

Getting Started
Checklist for New Graduate Students

Before you arrive at the University you should:

___ ***Provide the Health Services Department with the required MMR form*** The form was in your application for graduate study or page 121 of the Fall Schedule of classes. It should be returned to the University of Hartford Health Services office. This form is required by state law and must be turned in before registering for classes. Please call 768-6601 with any questions.

At the University you should do the following:

___ ***Meet with your Program Director or Faculty Advisor*** to determine the appropriate course or courses to commence your graduate studies. Ask if your course will require a departmental signature on the registration form and have it signed then if necessary.

At the Computer and Administration Building you should:

___ ***Register for Classes:*** You may register at the Student Administration Service Center (SASC) located in the Beatrice Auerbach Administration and Computer Center, 2nd Floor. All registration forms require a signature. Please call the SASC center for questions regarding registration or registrar issues at 768-4999.

___ ***Obtain a Parking Permit:*** Parking permits are processed at the SASC center when you register for classes. If you have already registered you may also obtain a parking permit from Graduate and Adult Academic Services located next to the SASC center in the Beatrice Auerbach Administration and Computer Center, 2nd Floor. If you have questions please call 768-4371 or SASC at 768-4999.

___ ***Set up an e-mail account:*** If you wish to access the University's main server and the Library's databases from your home computer, visit the Computer Services Office in the Beatrice Fox Auerbach Administration and Computer Center, 1st Floor. Bring your copy of your registration or your ID card with you. The office hours are: Monday-Thursday 8:30am-9pm, Friday 8:30am-7pm, Saturday 10am-6pm, and Sunday 12pm-6pm. If you have questions call 768-5999.

~Please see reverse for the final steps of your checklist~

At the Gengras Student Union you should:

— **[Obtain your Identification Card:](#)** The office is located in the lower level of Gengras behind the Taco Bell Concession. Sit and Smile for your ID. The whole process will take about 5 minutes. Make sure to bring a picture ID and your copy of your registration with you. The ID office will be open until 7pm during the first two weeks of the semester. If you have questions call 768-5343.

At the Harry Jack Gray Center you should:

— **[Purchase your books:](#)** Textbooks are located in the lower level of the bookstore in the Harry Jack Gray Center. The bookstore will be open special hours during the first two weeks of the term (please see the enclosed schedule for the exact hours of the ID and bookstore during the first two weeks of the semester). Bring your schedule with you so that you can get the proper books for your section and class number. If you have questions call 768-4801.

An optional step:

— **[Purchase a membership to the University of Hartford Sports Center Facility:](#)** The Sport Center Facility requires a membership. The cost for the year is \$175. You should bring your ID card or proof of registration to the Sports Center to purchase a membership. The Sports Center Membership Office is open Monday-Friday 8:30am-7pm. The Sports Center Facility is open for use Monday-Thursday 6am-11pm, Friday 6am-10pm, Saturday and Sunday 8am-8pm. If you have questions call 768-5050.

Useful Links:

Campus map- www.hartford.edu/about/map

Library- <http://library.hartford.edu>

Bookstore- <http://shop.efollett.com/htmlroot/storehome/universityofhartford885.html>

Sports Center- <http://uhaweb.hartford.edu/sportsctr/>

Food locations- <http://www.hartford.edu/about/map/food.asp>

IMPORTANT HOURS AND NUMBERS

ID Office (768-5343): Gengras Student Union behind the Taco Bell Concession

Monday –Thursday: 9am- 4:30pm

Friday: 9am-3pm

Bookstore (768-4801): lower level of the Harry Jack Gray Center

Monday – Thursday: 9am-7pm

Friday: 9am-4pm

Saturday: 11am-4pm

W.H. Mortensen Library (768-4264): Harry Jack Gray Center

Monday –Thursday: 8:30am – Midnight

Friday: 8:30am-6pm

Saturday: 10am-6pm

Sunday: Noon- Midnight

Gengras Student Union Café: Gengras Student Union

Monday – Thursday: 7:30am-10:30am; 11am-2pm; 3pm-7pm

Friday: 7:30am-10:30am; 11am-2pm

Montague's Deli: Next to the Gengras Student Union Café

Monday-Friday: 11am-3pm

Freshens Yogurt & Store: bottom floor of the Gengras Student Union

Monday-Thursday: 10am-8pm

Friday: 10am-5pm

Taco Bell Express: bottom floor of Gengras Student Union

Monday- Thursday: 11am-8pm

Friday: 11am-5pm

Java City: Konover Campus Center

Monday- Friday: 8am-11pm

Saturday-Sunday: 11am-11pm

S.A.S.C. Student Administration Services Center (768-4999): Computer and Administration Center 2nd Floor

Monday- Thursday: 8:30am-6pm

Friday: 8:30am-3pm

Graduate and Adult Academic Services (768-4371): Computer and Administration Center 2nd Floor

Monday- Thursday: 8:30am-7pm

Friday: 8:30am-4:30pm