement. Students who are not seeking federal financial aid should notify SASC of their SSN.¹

**Other Online Services, as needed:**

- **Payment**: You, as well as your authorized payers, can make payments through CASHNet via electronic check (ACH) or credit card online. There is no fee for electronic check payments. However, if you are paying via MasterCard, Visa, Discover, or American Express, there is a 2.75% non-refundable service fee assessed by HigherOne, owner of CASHNet. Fees vary for international credit card transactions.¹

  New in 2015: We have partnered with Western Union Business Solutions to offer an option to “Pay with foreign currency.” Please contact SASC for more information regarding this payment option.¹

- **Financial Aid Award**: To accept your financial aid award, Go to the Financial Aid tab at the top of the form and click on Award/Award by Aid Year.⁴

- **Registration**: You can register on-line once you have received a registration PIN from your advisor. Go to Student Main Menu/Registration.¹

- **Grades**: To view your grades, Go to Student Main Menu/Student Academic Records.¹

- **On-Campus Housing**: To apply for on-campus housing, you will need to pay a $150.00 housing deposit either on-line or with our Student Administrative Services Center. To pay the deposit, Go to Student Main Menu/Student Financial Records/Payment and Deposit Processing. Once the deposit is paid, Go to Student Main Menu/Residential Life/Click here to access Housing Page to apply for on-campus housing.³

- **Transcript/Enrollment Verifications**: Requests are made through the National Student Clearinghouse. Go to Student Main Menu/Student Academic Records/Official Academic Transcript and Enrollment Verification Requests.¹

Please note that this list is meant to help you become familiar with online services at the University of Hartford and is not intended to provide you with a complete list of online services. Please take the time to visit the University of Hartford’s website at hartford.edu and click on the individual department links to see valuable information.

¹For more information, please contact the Student Administrative Services Center (SASC) at 860-768-4999 or sasc@hartford.edu.
²For more information, please contact the Public Safety Office at 860-768-7985.
³For more information, please contact the Office of Residential Life at 860-768-7792 or reslife@hartford.edu.
⁴For more information, please contact the Office of Financial Aid at 860-768-4296 or finaid@hartford.edu.
⁵For more information, please visit hartford.edu/its and click on E-mail Accounts.
PAYMENT OF CHARGES
All students are required to accept enrollment terms and conditions prior to registering for classes. Acceptance can be done in advance through the student self-service center or will be prompted at the time of registration. Charges incurred as a result of your registration are due and payable July 31, 2018. Regardless of whether or not you have been billed, your financial obligation must be addressed in order for you to be cleared for attendance. If you are not cleared for attendance, you will not be listed on class rolls as authorized to attend. Failure to pay by the due date will cause your account to be placed on Cashier’s Restriction. University services may be denied as a result of a cashier restriction. A default charge equal to 1.5% of the unpaid balance is assessed each month on all past due accounts. The University accepts cash, checks, and online E-check (ACH) and credit cards (Visa, MasterCard, Discover, and American Express). The University requires that all payments be in the form of U.S. Currency, or that your check be payable to the University of Hartford in U.S. Dollars through a financial institution with an office in the United States. Checks returned by the bank unpaid will incur a $25 Return Check fee. Check payments may be mailed according to instructions on our billing statement or made directly in the Student Administrative Services Center (SASC).

E-check (ACH) and credit card payment may be made through our Self-Service Center web site at www.hartford.edu through CASHNet (your student ID and PIN will be required). E-check (ACH) and credit card payments may also be made by the student’s authorized Payer through CASHNet (an assigned Payer ID and PIN is required). A service charge of 2.75% is assessed on all credit card transactions. International card rates may be subject to a higher fee. There is no fee for E-check (ACH) online payments.

REGISTRATION FEE
The $30.00 registration fee becomes an obligation at the time that you register for classes is non-refundable, and remains due and payable in the event that you do not attend classes (see withdrawal on the reverse side for additional information).

HEALTH SERVICES NON-COMPLIANCE FINE
The State of Connecticut requires that all matriculated students show proof of immunizations against measles, mumps, and rubella (MMR). Students not in compliance are subject to a $50.00 fine each term.

Rates per TERM for the 2017-2018 academic year are shown below so that you may determine your total charges.

FULL TIME UNDERGRADUATES (12 - 18 Credits)
All Schools and Colleges 18,901 $

MANDATORY STUDENT FEES
Registration Fee (non-refundable) 30 $
Student Support and Services 1,186 $
Full Time Undergraduate Non-Resident/Commuter Students 678 $
Housing (per person)
RESIDENCE HALLS VILLAGE APARTMENTS REGENTS PARK PARK RIVER ASYLUM AVE
Standard 4,004 Double 4,766 Double 4,663 Double 4,869 Double 4,004 3,862 $
Inc. Occ. 3,177 E.Double 4,766 $

MEAL PLANS—All resident students must participate in a meal membership. Each meal plan is based upon a set number of meals and/or Dining Dollars utilizing the University’s ID card. Block meal plans do not carry over from semester to semester. Unused Dining Dollars can be carried from the fall semester to spring semester, but are not refundable. All unused Dining Dollars are forfeited at the end of the spring semester.

200 Block with $500 Dining Dollars 2,601 $
Five Day All Access with $400 Dining Dollars 2,559 $
100 Block Plan with $1000 Dining Dollars 2,469 $
Seven Day All Access with $100 Dining Dollars (Freshmen Only) 2,234 $
Commuter 25 Block with $400 Dining Dollars 678 $
Commuter 50 Block with $600 Dining Dollars 1,068 $

PARKING
Resident: Main Campus Per Year 470 $
Asylum Avenue Per Year 100 $
Commuter: Per year 75 $
Per Semester 45 $

SPECIAL SERVICES FEE (Hillyer College & Hartt School)
All Hillyer students with 9 or more credits 165 $
All HARTT students with 9 or more credits 175 $

OTHER
Lab Fees, Overload, etc. $

TECHNOLOGY FEE
Residents with 9 or more credits 230 $
Commuters with 9 or more credits 210 $
Students with 3-8.5 credits 96 $

TOTAL: $

3/4 TIME UNDERGRADUATES (9 - 11.5 Credits)
The University assesses a flat rate tuition for those students studying at 3/4 of the full-time load, equal to 3/4 of the full-time rate. Reduced Pell Grants and Stafford Loans apply if students have eligibility, but other University and Federal financial assistance is not available.

The University reserves the right to make changes in its tuition, fees, and other charges which it considers necessary and reasonable.
TUITION PAYMENT PLANS
A brochure regarding the University of Hartford Budget Payment Plan, as administered by HigherOne ‘Tuition Payment Plan’, is mailed to home addresses. Information regarding this tuition payment plan may be obtained from the Student Administrative Services Center (SASC). Information is also available at the tuitionpaymentplan.com/hartford website.

FINANCIAL ASSISTANCE RECIPIENTS
ALL REQUIRED DOCUMENTS MUST BE RECEIVED AS REQUESTED OR YOU WILL LOSE FINANCIAL AID. UNIVERSITY SCHOLARSHIPS, UNIVERSITY GRANTS AND FEDERAL GRANTS listed on your financial assistance award notification will be credited to your account. One half of the total award will be credited each semester, unless your award letter specifies otherwise.

WORK STUDY is not credited to your account. Funds are paid to you biweekly (as earned) by the University’s Payroll Department. You should contact the Office of Career Development and Placement (Gengras) for a job assignment.

FEDERAL STAFFORD and PLUS LOAN applications should be submitted through studentloans.gov as early as possible. All memoed/pending aid is quoted on the billing is tentative. Loan funds are not credited to your account until the University receives the loan proceeds from your lender and, if required, secure the borrower’s endorsement. You must be in good academic standing and enrolled in at least 6 credits to remain eligible for loan funds.

STATE SCHOLARSHIPS will be shown on your account as a memo credit once we receive the roster from your state. You will be exempted from default charges on the anticipated amount of the scholarship for each term, and the award amount will be included in determining whether you have met your financial obligation to the University.

PERKINS LOANS will be shown on your account as a memo credit until you have signed for the loan each term. You will be notified by the Bursar’s Office as to the date and time to sign the promissory note. Failure to sign your note according to schedule will result in cancellation of your loan.

OUTSIDE AWARDS from private sources will not be applied to your account until the funds from the awarding agency are received by the SASC. One half of the award will be credited each semester, unless noted otherwise by the awarding agency. Changes of program which result in a decrease in credit hours may have an adverse effect on your financial assistance award. Certain forms of aid are reduced or eliminated if your student status drops below full time. Questions regarding your award should be directed to the Office of Student Financial Assistance, telephone (860) 768-4296. All required documentation must be received by the Admission/Financial Aid Office within the award term or aid may be revoked. Financial assistance funds are applied on a provisional basis, as some of the requirements for these funds may not have been met as of the time that we apply credit to your account. You are responsible for the proper completion and timely submission of all documents required to determine your eligibility for financial assistance. You are also responsible for any balance due created by the delay or revocation of any form of financial assistance when the delay or revocation occurs due to your failure to meet documentation requirements and/or deadlines. Financial assistance awards are subject to cancellation if satisfactory academic progress is not maintained. If placed on probation, the student is responsible for the payment of any balance created by the cancellation of part or all of the financial aid package. Should you receive notification of the delay, denial or revocation of any form of financial assistance, the SASC should be contacted immediately so that the necessary notifications may be made on your account records. To alert us to such delays, please contact SASC at (860)768-4999 during business hours (M-Thurs 8:30-5:00; Friday 8:30-3:00)

REFUND OF CREDIT BALANCE
Requests for the return of a credit balance may be made with SASC for processing. The refund of money to students is processed through BankMobile to the designated refund preference set by the student at bankmobile.com. Refunds are normally produced within ten (10) days of the date on which the refund is requested. The refund of credit balances which exist due to payment via personal or non-U.S. checks may be delayed from ten (10) up to thirty (30) days, depending upon the time necessary to clear the remittance item through the banking system. Refunds due to payments initiated online will be credited back to the originating online payment account. Federal aid regulations require that Title IV credit balances must be refunded unless authorization is received to hold the credit for future charges. Aid regulations require that all Title IV credits must be refunded at the end of the aid year. To submit written Title IV authorization, please contact SASC during business hours (M-Thurs 8:30-5:00; Friday 8:30-3:00). Refunds resulting from credits of “Tuition Payment Plan” contracts will be issued to the plan payer and only after the University receives the funds from HigherOne.

WITHDRAWAL
Effective with the date that a formal, written request for withdrawal is received by the Office of the Registrar, full or partial credit of tuition charges will be applied to your account in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through first week of classes</td>
<td>100% tuition credit (registration fee is not adjusted)</td>
</tr>
<tr>
<td>Within second week of classes</td>
<td>60% tuition credit (registration fee and student fees are not adjusted)</td>
</tr>
<tr>
<td>Within third week of classes</td>
<td>40% tuition credit (registration fee and student fees are not adjusted)</td>
</tr>
<tr>
<td>Within fourth week of classes</td>
<td>20% tuition credit (registration fee and student fees are not adjusted)</td>
</tr>
<tr>
<td>After fourth week of classes</td>
<td>NO FINANCIAL EFFECT</td>
</tr>
</tbody>
</table>

Credit will not be applied if a student is suspended, dismissed, or leaves the University without formally withdrawing, nor will an adjustment be made for temporary absence from classes. In determining the percentage of credit to your account due to a withdrawal, the effective date of the withdrawal will be the date that the student's written request is received by the Office of the Registrar, rather than the last day of class attendance. Non-attendance does not constitute a withdrawal. Withdrawals for medical reasons should be submitted to the Dean of Students with appropriate documentation for consideration of a pro-rata refund on room and board. Tuition & Fees are refunded as listed above. Laboratory Fees are not refundable after the first week of classes and therefore they are not subject to proration. Registration Fee becomes an obligation as of the time that you register for classes (see REGISTRATION FEE over).

HOUSING
Housing contracts at the University of Hartford are for the entire academic year. Students who withdraw will receive partial housing credit consistent with the tuition withdrawal percentages. Requests for release from housing contracts must be made prior to July 1 for Fall and January 1 for Spring. Refer to the Housing Contract for further information.

ADDITIONAL INFORMATION
This information sheet is meant only to provide you with an overview of University policy and procedures. Complete official policies may be found in the University Bulletin and supplements the University Bulletin. SASC is located on the Second Floor of the Beatrice Fox Auerbach Computer and Administration Center. Office hours are Mon-Thurs 8:30 a.m. to 5:00 p.m. Fri 8:30-3:00. Visit our websites at www.hartford.edu/sasc and www.hartford.edu/bursar.
We have plans for you!

Pay tuition in manageable monthly installments—for either your entire bill or the amount remaining after financial aid.

https://commerce.cashnet.com/hartfordpay
WE’VE MADE PAYING TUITION EASIER!
Enroll in a tuition payment plan to pay your tuition in more manageable installments.

*Give You Time*
Make monthly payments over time.

*Avoid High Interest Rates* 
Tuition Payment Plans only charge one low fee at enrollment.*

*Make Life Easier*
Set up a plan to cover your entire bill, or just the balance left after financial aid.
- Streamlined enrollment process to ensure your account is set up properly
- Initiated by you, with option to invite a parent or relative to complete the plan
- Payments conveniently made electronically
- Easy access to manage your account online
- Visit the Bursar website for plan deadline dates

*Get Started Today*
1. Login to https://commerce.cashnet.com/hartfordpay
2. Go to the Payment Plans box
3. Select the available semester plan to enroll

ENROLL NOW
https://commerce.cashnet.com/hartfordpay

*All available plans and applicable payment options, fees and disclosures will be presented to you during enrollment. Enrollment in and availability of plans may be subject to state law limitations. An enrollment fee will apply and other fees may apply. The Cashnet Full Service Payment Plan is administered by Higher One, Inc. dba as Cashnet, a Blackboard Inc. company. The enrollment fee is considered a finance charge which is defined by federal regulations as “the cost of consumer credit as a dollar amount.” To make it easy for consumers to compare this cost to other forms of credit, Cashnet provides the equivalent annual percentage rate (APR), which takes into account a number of variables, including the number of payments, the term, and the principal amount. APR limits may be subject to applicable state laws.*

Copyright © 2018. Blackboard Inc. All rights reserved. See all trademarks and patents at blackboard.com/ip.
PARENT AUTHORIZATION FOR FEDERAL PLUS LOAN (TITLE IV)

Federal Regulations state that the University must obtain written authorization from a Borrower in order to use federal PLUS loan money that exceeds tuition and fees to:

- Pay minor prior academic year institutional charges
- Pay non-institutional charges (e.g. parking permits, books, library fines, parking fines, etc.)
- Hold excess Title IV federal funds for future semesters within an academic year

Please complete each of the following selections and return to the Bursar’s Office at the address above.

Please note that this authorization remains in effect during the entire time a student is enrolled at the University of Hartford. You may rescind one or all of these authorizations at any time by providing a written statement to the Bursar’s Office.

However, notwithstanding any authorization we receive from you, we are required by federal law to return all excess Title IV federal PLUS funds to the parent at the end of the award year for which the funds were awarded.

Authorization to pay prior academic year minor institutional charges

[ ] YES [ ] NO

Authorization to pay non-institutional charges

[ ] YES [ ] NO

Authorization to hold excess Title IV Federal Funds for future semesters within an academic year.

[ ] YES [ ] NO

I, ______________________ , understand that these authorizations will remain in effect for the entire time the student listed below is enrolled at the University of Hartford unless I provide written notification to the Bursar’s Office to rescind any or all of them.

Signature of Borrower                        Print Student Name and UH ID#                        Date
Consent to Release Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) and the University of Hartford protect the privacy of student educational records and generally limit access to the information contained in those records by third parties. Please visit http://uhaweb.hartford.edu/sasc for responses to frequently asked questions regarding this Act.

You may choose to grant the University of Hartford permission to disclose educational records to certain individuals in accordance with FERPA and University policy. Please complete this form and return it to the Student Administrative Services Center (SASC) CC220, 200 Bloomfield Avenue, West Hartford, CT 06117, or your College Dean's Office, Residential Life Office, or other student services offices as indicated below. The form will be kept on file in the Registrar's office.

Note: This form does not give permission to release any information with regard to health, counseling, disability, or public safety records. PLEASE READ THE INFORMATION REGARDING FERPA ON THE BACK OF THIS FORM.

Student's Name: ___________________________ University ID #: ___________________________

I have indicated below the individual(s) or agency to whom the University may release information from my educational records:

The individual(s) named below may have access to the following information: (Check all that apply)

<table>
<thead>
<tr>
<th>First Individual/Agency</th>
<th>Second Individual/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Full Name</td>
</tr>
<tr>
<td>Relationship to Student</td>
<td>Relationship to Student</td>
</tr>
<tr>
<td>Street</td>
<td>Street</td>
</tr>
<tr>
<td>City / State / Zip Code</td>
<td>City / State / Zip Code</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

- Academic Information
- Billing/Payment Information
- Financial Aid Information
- Residential Life Information
- Student Conduct Information - *current
- Student Conduct Information - all
- Include all of the above
- Remove all access

* current refers to either the year in which you are currently enrolled, or if completed after the spring term it refers to the next academic year.

I understand that I can revoke this release at any time by notifying SASC in writing (please note, it takes 24 hours to process the request). Your request will automatically expire upon graduation or withdrawal from the University of Hartford. By signing this form I acknowledge that I have read the information on the back of this form.

Student's Signature ___________________________ Date ________________

Please attach additional forms if you are giving permission
About FERPA

FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. Any student objecting to the release of directory information should bring this to the attention of the registrar; accordingly, release of directory information for the particular student will be withheld.

Please be advised that although we have received said authorization for the release of information, the University reserves the right to deny the release of any and all information unless court ordered to do so.

The University of Hartford publishes FERPA information in the student handbook, *The Source*, every academic year.

Definitions
**Academic Information** includes registration, student schedule, grades, grade point average, class participation, assessment test scores, and academic progress status.

**Billing/Payment Information** includes access to all bills and student accounts receivable information. This includes, but is not limited to, details of charges and payments, any financial restrictions, abatement forms, and student account status.

**Financial Aid Information** includes forms, documents, correspondence, etc. submitted to the financial aid office. These include, but are not limited to, the Free Application for Federal Student Aid (FAFSA), tax returns, wage statements, verification worksheets, letters regarding financial aid eligibility, and information sent to the student.

**Residential Life** includes access to the student's file that includes, but is not limited to, the student housing application, incident communication reports, damage billing reports, and health and safety inspection forms.

**Student Conduct Information** includes misconduct violations resolved through the Student Misconduct Resolution Process. According to the student's release, this may include just the current incident or current and past violations.
Directions to login and navigate CASHNet’s HartfordPay site – Parents

Note: Student is required to authorize the Parent Pin through CASHNet prior to access

- Navigate to https://commerce.cashnet.com/hartfordpay
- Once you are on the HartfordPay site, click the link listed to the right of the login boxes that says “Parents and Authorized users click here to login with your user name and password.”
- Enter the Parent PIN ID that was established by the student. This was included in the email you received once your student set you up as an authorized payer.
- Enter the temporary password provided in the email
- Click Login button
- Enter the old password provided in the email from CASHNet
  - Create a new password
  - Confirm the new password
- You will be prompted to set a security question
  - Select a pre populated question and enter the answer.
    - This option will allow you to reset your password should you forget what you have set it to.
- This is the Parent Dashboard. From here you can view recent activity on the student account, make payments/deposits, view bills, see recent activity, and have the ability to change the default password and email the eBill should go to. This can be changed at any time and can be changed to any valid email address.
- Authorized payers have the option to save payment methods to be used in the future. Please note students do not have access to this information.
- To make a payment or deposit to the student account, please click the link provided in the “Your Account” area of the dashboard.
  - This will bring a payment selection list. Choose the appropriate link.
  - Enter the dollar amount you would like to pay
  - Click the “Add to Shopping Cart” button
  - You will be taken to the shopping cart. You can edit or delete the payment at this time, continue shopping or checkout.
  - From here you can click “Continue Shopping” to add another type of payment to the account or you can click “Checkout”.
  - By clicking Continue Shopping you can choose to make another type of payment or deposit and add it to the shopping cart.
  - By clicking Checkout you see a screen that lists payment options. You can enter credit card information, electronic check information or choose a payment you already set up.
- To pay by credit card, choose “enter new credit card information” and click the continue checkout button. You will be directed to enter to a screen that requires you to acknowledge that you will be assessed a 2.75% convenience fee for using your credit card. Please click the box next to the acknowledgement statement and the click continue checkout button.
  - You will be directed to a screen where you will fill in your credit card information, and card holder information.
  - At the bottom of the screen there is an area to save this payment method for future use. This is optional; you are not required to use this option. It is provided as a courtesy to help expedite your checkout in the future.
Once you have entered the credit card and card holder information please click the continue checkout button. 
This will bring up a screen that shows the pending payment. If the information is correct click the submit payment button. 
Once you click the submit payment button you will see a screen that shows “Transaction Approved”. This is your receipt for payment. You will receive an email of this same information at the address you set up when you set up your account. 
You also have an option to email another receipt to someone else as well as the option to view a printable receipt. 

- **To pay by electronic check**, choose “enter new electronic check information” and click the continue checkout button. 
  - You will be directed to a screen where you will fill in your account routing and account number, account type and account holder name information. 
  - At the bottom of the screen there is an area to save this payment method for future use. This is optional; you are not required to use this option. It is provided as a courtesy to help expedite your checkout in the future. 
  - Once you have entered the account information please click the continue checkout button. 
  - This will bring up a screen that shows the pending payment. If the information is correct click the submit payment button. 
  - Once you click the submit payment button you will see a screen that shows “Transaction Approved”. This is your receipt for payment. You will receive an email of this same information at the address you set up when you set up your account. 
  - You also have an option to email another receipt to someone else as well as the option to view a printable receipt. 

- You can sign out at this time or click the “Your Account” link at the top of the page to return to the parent dashboard. You will see the payment you just made under the “Your Recent Payments” area.
Protecting your future?
Smart.

Enjoy the peace of mind that comes from knowing your investment in your education is protected.
For graduation:
- Meet with your advisor and college evaluator.
- Participate in career fairs and events.
- Network with people in your field.
- Complete a second internship.
- Attend interview workshops.
- Build your portfolio and continue to work on your interviewing skills.
- Discuss graduate school options with faculty or admissions representatives.
- Discuss graduate school options with faculty or admissions representatives.
- Ask professors and professional employers for letters of recommendation.
- Review and update your resume.
- The fall semester:
  - Apply for jobs beginning in the fall semester.
- Junior Year:
  - Junior year.
  - Junior year.
  - Junior year.
- Sophomore Year:
  - Explore membership in clubs and organizations.
  - Investigate study abroad options.
  - Visit Career Services and meet with a career advisor to discuss your skills, interests, and values.
  - Gain hands-on experience through internships.
  - Set up your profile on LinkedIn.
YOUR SUCCESS IS IMPORTANT TO US!

UNIVERSITY OF HARTFORD
CENTER FOR STUDENT SUCCESS
BE SUCCESSFUL AT UHART!

As a centralized campus resource, we help you navigate your new environment to thrive inside and outside the classroom.

ACADEMIC SUPPORT
» FREE PEER TUTORING
» TIME MANAGEMENT AND STUDY SKILLS
» MAJOR EXPLORATION
» QUESTIONS ABOUT SCHEDULES, CLASSES, AND MAJOR REQUIREMENTS

ADJUSTMENT TO COLLEGE
» GET INVOLVED ON CAMPUS
» GET CONNECTED TO OTHER STUDENTS
» PERSONAL AND INTERPERSONAL DEVELOPMENT
Orientation 2018
Parent Evaluation

Please take a minute to complete the following questions. We value your input and want to do all that we can to improve our orientation program. Please return this form to any Red Cap!

Please circle one of the following answers to each question:

College/School that your student is enrolled in:

A. Barney School of Business
B. College of Arts and Sciences
C. College of Education, Nursing & Health Professions
D. College of Engineering, Technology, & Architecture
E. Hartford Art School
F. Hartt School
G. Hillyer College

Major: ________________________________

Is your student going to be a commuter or resident this upcoming academic year?
A. Commuter  B. Resident

Please circle one of the following numbers in response to each question: 1=strongly disagree  2=disagree,  3=neutral,  4=agree,  5=strongly agree,  N/A=not applicable

In anticipation of attending Orientation, I was hoping to:

A. Interact with the faculty & staff of the college/school in which my student is enrolled.  
   1  2  3  4  5  N/A
B. Spend time meeting and interacting with other new parents and guests.  
   1  2  3  4  5  N/A
C. Increase my understanding of academic expectations.  
   1  2  3  4  5  N/A
D. Increase my familiarity with the campus environment and services.  
   1  2  3  4  5  N/A

Having now attended Orientation, I believe that:
A. The University of Hartford is excited to have our family join their community.  
   1  2  3  4  5  N/A
B. I was able to participate in activities that made me feel welcome.  
   1  2  3  4  5  N/A
C. My Red Cap(s) wanted to learn more about my student and me.  
   1  2  3  4  5  N/A
D. I have positive expectations about my student’s first semester.  
   1  2  3  4  5  N/A

(continued other side)
Please circle one of the following numbers in response to each question:  
1=strongly disagree  2=disagree,  3=neutral,  4=agree,  5=strongly agree,  N/A=not applicable

E. I've met at least two fellow parents who have something in common with me.  
   1 2 3 4 5 N/A

F. I've learned something that will help my student be successful in the fall.  
   1 2 3 4 5 N/A

G. The Orientation website was logical and easily navigated.  
   1 2 3 4 5 N/A

H. The Orientation check-in was well organized.  
   1 2 3 4 5 N/A

I. The Welcome Program was energizing and impactful.  
   1 2 3 4 5 N/A

J. The college/school meeting gave me an understanding of the school/program.  
   1 2 3 4 5 N/A

K. The Parent Panel in Lincoln Theater was interesting and informative.  
   1 2 3 4 5 N/A

L. The Dollars & Sense program was well organized and informative.  
   1 2 3 4 5 N/A

M. The Resource Fair offered me additional information about University services and programs.  
   1 2 3 4 5 N/A

N. The Red Cap(s) were enthusiastic and helpful.  
   1 2 3 4 5 N/A

O. The quality, selection, and service of the food were very good.  
   1 2 3 4 5 N/A

P. As a result of Orientation, I feel more comfortable about the University of Hartford as my student's school of choice.  
   1 2 3 4 5 N/A

Q. I was satisfied with my experience at Orientation.  
   1 2 3 4 5 N/A

We would welcome your comments and suggestions about any aspect of the Orientation program:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Please return this form to any Red Cap!

Thank you!

Mike Ormsby  
Director of Orientation