WELCOME TO THE UNIVERSITY OF HARTFORD!

STUDENT ORIENTATION 2018

Numbers in parentheses indicate building number on the map on back of this schedule.

**FIRST DAY**

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

9-10:30 a.m. Pick up keys and move into residence halls
Gengras Student Union (18)

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

noon-1 p.m. Lunch
Gengras Student Union (18)

1-2 p.m. Icebreakers: Hawks Fly Together
Gengras Student Union (18)

2:15-5 p.m. Academic advising I: Introduction to academic programs and advising. See back for locations. Red Caps will guide you to the proper room.

3-5:30 p.m. ID pictures
Gengras Student Union, ID Office (18)

4:30-6:30 p.m. Dinner with parents and students
University Commons (7)

6:45-7:30 p.m. Small group discussions with Red Caps
Red Caps will guide you to the proper room.

7:45-8:45 p.m. Evening entertainment
Gengras Student Union (18)

9-11 p.m. Late night food, fun, games, and music
Gengras Student Union (18)

**SECOND DAY**

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

9:15-10 a.m. You in three years
Konover Great Room (12)

10:15-10:45 a.m. Academic advising II: You will receive your class schedule for the fall. Red Caps will guide you to the proper room.

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: Resource fair
Gengras Student Union (18)

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

10:45-11:15 a.m. I'm First! First Generation Students: If you are the first in your family to attend college, learn more about resources and contacts available for your success.
Mall I Lecture Hall—Dana Hall 201 (4)

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**ADVISING SCHEDULE**

All students will be guided to their advising rooms by Red Cap Orientation leaders.

- **Barney School of Business**
  - First Day, 2:15-5 p.m.
  - Auerbach Hall 326 and 327 (20)

- **Second Day, 10:15-10:45 a.m.**
  - Auerbach Hall 326 and 237 (20)

- **College of Arts and Sciences**
  - First Day, 2:15-5 p.m.
  - Hillyer Hall 207, 217, 221, 229, 246, 251, 319, 401, 403, 415, and 419 (20)

- **Second Day, 10:15-10:45 a.m.**
  - Konover Great Room (12)

- **College of Education, Nursing and Health Professions**
  - First Day, 2:15-5 p.m.
  - Education
  - Hillyer Hall 242 (20)

- **Health and Rehab Sciences**
  - Dana Hall 202, 232, and 411 (4)

- **Second Day, 2:15-5 p.m.**
  - All College of Education, Nursing and Health Professions Majors
  - Wilde Auditorium (15)

- **College of Engineering, Technology, and Architecture**
  - First Day, 2:15-5 p.m.
  - Dana Hall 201 and 205 (4), UT Hall 306 and 320 (3)

- **Second Day, 10:15-10:45 a.m.**
  - UT Hall 320 (3)

- **Hartford Art School**
  - First Day, 2:15-5 p.m.
  - Harry Jack Gray Center E302A (15)

- **Second Day, 10:15-10:45 a.m.**
  - Harry Jack Gray Center E302A (15)

- **The Hartt School**
  - First Day, 2:15-5 p.m.
  - Fuller Music Center 410-412 (17)

- **Second Day, 10:15-10:45 a.m.**
  - Bliss Music Room (17)

- **Hillyer College**
  - First Day, 2:15-3:15 p.m.
  - Hillyer Hall 125 (20)

  - 3:15-5 p.m.
  - Hillyer Hall 111, 130, 134, 140, 240, 244, 303, and 317 (20)

- **Second Day, 10:15-10:45 a.m.**
  - Hillyer Hall 125 (20)

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UNIVERSITY OF HARTFORD

#UHartBound
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
### Student Schedule Worksheet

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### Registration Form

**Name:**

**Address:**

**Phone:**

**Email:**

**Term and Year:**

**Drop Override Reasons:**

- [ ] Yes
- [ ] No

**ADD Override Reasons:**

- [ ] National Foundation of Outdoor Recreation Managers
- [ ] Academy of Outdoor Recreation Managers
- [ ] American Instructors Association
- [ ] American Recreational Activities
- [ ] Natioal Association of Park and Recreation Managers
- [ ] National Park Recreation Association
- [ ] American Recreation Association
- [ ] American Recreational Activities
- [ ] National Park Recreation Association

**ENROLLMENT:**

1. [ ] Fall
2. [ ] Spring
3. [ ] Summer
4. [ ] Fall and Year

**Course Information:**

<table>
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<tr>
<th>Course Code</th>
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</table>

**Grade Option:**

- [ ] A
- [ ] B
- [ ] C
- [ ] D
- [ ] F

**Reason:**

**Signature:**

**Date:**

---

**Advisor's Signature:**

**Date:**

---

**Dean or Designee Signature:**

**Date:**

---

**Student's Signature:**

**Date:**

---
YOUR GUIDE TO UNLOCKING REFUNDS.

University of Hartford has partnered with BankMobile to deliver refunds and offer you smarter ways to manage that money.

To Get Started:

1. Go to RefundSelection.com
2. Enter your unique Personal Code from the green envelope.
3. Create your login information.
4. Select how you would like to receive your money.
5. Complete your profile.

HAVE QUESTIONS? VISIT REFUNDSELECTION.COM
STUDENT AUTHORIZATION FOR FEDERAL FINANCIAL AID (TITLE IV)

Federal Regulations state that the University must obtain written authorization from a student in order to use federal financial aid 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. You may also complete online through the Student Self-Service Center.

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 funds that exceed tuition and fees to the student 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 I am 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 Student __________________________  U of H 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](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>
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<tr>
<th>First Individual/Agency</th>
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<tbody>
<tr>
<td>Full Name</td>
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<td>Relationship to Student</td>
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<td>Street</td>
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<td>City / State / Zip Code</td>
<td>City / State / Zip Code</td>
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<tr>
<td>Telephone Number</td>
<td>Telephone Number</td>
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</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.
UNIVERSITY OF HARTFORD

A Guide to Student Online Services

Accessed through the Student Self-Service Center
(hartford.edu, Click on Self-Service link at the top of the page)

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.⁵

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.”² 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.
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
Student Evaluation

Please take a minute to provide us with some feedback. We value your input and want to do all that we can to improve our orientation program. Please hand in this evaluation form to a Red Cap when you pick up your ID card at the Resource Fair on Day 2.

Please circle one of the following answers to each question:

Status:
A. First-year student
B. Transfer student with fewer than 24 credits
C. Transfer student with 24 or more credits

College/School:
A. Barney School of Business
B. College of Arts & 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: ________________________________

Did you spend the night on campus? A. Yes B. No

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 I am enrolled to develop a comfort level with them. 1 2 3 4 5 N/A
B. Spend a good deal of time meeting and interacting with new students. 1 2 3 4 5 N/A
C. Increase my understanding of my major and/or academic expectations. 1 2 3 4 5 N/A
D. Increase my familiarity with the campus environment. 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 disagree, N/A = not applicable

Having now attended Orientation, I believe that:

A. The University of Hartford is excited to have me 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 me. 1 2 3 4 5 N/A
D. I have positive expectations about my first semester. 1 2 3 4 5 N/A
E. I met at least two fellow students who have something in common with me. 1 2 3 4 5 N/A
F. I learned something that will help me 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 Welcome Program was energizing and impactful. 1 2 3 4 5 N/A
E. Hawks Fly Together (games after lunch) helped me get to know other new students. 1 2 3 4 5 N/A
F. Academic advising was easy to understand. 1 2 3 4 5 N/A
G. My faculty advisor was helpful with course selection and other concerns. 1 2 3 4 5 N/A
H. My Red Cap(s) during advising were helpful. 1 2 3 4 5 N/A
I. The evening program with the hypnotist was enjoyable. 1 2 3 4 5 N/A
J. The post-hypnotist program was fun and enjoyable. 1 2 3 4 5 N/A
K. The quality, selection, and service of the food was very good. 1 2 3 4 5 N/A
L. The Resource Fair offered me additional information about University services and programs. 1 2 3 4 5 N/A
N. 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 hand in this evaluation form when you pick up your ID card at the Resource Fair on Day 2.

Thank you,

Mike Ormsby
Director of Orientation