



Student Handbook

Dear Student,

On behalf of the faculty, staff and administration of Hartford Seminary....

Welcome *Bienvenido* *Ahlan Washalan* *Brukhim haba'im*

Located on the left side of the front walkway coming into the white tile building constructed with its expansive walls of glass designed to let in the light is a peace pole with the word 'peace' written in English, Spanish, Arabic and Hebrew. These are the primary languages of our work here at Hartford Seminary. The peace pole is a symbol of the rich diversity and deep interfaith and ecumenical engagement embodied by and practiced at Hartford Seminary through its academic programs, educational outreach and events, research and scholarship, and community life, including the languages we speak.

We are honored to have you with us and we trust and pray that your experience and time here will be one of intellectual engagement, spiritual fulfillment, dialogue and reflection as another chapter in your life's journey unfolds.

We are pleased to provide you with the *Hartford Seminary Student Handbook 2007-2008*. This handbook is a companion piece to the *Hartford Seminary 2007-2008 Catalogue* and is intended to provide you with the necessary information, logistics, and resources to facilitate a smooth educational experience during your time here. Please read both of these important documents carefully. They represent, in a sense, our commitment to you for the next few years in terms of curriculum and policy (subject to occasional changes each year), and a compendium of your responsibilities as a student as well.

Your comments and feedback are always welcome and valued. Should you have suggestions or ideas as to ways in which this handbook may be more useful to you or ways in which the Seminary may provide additional assistance in support of your educational goals and programs, please let us know.

Peace be with you.

Efrain Agosto
Interim Dean of Hartford Seminary
860.509.9553
eagosto@hartsem.edu



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Introduction

Accreditation and Association

Hartford Seminary is accredited by The Association of Theological Schools in the United States and Canada (412-788-6505), the New England Association of Schools and Colleges (781-271-0022), and the Board of Higher Education of the State of Connecticut.

Hartford Consortium for Higher Education

Hartford Seminary is a member of the Hartford Consortium for Higher Education; the other institutions in the consortium include: Capital Community College, Central Connecticut State University, Charter Oak State College, Connecticut Public TV and Radio, Rensselaer at Hartford, Saint Joseph College, Saint Thomas Seminary, School of Dance Connecticut, Trinity College, the University of Connecticut, and the University of Hartford.

Non-Discrimination Policy and Equal Opportunity Statement

Hartford Seminary subscribes to the principles and laws of the State of Connecticut and the Federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Hartford Seminary policy prohibits discrimination against any individual on the basis of race, gender, sexual orientation, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness or veteran status, or any other reason prohibited by an applicable law or regulation in the employment of faculty, staff and students; in the recruitment and admission of students; and in the operation of all Seminary programs, activities and services. Students with disabilities are eligible for special services when they are enrolled in courses for graduate credit or in certificate program courses required for the completion of the program certificate. Additionally, the Seminary will not condone acts of violence or harassment reflecting bias or intolerance of any of the above mentioned classes. Evidence of practices that are inconsistent with this policy should be reported to the Office of the Dean.

Student Handbook

This handbook is a guide for new and returning students of Hartford Seminary. It is designed to supplement the *Hartford Seminary Catalogue 2007-2008*. All sections except “Living in Hartford” represent the official policies of the Seminary. Course descriptions and course schedules are contained in the Catalogue and are posted on the Seminary’s website www.hartsem.edu. Longer policy documents have been placed at the end of this document in the appendices. Students are responsible for the information contained in this handbook and the *Hartford Seminary Catalogue*, and are presumed to have knowledge of the policies set forth in these publications.

Disclaimer

This handbook is neither a contract nor an offer of a contract. The information it contains was accurate at the time of publication. Information included in this handbook may change without notice.



Hartford Seminary at a Glance

Hours of Operation

All hours listed below apply to when classes are in session. Hours are posted for holidays, vacation periods, semester breaks, January Intersession and Summer Session prior to each. Please check the Hartford Seminary 2007-2008 calendar (pps. 10-11) for dates the Seminary is closed.

Administrative Office Hours

Monday – Friday 9am-5pm

Bookstore Hours

Monday – Friday 9am-5pm
Saturday 8:30am-3pm

During the first two weeks of classes in the fall and winter/spring semesters, the Bookstore is open Monday through Thursday until 7pm for students to purchase textbooks.

Library Hours

Monday –Thursday 9am-9pm
Friday 9am-5pm
Saturday 8:30am-3pm

Summer Hours

During the Summer Session in June, the library and bookstore have special hours to accommodate the summer session schedule. Between the July 4th holiday and mid-August, the Seminary’s operating hours typically change to Monday-Thursday, 8:30am – 5:30pm and the Seminary is closed on Fridays, Saturdays and Sundays during this period. Special evening library hours, typically two evenings per week on Monday-Thursday are designated for students completing summer session coursework. Specific hours are posted and communicated via the electronic newsletter *The Hartford Seminary Exchange*, which is distributed online or via hard copy to those without working email addresses.

Kinds of Course Schedules

There are a variety of course schedule designs at Hartford Seminary. Course schedule formats are geared for students who are engaged in full-time work or other significant commitments.

Degree Programs

In degree programs, the minimum number of contact hours required for the course instructor and students to meet during the course is 30 hours.

Course Schedule - Academic Year (Doctor of Ministry)

The course schedule is designed to accommodate the needs of persons engaged in full-time ministry, some of whom travel considerable distances. Students come to the campus once every three to four weeks to participate in the Colleague Seminar on Monday and an elective course on Tuesday, otherwise referred to in the Seminary community as “D.Min. Days.” During the academic year, Doctor of Ministry courses meet from 10 a.m. – 5 p.m. on Mondays and 9 a.m. – 4 p.m. on Tuesdays. Most courses are offered on a two-year cycle.

Course Schedule – Academic Year (Master of Arts)

The course schedule is designed to accommodate persons whose work schedules often prevent daytime courses. Most classes meet late afternoons and evenings or evenings and Saturdays. However, typically one course each semester is offered during the daytime for students working other than daytime hours or with school age children, etc. Courses are generally offered on a two-year cycle.

Course Schedule – January Intersession

A limited number of one-week intensive courses are offered during a designated week in January. These courses require students to complete reading and writing assignments throughout the winter/spring semester and to submit



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final course assignments by the end of the semester. January intersession course instructors set the final deadlines for January Intersession course work.

Course Schedule - Summer

The summer session offers a number of courses in the month of June. Most summer courses are full-day sessions one week in length. Typically, an evening course, which meets three evenings a week for three weeks, is also offered. These courses require students to complete reading and writing assignments over the summer and to submit final course assignments prior to the fall semester.

Course Schedule – Online

Typically, one course each semester during all and winter/spring is offered online. Due to the nature of theological education and accrediting agency standards, there is a limit to the number of courses in any one degree program may be taken online.

Certificate Programs

In the BMP and PMH certificate programs, the number of contact hours for each course varies between 18 hours and 30 hours, depending on the content area of the course.

In the Women's Leadership Institute, the number of contact hours consists of the nine monthly weekend sessions (81 hours total), the cultural immersion experience (6 hours) and a graduate level course (30 hours).

Online Courses

Hartford Seminary offers both credit and non-credit online courses. You can now register for an online course and read the material, do the assignments, interact with other students in the course and converse with the professor on your time schedule from the comfort of your own home. Online courses may be taken for credit or audited just like the on-site courses at the Seminary. Hartford has limited the number of courses that may be taken toward a graduate degree to no more than half the courses required for your degree. Please check with the Registrar or your advisor before registering for online courses you want to count toward your degree. Through our membership in the Connecticut Distance Learning Consortium and using Blackboard software, students have many resources to draw on in making their distance learning experience valuable and effective. Visit our "Frequently Asked Questions" section of the Hartford Seminary website, www.hartsem.edu/academic/distanceFAQ.htm to learn more about distance learning at Hartford Seminary and if it is a good choice for you.

Frequently Asked Questions (and Answers) about Online Courses:

What is online learning?

Online distance learning means taking classes over the Internet. Courses (both for credit and non-credit) are offered online, using the Web and e-mail. Students register for courses, professors teach the material, classroom discussion takes place and assignments and term papers are completed and turned in - all just as in a regular classroom. Many of the assignments and discussions take place through email and are often posted to a web discussion board. All our courses are "asynchronous," which means that you can log on any time to participate. Courses do have a start date and an end date, with assignments and requirements to be completed on time.

What are the benefits of online courses?

Certain benefits are obvious. Some people who live far away from the seminary will now be able to take our courses. Likewise, many of our students have difficulty fitting their educational efforts into busy professional schedules, juggling family obligations and other commitments. Online learning allows us to deliver educational opportunities in a creative way. Other benefits are less evident. Online education allows you to work somewhat independently and at your own pace. It is an excellent mode of education for students who shy away from anxiety producing social situations and for those who prefer to think out an answer to the professor's question before "speaking". There is a different kind of involvement and personal contact with other students and the professor in an online course. Many online students report a special kind of thought-provoking interaction that is different from, and in some ways better, than the kind of interaction that takes place in a traditional classroom.

How does the quality of an online course compare to a traditional classroom course?

The professors and the syllabi of our online courses offer the same high quality as our face-to-face Seminary



program. Our distance program courses have met the same strict Association of Theological Schools measures of accreditation as the rest of our Seminary courses.

Can I complete my Degree Online?

The Seminary is committed to offering at least one online course each semester. Due to the nature of theological education, however, there is a limit on the number of courses that may be taken online. Please check with the Registrar for more details about the online course limit.

The one exception to this rule is our Graduate Certificate in Religious Studies which is earned exclusively through the online format.

Are online courses right for me?

Online education is a great option for people who are self-motivated learners. Online students also need to be able to follow written instructions and communicate in writing. You need to feel comfortable with the technology of e-mail, voice mail, the Web, fax, and VCR—and you need to have regular access to a computer with sufficient memory and an Internet connection (see more technological details below). Online learning provides a lot of written interaction with students and instructors, but no (or very little) face-to-face interaction. Many students enjoy the focused communication that the online format facilitates, but online learning is probably not right for you if you prefer face-to-face communication. Our partner, The CT Distance Learning Consortium, has created an excellent question and answer section about “whether distance learning is right for you.” We recommend prospective students take a look at this page at <http://www.ctdlc.org/Student/assessment.html>

How much time does an online course take?

On average, you should expect to spend 3 hours per class “session” on the course web site reviewing text-based lectures, posting assignments electronically and reading the postings of your fellow students. You should plan to spend an additional 6-9 hours per session reading assigned materials and completing written assignments.

What is the coursework like?

Most online courses follow a typical course format with readings, reflection papers, feedback from the professor and dialogue with your fellow students. You receive a similar amount of class/instructor contact time as students in our face-to-face courses. Online classes have limited enrollment, allowing you to get to know your professor and fellow students personally. You can access your course work anytime. Once your course begins, you should log on every few days (depending on what your professor requests) to access new email notes or discussion postings.

How will I get my textbooks?

Your instructor will share this information with you as part of the Course Syllabus. We will provide phone and email contact with the Seminary Bookstore as well as offering links to amazon.com where you will be able to purchase books online.

Will I have access to the Seminary Library?

As a registered student of Hartford Seminary, you will be given a student ID number that will allow you to access all the online library resources we have. Visit the library site at www.library.hartsem.edu to see what is available and to take full advantage of the resources of the library. Additionally many of the readings, discussion themes and research topics will have lists of web-based online resources to supplement the course and library resources.

Is there someone who can answer my questions if I have technical difficulties?

You won't be alone in cyberspace! You will be able to contact the director of Web and Distance Education or his assistant with any questions you might have. They will be able to answer your questions and walk you through the entire process of online learning. The distance education office employees are available by phone, fax, or email. We are also creating “how to” guides that address basic issues such as downloading and installing Adobe reader or opening word files from the web to assist online students. Likewise, your course professor may be able to help with basic technological questions.

Additionally, our partner, the CT Distance Learning Consortium (CTDLC), has a Technical Support staff. They can answer your questions by email (support@ctdlc.org), over the phone (860-832-3887), and by using their [online form](#). The CTDLC staff monitors the calls and emails seven days a week. In addition, there is a [Frequently Asked Questions](#) section under [Technical Support](#) that provides answers to common questions and problems.



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NOTE: Not all of the CTDLIC answers apply to students taking courses through Hartford Seminary. The CTDLIC supports a host of different kinds of schools and online programs. If you have a question about the program and course requirements please contact Karen Rollins, Registrar, or Scott Thumma, Professor, Sociology of Religion/Director of IT, Web and Distance Education.

Can I experiment with an online course before taking a course at Hartford Seminary?

Yes, we highly recommend that both the novice and expert visit one of two model tutorial courses and play around with the technology and the idea of learning online. Our partner, the CT Distance Learning Consortium, offers an online tutorial and numerous other supportive pages of instruction for the online learner. We encourage everyone to visit the Student Resource section of this site at <http://www.ctdlc.org/Student/index.html>

We use “Blackboard” software to provide our online courses. [Blackboard](#) has an orientation to help you get comfortable with their format, and once you register for class, we will direct you to the online orientation site.

The CTDLIC also has a Blackboard tutorial that is simple and easy to use at <http://www.ctdlc.org/Help/Blackboard/Course/index.html>

We strongly recommend that all students in our online classes complete this orientation before their classes begin. This will help you complete your online courses with greater ease and confidence.

What kind of equipment do I need?

Students should have a PC or Macintosh computer with reliable access to the Internet, and use Internet Explorer 4.0 (or higher) or Netscape Navigator 4.0 (or higher) as their browser. Our partner, the CT Distance Learning Consortium, offers a page that will test your system to see if it meets the basic requirements for online education at <http://www.ctdlc.org/Help/requirements.html>

You may also need to upgrade your browser or get additional “plug-ins” (software to do special things like read .pdf files or listen to a recording over the web). The CTDLIC has created a page of links to many of these tools at <http://www.ctdlc.org/Help/download.html>

Is there a registration deadline?

Yes, the registration deadline is the first day of class. We recommend, however, that you enroll and pay for the course at least two business days before the start of your course so you can become familiar with the technology and course format. Matriculated students should follow Seminary policy and meet with their advisor and go through the normal registration procedure.

What kinds of online courses do you offer?

We offer a few different kinds of online courses. Any online Masters-level three-credit course is exactly comparable to our face-to-face courses at the Seminary. These courses can be taken for credit or audited for no credit. The cost of online MA courses is the same as our face-to-face courses.

We also offer a variety of educational non-credit courses online that are advertised on our website and through our Communications Office. The cost of these courses will vary, but are typically around \$40/course. For more information on these courses you may contact our Communications Assistant at 860.509.9555.

Publications

Annual Report of Hartford Seminary (the report of Hartford Seminary’s donors) - published bi-annually, copies available from the Office of Institutional Advancement.

Hartford Seminary Catalogue - published annually, available for viewing and download online at www.hartsem.edu or on CD-ROM when requested (see below). For those without access to a computer with CD-ROM drive or Internet, a printed copy may be requested by contacting: Admissions Coordinator (860) 509-9512; email mpavao@hartsem.edu.

Hartford Seminary Student Handbook - published annually, distributed beginning of each fall semester to students in all programs and available for viewing and download at www.hartsem.edu.



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Hartford Seminary Lectures, Seminars and Events for People of All Faiths – published each fall and spring semester, available for viewing online at www.hartsem.edu, this is the definitive calendar of educational outreach programs provided and/or sponsored by Hartford Seminary.

Praxis - Hartford Seminary's Alumni/ae publication; published three times per year, available from the Office of Communications.

The Web

Hartford Seminary offers a multitude of information through its central and related websites about academic programs, faculty, educational outreach events and offerings, and religion in general. The seminary's primary website is located at <http://www.hartsem.edu>. From there, users can access the many other online resources provided.

In addition to the primary seminary site, each of the centers, the bookstore and the library have their own sites with extensive resources available online.

www.hartsem.edu

The Hartford Seminary web site provides students with a wealth of online resources and support for their academic pursuits. The main seminary site offers information about the school, the faculty and staff, and the academic calendar. You can also find information on the latest course listings as well as links to course syllabi and course web sites. The student resources section includes helpful information for students, the official policies of the seminary, and an extensive online forms center where you can download nearly all the necessary forms. The site also provides students with the latest news about the seminary, educational outreach events, and alumni information including an electronic version of the alumni/ae magazine, *Praxis*.

<http://hrr.hartsem.edu>

The Hartford Institute for Religion Research site contains a great deal of information about contemporary religious life in the US, offering a disciplined understanding of the interrelationship between the inner life and resources of American religious institutions and the possibilities and limits placed on those institutions by the social and cultural context into which God has called them. The Institute and web site are committed to providing quality social scientific religion research information that is helpful for religious leaders and the general public. Sections of the site provide information about the growth of mega churches, nondenominational congregations, Pentecostalism, church and denominational growth and decline, Women and Religion, and Religion on the Internet.

<http://macdonald.hartsem.edu>

The Macdonald Center for the Study of Islam and Christian-Muslim Relations has been a center for the study of Islam for over 100 years. The center, its journal *The Muslim World* and its web site continue to educate the world on interfaith relations. The web site contains information about Macdonald Center faculty, their writings and links to other helpful information about Islam. Additionally, the Center is home to the only ATS sanctioned Islamic Chaplaincy Program in the country, which has its own web site.

<http://library.hartsem.edu>

The Hartford Seminary library web site contains an online catalog of holdings, links to additional online resources, and numerous guides for students in both print and electronic formats.

<http://FACT.hartsem.edu>

The Faith Communities Today study is the largest study of congregations in the US ever with over 14,000 congregations surveyed, and the data from this study is fully available online in a number of formats and executive summaries.



Administrative Staff

By Department

Office of the President

Heidi Hadsell - President
Adriane Cropley - Executive Assistant

Office of the Dean

Efrain Agosto – Interim Dean
Lorraine Browne - Executive Assistant

Administration

Roseann Lezak Janow - Director of Administration
Beatrice Rocker - Administrative Assistant
Ronald Malcolm - Facilities Maintainer
Clifford Ledgister - Custodian/Security Guard
Mary Elizabeth Johnson - General Services Clerk

Black Ministries Program

Benjamin Watts - Director
Althea Walker - Program Assistant
Marcia Pavao- Administrative Assistant

Bookstore

Sharon Burt - Bookstore Manager
Margaret Lezak - Bookstore Assistant

Business Office

Lilyne Hollingworth - Comptroller
Nancy Wood - Administrative Assistant

Communications

David Barrett - Director of Public and Institutional Affairs
Tubanur Yesilhark - Communications Assistant
Christy Lohr – Recruitment Associate

Degree Programs

Kelton Cobb - Seminary Academic Advisor
Karen Rollins – Director of Enrollment Management and Registrar
Vanessa Avery-Wall – Admissions and Student Support Manager
Marcia Pavao – Admissions Coordinator
Vincent Vu - Assistant to the Registrar

Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations

Ibrahim Abu-Rabi' - Co-Director
Jane Smith - Co-Director
Worth Loomis – Senior Development Officer
Valerie Vick - Editorial/Administrative Assistant

Hartford Institute for Religion Research

David Roozen - Director
Mary Jane Ross - Administrative Assistant
Sheryl Wiggins - Administrative Assistant



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Center for Faith in Practice

Efrain Agosto - Chair
Christy Lohr – Editorial Associate
Lorraine Brown - Administrative Assistant

Institutional Advancement

Bud Heckman - Director of Development
Worth Loomis – Senior Development Officer
Mary Kalencik - Associate Director of Institutional Advancement
Victoria Rogers - Congregational Relations Assistant and Development Events Coordinator
Amjad Samuel - Grant Writer and Staff Associate
Karen Miller - Administrative Assistant

Library

Steven Blackburn - Librarian
Gale Brancato - Cataloguer
Viola Mullin - Reference Librarian
Andrea Jones - Circulation and Interlibrary Loans and Receptionist
Marie Rovero - Administrative Assistant

Programa de Ministerios Hispanos

Efrain Agosto - Director
Marcia Pavao – Administrative Assistant

Web and Distance Education/Information Technology

Scott Thumma – Director of Information Technology, Web and Distance Education
Sally Carotenuti - Technical Support Assistant

Women's Leadership Institute

Miriam Therese Winter – Director



Where to Find What and Whom at Hartford Seminary

77 Sherman

Richard P. Meier Building

1st Floor

Bookstore
Café
Chapel
Coffee/Tea Machine (in Kitchen)
Computers (Library –Lower Level)
Copier (Library-1st Floor Level)
Kitchen
Library
Mailroom
Meeting Room
Receptionist
Telephone – Public

2nd Floor

Administrative Offices

Business Office
Faculty Associate for Web and
Distance Education
Institutional Advancement
Writing Consultant

Faculty Office

Scott Thumma

Classroom 205
Classroom 206
Student Lounge
Vending Machine
Student Forms Center
Meeting Room Balcony

3rd Floor

Administrative Offices

President's Office
Dean's Office
Admissions
Director of Institutional Advancement
Director of BMP
Director of Communications
Director of PMH
Director of WLI
Director of Enrollment Management and Registrar
Admissions and Student Support Manager
Seminary Academic Advisor

Faculty Offices

Efrain Agosto
Kelton Cobb
Heidi Hadsell
Uriah Kim
Yehezkel Landau
Benjamin Watts
Heidi Gehman
Miriam Therese Winter

80 Sherman

Hartford Institute for Religion Research (HIRR)

1st Floor

Kitchen
Classroom (Living Room)
HIRR Administrative Staff

2nd Floor

Faculty Offices

Adair Lummis
James Nieman
David Roozen

76 Sherman

Macdonald Center

1st Floor

Conference/Classroom
Living Room (Meeting Room)

2nd Floor

Faculty Offices

Ibrahim Abu-Rabi'
Worth Loomis
Ingrid Mattson
Jane Smith
Muslim World Editorial Assistant



Who to Contact

Hartford Seminary 77 Sherman Street Hartford, CT 06105-2260	Main #: 860/509-9500 Fax: 860/509-9509 Internet: http://www.hartsem.edu		
Admissions	Marcia Pavao, Admissions Coordinator or Vanessa Avery-Wall, Admissions and Student Support Manager	509-9512 509-9552	mpavao@hartsem.edu vaw@hartsem.edu
Apartments – on campus Lease, facilities maintenance, Keys	Roseann Lezak-Janow Bea Rocker	509-9501 509-9508	rlezak@hartsem.edu brocker@hartsem.edu
BMP - Registration/ related issues (Grades, Incompletes, Withdrawals, Add/Drop)	Marcia Pavao, BMP Administrative Assistant	509-9512	mpavao@hartsem.edu
Bookstore	Sharon Burt, Bookstore Manager or Margaret Lezak, Bookstore Assistant	509-9528 509-9527	bookstore@hartsem.edu
Candidacy Examination (D.Min.)	Lorraine Browne, Executive Assistant to the Dean	509-9553	lbrowne@hartsem.edu
Class Cancellation (Weather Related)	Hartford Seminary main number or check Seminary website	509-9500	www.hartsem.edu
Cooperative Master of Divinity	Kelton Cobb, Seminary Academic Advisor	509-9513	kcobb@hartsem.edu
Course Text Availability	Marge Lezak, Bookstore Assistant	509-9527	bookstore@hartsem.edu
Degree Programs Registration/ Questions or related issues (Course Schedules, Grades, Incompletes, Withdrawals, Add/Drop)	Karen Rollins, Director of Enrollment Management and Registrar	509-9511	krollins@hartsem.edu
Disability Issues/Services	Vanessa Avery-Wall, Admissions and Student Support Manager	509-9552	vaw@hartsem.edu
Distance Education/ Online Courses	Scott Thumma, Web and Distance Education	509-9571	sthumma@hartsem.edu
Student Services Questions/ Educational Programs Questions and Information	Vanessa Avery-Wall, Admissions and Student Support Manager	509-9552	vaw@hartsem.edu
Financial Aid Applications	Lorraine Browne, Executive Assistant to the Dean	509-9553	lbrowne@hartsem.edu
Final Examination Scheduling for D.Min. Ministry Project or MA Final Paper, Project or Thesis	Lorraine Browne, Executive Assistant to the Dean	509-9553	lbrowne@hartsem.edu
Grade Reports/Course Reports	Karen Rollins, Director of Enrollment Management and Registrar	509-9511	krollins@hartsem.edu



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Lectures and Special Events	David Barrett, Director of Public and Institutional Affairs	509-9519	events@hartsem.edu
Library Circulation and Interlibrary Loan	Andrea Jones, Circulation Librarian	509-9500	library@hartsem.edu
Library Information/ Resources	Steven Blackburn, Director of the Library	509-9561	sblackburn@hartsem.edu
Library Reserve/Reference	Marie Rovero, Library	509-9562	mrovero@hartsem.edu
PMH - Registration/ related issues (Grades, Incompletes, Withdrawals, Add/Drop)	Marcia Pavao, PMH Administrative Assistant	509-9512	mpavao@hartsem.edu
Undergraduate Credit – Charter Oak	Vanessa Avery-Wall, Admissions and Student Support Manager	509-9552	vaw@hartsem.edu
Student Issues	Efrain Agosto, Interim Dean Kelton Cobb, Seminary Academic Advisor Karen Rollins, Director of Enrollment Management and Registrar Vanessa Avery-Wall, Admissions and Student Support Manager	509-9553 509-9513 509-9511 509-9552	eagosto@hartsem.edu kcobb@hartsem.edu krollins@hartsem.edu vaw@hartsem.edu
Transcripts	Karen Rollins, Director of Enrollment Management and Registrar	509-9512	krollins@hartsem.edu
Veterans Administration Benefits	Karen Rollins, Director of Enrollment Management and Registrar	509-9511	krollins@hartsem.edu
Website Information/Administration	Scott Thumma, Web and Distance Education	509-9571	sthumma@hartsem.edu
WLI –Admissions/ program related questions or issues	Miriam Therese Winter	509-9558	mtwinter@hartsem.edu
Writing Support	Vanessa Avery-Wall, Admissions and Student Support Manager	509-9552	vaw@hartsem.edu



General (and Very Important) Information

Cancellation of Classes/Educational Events

On occasion, Hartford Seminary finds it necessary to cancel classes due to inclement weather or some other unforeseen circumstance. Every effort is made to make the decision to cancel classes or events as early and as prudently as possible in consultation with staff and other resources. An individual course instructor always has the right to cancel his or her class session due to either inclement weather or any other unforeseen circumstance.

In the event a decision is made by the Dean to cancel classes at the Seminary or by the President to close the Seminary, the following radio and television stations will be notified: radio stations WTIC AM (1080), WTIC FM (96.5), WPOP AM (1410) and television channels 3 (WFSB) and 30 (WVIT).

Students may also call the main Seminary number 860-509-9500 to hear a recorded message in the event the Seminary is closed. In the event an instructor decides to cancel his or her classes and it is not a seminary-wide decision, students in the course will be notified via phone calls or email.

- *It is very important that students maintain the most up-to-date contact and address information with the Registrar's office including work, home and cell telephone numbers, and email addresses (particularly the email address most frequently accessed).*

Cell Phone/Beeper Use

For the consideration of others, please turn all beepers and cell phones off or set them for non-ring options during class sessions, while participating in educational events, and in the Hartford Seminary library. Students may use cell phones in the student lounge located on the 2nd floor of 77 Sherman, the lobby area, hallways, or the café.

Educational Outreach (EDO)

Throughout the year, Hartford Seminary offers a diverse and rich series of non-credit events, lectures, programs, dialogues, seminars and workshops. These educational events are designed to relate to the academic programs, research, and scholarship of the Seminary as well as current national and world affairs. For more information, please see the Hartford Seminary flyer called *Lectures, Seminars and Special Events for People of All Faiths* available from the Communications Office or contact David Barrett, Director of Communications, at events@hartsem.edu, 860-509-9519.

Medical Emergencies/First Aid

In the event of a medical emergency, please call 911 immediately and then please call the receptionist at 77 Sherman Street at 509.9500 so that he/she may direct emergency personnel and notify appropriate personnel at the Seminary.

First Aid kits are located in the academic buildings as indicated below.

77 Sherman Street – with the receptionist in the lobby, 1st floor

76 Sherman Street – with the assistant on the 2nd floor

80 Sherman Street – in the wall-mounted container across from the kitchen in the 1st floor hallway

Messages

In an emergency or if someone simply needs to reach you, messages may be left for any student with the Hartford Seminary receptionist at 860.509.9500 during hours when classes are in session. If you are expecting a call, please check at the front desk during class breaks. If the call received is an emergency and unexpected call for a student, the receptionist will make every effort to locate the student in class to deliver the message.



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Please note that for evening classes on Monday through Thursday evenings, the front desk receptionist leaves the desk and locks the 77 Sherman Street building at 9pm. The later session classes on these evenings go until 9:20pm.

Safety and Security

Entering Hartford Seminary Academic Buildings for Classes and Events

For the safety and security of Hartford Seminary, all of its academic buildings are alarmed and locked. During normal business hours (M-F, 8:30am-5pm), when classes are in session and when the library is open, 77 Sherman Street is staffed with a receptionist in the first floor lobby where guests are required to sign in and out and the main door to the building is unlocked. The Hartford Institute for Religion Research at 80 Sherman Street and Macdonald Center at 76 Sherman Street are not staffed with receptionists. These two buildings are locked 24 hours a day and the alarm systems are activated when faculty or staff are not present in the building. Therefore, it is necessary for students to identify who they are via a buzzer/intercom box at the front entrance and to be “buzzed” into these two buildings by the staff assistant in order to attend class or see a faculty member. The instructions for using the “buzzer” systems at 76 and 80 Sherman are as follows:

Macdonald Center (76 Sherman)

At approximately shoulder level next to the front door is a small box with a white button. Press and release the white button; the assistant will ask you to identify yourself; please do so by speaking into the box. (You do not need to press the white button again.) Once you have identified yourself; the assistant will disengage the door lock; you will hear a loud buzzing sound and while the buzzing sound is engaged, turn the knob and and push the door open. Please be sure the door closes and latches behind you.

HIRR (80 Sherman)

At approximately shoulder level next to the front door is a small box. Simply speak into the box to announce your arrival. The assistant will ask you to identify yourself. Once you have identified yourself; the assistant will disengage the door lock; you will hear a loud buzzing sound and while the buzzing sound is engaged, press down on the latch and push the door open. Please be sure the door closes and latches behind you.

Evening Classes

The front desk receptionist at 77 Sherman Street leaves at 9pm. After 9pm, and when the last class sessions end at 9:20pm, students and faculty must exit the building through the door to the left of the main door of the first floor lobby. All are encouraged to walk to cars in groups when leaving after dark.

Fire Alarms and Building Evacuation

When the fire alarm sounds, please evacuate the building immediately by using the main stairwell or exit. Do not use the elevator (applies to 77 Sherman only). In the event the main stairwell is blocked or there is smoke, please exit the building using the closest emergency exits located on each floor. The emergency exits are marked with red “exit” signs above the doors, and each floor has diagrams posted to locate the main and secondary emergency exits.

Personal Belongings

Students are urged to take reasonable precautions with regard to personal items and equipment. Please do not leave valuables or laptops unattended in classrooms, and please keep wallets and purses on your person when leaving the room. It is recommended that personal items are not left in view inside cars.



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Personal Safety

Please use common sense precautions for your personal safety. After evening classes, walk with classmates to parked cars.

Smoking

Hartford Seminary is a smoke-free environment. All academic buildings are designated as non-smoking. Those choosing to smoke must do so outside.

Facilities Information

Bulletin Boards

Bulletin boards are located at 77 Sherman Street in the stairwells on the 1st and 2nd floors. Informational items posted on the bulletin boards include apartments and houses for rent, job postings, and events and performances occurring in the region and sponsored by various faith communities, etc. To post an item on one of the bulletin boards please see Bea Rocker, Administrative Assistant, 2nd floor.

Chapel

The Chapel, located on the 1st floor of 77 Sherman, is available for private prayer, group prayer and the study of sacred scripture at any time the building is open. Out of respect for the sensitivities of others, the Christian cross may be draped with a ceremonial cloth during the prayer time of other faith traditions. A blue drape cloth is available and located next to the cross at all times. On Monday mornings from 9am-9:30am when classes are in session, the Seminary community gathers for a chapel service. Students and Seminary community members of all faith traditions are welcome to attend. For more information about Chapel services, please see the *Student Life* section of the handbook. The Seminary makes every effort to preserve the Chapel for worship and prayer. On rare occasions, the Chapel may need to be used for other purposes, in which case notices will be posted.

Coffee/Tea Machine

Coffee and tea are available from the vending machine in the kitchen for \$.25 per cup. Payment is by the honor system, so please deposit your payment in the metal box provided on the counter to help defray the cost. A garbage can is located in the kitchen and a recycling bin is located outside the kitchen window. Please clean up after yourself!

Disabled Persons Accessibility Information

Please see the Student Services section.

Facilities Staff

Clifford Ledgister and Ron Malcolm are Hartford Seminary's custodial/maintenance staff and may be reached through the receptionist at 77 Sherman Street and/or through the Director of Administration's office.

Faculty Mailboxes and Messages

Core faculty and faculty associates: Please leave items for core faculty and faculty associates with the receptionist.

Adjunct faculty: Mail folders for adjunct faculty are located at the end of the front desk receptionist's counter (Bookstore end) at 77 Sherman Street. Since these mail folders are not secure, you are advised not to leave course work or papers in these folders but rather to deliver or mail the work directly to the instructor.



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Faculty are requested to include their contact information for students on their course syllabus. If you need to contact a faculty member and are having difficulty reaching him or her, please see the Executive Assistant to the Dean, 3rd floor, 77 Sherman or 860-509-9553.

Forms Center

See Student Services section.

Kitchen/Cafe

The kitchen and café dining area are located between the Meeting Room and the Chapel in the main building at 77 Sherman Street. Classes, meetings, and worship may be taking place in the Meeting Room and the Chapel so we ask that you please be conscious of the noise level. Students may use the refrigerator in the kitchen to store their food items when necessary. Please write your name on whatever you store there and please respect any other marked items in the kitchen and refrigerator. The microwave and conventional oven/stove are also available for student use.

Parking

Parking is available in three parking lots. The lot to the side of the main building (77 Sherman) is accessible from Sherman Street or Girard Avenue (follow Sherman around curve and make left at the stop sign onto Girard). When entering from Girard, *please do not use the first six spaces to the left of the driveway as you enter from Girard Avenue*; these are for residents of Girard Avenue. The lot to the left rear of the Hartford Institute for Religion Research is accessible from the driveway between 80 Sherman and the Attorney General's office. *Please do not park in the spaces marked for residents or in the Attorney General's lot.* The Macdonald Center lot (behind 74-76 Sherman) usually has extra spaces available on a daily basis. Students are welcome to use them when the other two lots are full. Street parking is also available in designated areas. *There is no fee for student parking at Hartford Seminary and no parking sticker is required.*

Picnic Tables/Outdoor Dining

Picnic tables are located behind all academic buildings: 77 Sherman, 76 Sherman and 80 Sherman. There are also picnic tables in front of Hosmer Hall where the University of Connecticut Law School's cafeteria is located.

Restrooms

Men's and women's restrooms are located on each floor next to the stairwell in 77 Sherman. Restrooms for student use are located on the first floors of 76 Sherman and 80 Sherman.

Student Lounge

A small student lounge is located on the second floor of 77 Sherman adjacent to the vending machine.

Telephones

A pay telephone for student use is available near the restrooms on the first floor of 77 Sherman Street.

U.S. Mailbox and Post Offices

The closest U.S. mailbox to Hartford Seminary is located directly in front of 77 Sherman Street just adjacent to the sidewalk. The closest U.S. Post Offices are in West Hartford: [12 Crossroads Plaza](#) at Bishops Corner, 860.231.2871; and [102 LaSalle Road](#), West Hartford Center, 860.231.2865.

Vending Machine

There is a soda and snack machine on the second floor of 77 Sherman. Take a right off the elevator (left off the stairwell) and follow the hallway. Please deposit cans in the recycling box near the machine.



Bookstore

Located on the ground level of 77 Sherman Street, the Bookstore is an integral component of the Hartford Seminary community. It is here one will find textbooks for all Hartford Seminary classes and programs, including the Women's Leadership Institute, the Black Ministries Program, and the Programa de Ministerios Hispanos.

In addition to textbooks, the Bookstore shelters nearly 17,000 titles representing well over 100 religious, secular, and university publishing houses. Categories for these titles include spirituality, theology, philosophy, African-American issues, church and pastoral issues, Islamic studies, comparative religion, Judaica, women's issues, sociology, psychology, ethics, liturgy, history, biblical commentaries and references, youth ministry, devotionals, and children's books. The Bookstore services students, faculty, area ministers, and the general public with an eclectic ambiance, an outstanding special order provision, and personalized customer service.

Last year, the bookstore expanded its holdings to include crafts from the non-profit World of Goods line. The World of Goods line includes beautiful hand-crafted jewelry, bowls, scarves, journals, and other gift items. Students may purchase bookstore items with cash, personal check, or credit card (VISA, Mastercard or Discover).

Required books for a course in which a student is registered for the current semester may be placed on the student's account through the Business Office and paid for by the student on receipt of their semester's invoice. *Required books are the only items in the bookstore that may be put on a student's business office account.*

The bookstore is open Monday through Friday 9:00am-5:00pm and Saturdays, during the school year, from 8:30-3:00pm. For the convenience of our students, there are extended evening hours for the first two weeks of the fall and the spring semesters. You may also browse or purchase books through our online bookstore located at <http://www.hartfordseminarybookstore.org/>. The bookstore staff also welcomes phone inquiries and orders and can be reached at 860- (860) 509-9527 or (860) 509-9528.

Library

The value of a strong collection with diverse holdings sufficient to support faculty research, graduate and post-graduate student investigation, and coursework as well as religious inquiry from the general public, has always been recognized at Hartford Seminary. Even before the state of Connecticut granted a charter for the Theological Institute of Connecticut in 1834, a sum of \$2,000 was voted to found its library so that a "respectable number of books" were on hand even before the cornerstone was laid in East Windsor. Subsequent campuses in Hartford on Prospect, Broad, Elizabeth, and now Sherman Street have all boasted fine resources, whether in manuscript, print, audio-visual/film, or electronic form.

Due to the administrative funding of careful collection development strategies, as well as the largesse of many donors of the 19th, 20th, and 21st centuries, Hartford Seminary has built an internationally known collection of close to 100,000 volumes and over 300 journals that excels in a number of fields including the Sociology of Religion, Black Ministries, Hispanic Ministries, Theological Feminism, Islam and Christian-Muslim Relations, Pastoral Care, and Ecumenism. This collection represents a broad array of theological traditions reflecting Hartford Seminary's diversity and multi-faith character.

A number of special collections, which include manuscripts in Arabic, Ottoman Turkish, Persian, Armenian and Syriac, are a treasure trove for serious students of religion who come to Hartford Seminary for study and research. One noteworthy special collection pre-dates the 19th century and focuses on the Middle East; it is supplemented by thousands of volumes from the personal libraries of missionaries,



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theologians, linguists, pastors, educators, divines and ecclesiastics. Also noteworthy are the hundreds of translations (including Serbo-Croatian, Gaelic, and Japanese) of *The Thousand and One Nights*; a significant number of holdings of the sermons and papers of the Calvinist divine Asahel Nettleton of the Second Great Awakening; and a page in Kufi script from a first millennium c.e. Qur'an (the only other extant page of which is housed at the Vatican).

Located on the ground floor of the main Seminary building, the Library's Dillenberger Reading Room and reference area contains lounge chairs, study tables and computer terminals as well as Library offices and service desks, all flooded by light from large plate glass picture windows on three sides. Items for viewing in a pair of display cases add to the scholarly ambiance of the workspace, as do mounted facsimiles of some of the archival holdings from our illuminated manuscripts.

The main portion of the collection is found downstairs, where movable stacks have allowed the Library to hold many more volumes than its size would suggest. The extra space has afforded the installation of further computer terminals as well as study carrels in the immediate vicinity of the stacks. A dedicated, professional staff of three full-time and five part-time workers, representing decades of experience in the support of religious scholarship, help ensure that library patrons will obtain the information they need, even if the particular resources are not housed at Hartford Seminary. They are ready to assist in all aspects of electronic access to library resources from on-campus as well as remote sites. The Library's online public access catalog can be reached through our website at www.library.hartsem.edu.

Circulation and Checking out Library Materials

Student ID cards are not required to check out books from the library. Anyone officially enrolled in courses either for credit (including special students) or as an auditor in certificate or degree programs through the Registrar's office is allowed to check out library materials. Identification will be requested at the time of checkout.

Persons not enrolled in courses or programs at Hartford Seminary who wish to use the library and check out materials may do so as follows:

Pay the *Basic Guest Annual Fee* of \$25, which allows the guest member to check out up to ten books, use reference services and have access to services.

- Pay the *Guest Scholar Annual Fee* of \$50, which allows the guest member to check out up to 25 books, use reference services, have access to resources and use the Interlibrary loan service. (There is a \$1 fee per article, plus costs incurred – if any.)

Interlibrary Loan

Interlibrary loan is readily available. For details on how to use interlibrary loan, please see Andrea Jones, Circulation Librarian, or Marie Rovero, Reference and Library Reserve.

Orientation to the Library

There will be a specially designated time during student orientation for students to participate in a library tour and training session. We highly recommend attending this tour and using the training to learn the library's online search system and layout. If special circumstances prevent you from participation in orientation, students may stop by the library to set-up a tour and training at another time. You can contact the library staff by calling 860-509-9500 or by sending an e-mail to: library@hartsem.edu.

Logging in to Library Resources from Off-Campus

Most library resources may be accessed from your home, place of work, or other non-Seminary site by going to our home-page: <http://www.library.hartsem.edu/>. From there, you may directly go to our Online Public Access Catalog (OPAC) by clicking on the word "Catalogue" found in the right-hand section of the dark blue striped header.

Other resources available besides the OPAC include iConn (the state-wide library catalogue, accessed from "Find Books"), Statistics, Course Syllabi, Subject Guides, Religion News, and Islam, all listed down the



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left-hand side of the home page. The OPAC allows “Simple” and “Guided” searching. Under “Simple” all you need supply is the title or the author, or even just a “keyword” in the window provided, matching in the pull-down menu to the right the type of information (title, author, etc.) you’ve supplied. If we have the material in question, the OPAC will show the item’s call number as well as whether it is currently checked out or available on the shelf.

Other resources and databases may require that you take an intermediate step. On the Library home page, towards the upper-left hand corner (just under the red netLibrary logo) can be found the words “Off-Campus Login.” Click on this and follow the instructions, which will ask for your username (usually your surname) and your password, which can be found on your Student ID card. From here you will be able to access such resources as EBSCO (for journal articles, a number of which are “full-text”, i.e., reproducing the article in its entirety right there on your computer screen), Lexis-Nexus (for newspaper articles, all of which are full-text), and many on-line Reference Sources, such as the Oxford English Dictionary.

If you don’t have your Student ID card, phone the Circulation Desk at 860.509.9500; the staff person can supply you with the information necessary for the login process once we’ve verified your enrollment as a Seminary student.

A few resources, such as netLibrary, will require a further intermediary step. Once you have provided your username and password, netLibrary will further require that you set up your own account with them. The account is free. Instructions on how to proceed can be found by clicking on the netLibrary logo. This will lead you to a variety of sites related to netLibrary, including, right at the top, “Steven Blackburn’s [Quick Introduction to using netLibrary eBooks.](#)”

Some resources, unfortunately, are not available from outside the Library. These include all CD-Rom related materials, such as the *Encyclopedia of Islam*. Be sure to note, towards the bottom of the home page (just below our posted hours), an invitation to ask questions of the Reference Librarian. You may borrow books by mail, and inter-library loan services are available to you during the term of your enrollment. If you wish to visit us in person, click on “About the eLibrary” (left-hand side of the home-page), where you will find directions, hours, and further contact information.

Student Life

Chapel at Hartford Seminary

During the academic year, Hartford Seminary begins each week with a community chapel service. Chapel is led by faculty, adjunct faculty, visiting scholars, Doctor of Ministry students and occasional guest visitors. All members of the Hartford Seminary community are invited and welcome to attend the chapel service, which is always on Monday morning at 9am.

The chapel services are as diverse as the members of the Hartford Seminary community. Throughout the year, representative of our many faith traditions will volunteer to lead chapel and will model different ways of worshipping from their own traditions. Other chapel services are led specifically as interfaith services.

For further information on chapel, or with comments and suggestions, please contact Lorraine Browne, Chapel Assistant, at 860-509-9553 or lbrowne@hartsem.edu.

Convocation

Convocation is held on the first Monday of the fall semester. Convocation is a ceremonial “calling together” of the community and marks the start of the new academic year. The Convocation program includes an interfaith chapel service followed by a reception for Hartford Seminary students, faculty and staff, which is then followed by an orientation program for new graduate program students.



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This year there will also be an orientation session before convocation for all incoming students from 2pm-4pm. This 2-hour session will include a library tour and training as well as a training session on how to use Blackboard online course sites and the seminary web resources.

Graduation

Typically, graduation at Hartford Seminary is held on the first Friday evening in June. The graduation ceremony is the time at which degrees and certificates are awarded for students who have successfully completed all requirements in the following programs: Master of Arts, Graduate Certificate, Black Ministries Program, Hispanic Ministries Program and Women's Leadership Institute. Doctor of Ministry degrees are typically awarded in the church or faith community setting of the degree recipient. On occasion, Doctor of Ministry students will choose to have their degree awarded at the graduation ceremony. All Doctor of Ministry students are invited to participate and be recognized in the graduation ceremony for the completion of their degree.

Gowns and Hoods: As part of the graduation fee, gowns (and hoods where applicable) are rented for graduating students. Students graduating from the Women's Leadership Institute do not wear graduation gowns. Typically Doctor of Ministry (D.Min.) students purchase their gown and hood from the Hartford Seminary bookstore prior to the awarding of their degree. D.Min. students choosing to attend the June graduation ceremony who have not purchased a gown and hood may request that one these be rented for them. Students graduating with a Master of Arts, Graduate Certificate or certificate in BMP or PMH will have a gown rented for them.

Graduation Fees: Graduation fees are included in the Tuition and Fees section for each program or are available by calling the Business Office.

Graduation Information: Details about the graduation ceremony, gown rental, robing and processional line-up, etc. are typically mailed to graduating students approximately 3-4 weeks in advance of the ceremony.

Guests: Hartford Seminary has been fortunate in not having to place strict limits on the number of guests attending the graduation ceremony. *Students are requested, however, to R.S.V.P. to Marcia Pavao in advance so that we may plan the event accordingly.* Any student with a guest who is physically or mobility impaired should also notify Marcia Pavao in advance to arrange, when possible, for parking and other necessary accommodations.

Location: Hartford Seminary's graduation ceremony is held on the Seminary lawn, weather permitting. In the event of extreme weather, the ceremony may be held at an alternative location. For this reason, it is particularly important that graduates notify the seminary of mobility impaired guests.

Reception: A reception for all graduating students and their guests is held immediately following the graduation ceremony in the Meeting Room at Hartford Seminary, rain or shine. The reception provides the opportunity for mingling with faculty and staff, photos and celebration.

Orientation – Black Ministries Program/ Programa de Ministerios Hispanos (Hispanic Ministries Program)

Orientation for the ministries certificate programs is provided each September in conjunction with the beginning of classes. For details, see Certificate Programs on the Hartford Seminary website or contact Marcia Pavao, Program Assistant.

Orientation – Degree Programs

Orientation for all programs is provided at the beginning of each academic year in accordance with the scheduled start of the program in which the student is enrolled. Specific information about each program's



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orientation is provided on the Hartford Seminary calendar, in the program's schedule of courses, and with the Convocation invitation sent to all students.

Orientation – On-Campus Student Housing

There is an orientation with the Student Housing Committee for all new students living in on-campus student housing. This housing orientation is typically part of the longer international student orientation.

Student Opportunities in Seminary Governance

The Seminary has both informal and formal opportunities for students to shape the Seminary. Informally, students are sought to participate in focus groups, advisory groups, and feedback sessions so that student comments and concerns may be aired and accounted for in the formulation and review of the Seminary's programs. More formally, it is the Hartford Seminary's practice to invite students to the presentation of potential faculty during the Search process. We are always searching for students who are willing to serve the Seminary in focus groups, student information and recruitment programs, or at an occasional event (e.g. search process). If you are interested in becoming involved in any of the ways mentioned above, please contact the Admissions and Student Support Manager at 860-509-9552.

Student Services

Academic Advising

Degree Programs

Matriculated Students: At the time of acceptance and admission, the Dean assigns a faculty advisor to the student. Students are urged to make an appointment with her/his faculty advisor during the first semester of enrollment in a degree program to discuss his/her educational objectives for the degree and to complete the Program of Study course planning form. It is very important that students also discuss course choices with their faculty advisor prior to registering for courses the next semesters. The advisor must sign the student's registration form. Students are expected to initiate contact with her/his faculty advisor by making an appointment with the faculty advisor or seeing the faculty member during his/her posted office hours.

Special Students: The Admissions and Student Support Manager, the Registrar, or the Seminary Academic Advisor are available to consult with special students about course enrollment and registration decisions and to answer questions about program application and matriculation. Special students may not exceed a maximum of 18 credits before matriculating into a degree program.

Changing the Faculty Advisor: Students may change faculty advisors with the permission of both the old and new advisor, and the Dean of the Seminary.

Faculty Sabbaticals: When faculty advisors are on sabbatical, students may meet with the Admissions and Student Support Manager, Seminary Academic Advisor, Registrar or Dean during the registration period to discuss course options for the next semester.

Certificate Programs

Students enrolled in certificate programs are advised in their course selections by the Director of the program or her/his designee.

Address/Name Changes

Students are responsible for maintaining current addresses, telephone numbers, and email addresses (when applicable) with the Registrar's Office in a timely manner. This includes any changes that occur during a program continuation fee payment period or approved leave of absence. Requests for name changes will be processed with appropriate documentation indicating a legal change.



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Career Services/Placement

Due to its size and because the Seminary's MA degree is not a professional/vocational degree, the Seminary does not provide a formal career services or placement office. Discussions of general career and/or vocational goals may be facilitated with your faculty advisor. Churches and other potential employers often wish to communicate with the Seminary community and postings for jobs and positions may be found on the bulletin boards at 77 Sherman Street.

Computers for Student Use and Computer Assistance

Five computers are available in the stacks (lower level of the library) for your use in accessing electronic resources, checking E-mail, or writing papers.

Please note: The seminary does not provide technology or computer assistance except for those participating in online courses offered by Hartford Seminary and who need specific help related to their online course site.

Copier (for student use)

The copier available and designated for student use is located in the Library on the 1st floor of 77 Sherman Street.

To use the copier: Press the 'ID' button on the keypad, enter the code '1111' and make your copies. Adjacent to the copier is a change machine. It accepts \$1, \$2, \$5 and \$20 bills. Please note: The copier on the 2nd floor of 77 Sherman Street adjacent to the Student Lounge is not for student use. Thank you.

Course Registration (and related policies/procedures including Add/Drop, Changing from Audit to Credit or Credit to Audit, Withdrawal, etc.)

Please see the appropriate *Academic Policies and Procedures* section of the *Hartford Seminary Catalogue 2007-2008* for the degree or certificate program in which you are enrolled.

Disability Support Services

It is the policy and practice of Hartford Seminary to provide reasonable accommodation/s for students with disabilities to the extent it is readily achievable to do so. Individuals who are enrolled at the Seminary are expected to be able to carry out the essential requirements of the course, curriculum, or program in which they are enrolled with reasonable accommodation. Students with disabilities are eligible for disability support services when they are enrolled in courses for graduate credit or in certificate program courses required for the completion of the program certificate. The Seminary will not make accommodations that are unduly burdensome or that fundamentally alter the nature of any given course, curriculum, or program.

Students with a disability who desire reasonable accommodation must submit documented evidence of the disability to the Office of the Dean of the Seminary as soon as possible after admission to the Seminary and each successive academic year, or portion thereof, that accommodation is requested. (The academic year begins with the fall semester and includes Fall semester, January intersession, Winter/Spring semester and Summer session.) Accommodation/s will be determined on a case by case basis by the Dean of the Seminary in consultation with relevant officers. *Accommodations will not be made without a request by the student and documented evidence of the need for the accommodation.* Students are expected to avail themselves of services and equipment (where applicable) provided by the various governmental and social service agencies designated for providing such aids to persons with disabilities. Students are responsible for discussing requests for accommodation/s with the Admissions and Student Support Manager *no less than two weeks prior to the beginning of the semester* in which the student is matriculated. Examples of the kinds of reasonable accommodations that *may* be arranged are:

- administering examinations under special conditions;
- referral to the Seminary Writing Consultant or tutors;



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- assistance in making arrangements for use of auxiliary equipment in classroom such as tape recorders, laptop computers, etc. (this does not guarantee or oblige the Seminary to provide the special or auxiliary equipment);
- orienting course instructor/s about the student's disability.

Accessible entrances:

Upon request, arrangements may be made for a staff person to open the entrance door for the arrival and departure of a mobility impaired student.

- Main entrance of 77 Sherman Street (77 Sherman houses administrative offices, bookstore, classrooms, library, kitchen, the café (a small dining area adjacent to the kitchen), the chapel, and a small student lounge)
- Front entrance of 76 Sherman Street (Macdonald Center) – (76 Sherman houses faculty offices, a small conference/classroom, and the living room)
- Rear entrance of 80 Sherman Street (Hartford Institute for Religion Research) – (80 Sherman houses faculty offices, the living room (a classroom/meeting room), and a kitchen area.)

Accessible classrooms/meeting areas:

77 Sherman: Chapel; Classrooms 205 and 206; Meeting Room (including 2nd floor balcony); Student Lounge

76 Sherman: Conference Room; Living Room

80 Sherman: Living Room

Accessible lavatories

77 Sherman: on first floor, lavatories on second and third floors are wheelchair accessible but not are not currently equipped with handrails

76 Sherman: on first floor

80 Sherman: on first floor

Accessible kitchen areas

77 Sherman: on first floor (some maneuverability in a wheelchair may be restricted)

80 Sherman: on first floor

Accessible parking

77 Sherman: adjacent to the sidewalk

76 Sherman: at side rear of building

80 Sherman: at rear of building

Financial Aid and Scholarships

- Financial assistance is available to students with demonstrated financial need. Applications for assistance are available online at <http://www.hartsem.edu/student/student_forms.htm>, at the Student Forms Center on the second floor of the main campus building, or through the Dean's Office.
- The deadline for first round consideration for financial aid for the following academic year is June 1. Financial aid applications received after June 1 will be considered if funds are available.
- Students are required to maintain a better than B- (2.66) G.P.A. to remain eligible for financial aid and must reapply for financial aid each year. Students are not guaranteed financial aid even if they received aid the previous year. To receive an application, please contact the Executive Assistant to the Dean, Lorraine Browne, at (860) 509-9553 or via e-mail at lbrowne@hartsem.edu.

Financial aid applications are available at the time of application. Students with special financial concerns or with a change in financial circumstances are encouraged to meet with the Chair of the Financial Aid Committee who will work with the student to identify financial aid options.



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Hartford Seminary currently offers two types of financial assistance to students: financial aid and competence based scholarships. There is a single application for both types of assistance.

Financial Aid: Limited financial aid is available to matriculated students enrolled in Hartford Seminary degree programs. Eligible students may receive tuition aid up to one half of annual course tuition. Please note, however, that the amount of financial aid available for distribution varies each year. New program applicants may obtain a statement of the financial aid policies and an application form by requesting these materials at the time of inquiry. Current students may obtain the financial aid policies and application from the Student Forms Center located on the 2nd floor of 77 Sherman Street or from the online Student Forms Center accessible through the Seminary's website.

The deadline for first round consideration for financial aid for the academic year, which begins with the fall semester, is June 1. Financial aid applications received after June 1 will be considered if funds are available. Students who are admitted to degree programs mid-year will be given priority for the remaining funds.

Students are required to reapply for financial aid each year. Students are not guaranteed financial aid even if they received aid the previous year, and must maintain better than a B- G.P.A. to maintain eligibility.

Students may find it necessary to seek additional assistance through student loans. Two resources for finding information regarding loans for graduate education are:

The Education Resources Institute (TERI), a non-profit organization that offers a variety of student loan programs that are funded through participating lenders at www.teriloans.org and Connecticut Higher Education Loan Agency at www.chesla.org.

Competence-Based Scholarships: Faculty recommend students for these scholarships. Awards are based on scholarship as evidenced by course papers and projects. For more information, contact the Chair of the Financial Aid Committee.

Forms Center

The forms center contains forms for students in all seminary degree and certificate programs. Forms and information for all of the following programs will be available:

- Black Ministries Program
- Programa de Ministerios Hispanos
- Women's Leadership Institute
- Master of Arts
- Graduate Certificates
- Cooperative Master of Divinity Program
- Doctor of Ministry

At the forms center, you can find a variety of resources. You can find course schedules, catalogues, program brochures, and the Seminary's calendar of special events and programs. The center also provides the forms necessary to register for courses, forms to declare a program area of focus, program advising worksheets, incomplete forms, final project or thesis guidelines, guidelines for writing a research paper, etc. Virtually any form that you may require to facilitate an administrative student-related process is available at the forms center.

Location: The Student Forms Center is available on-site and online. On-site, the forms center is located on the 2nd floor of the main "white" building (77 Sherman Street) near the vending machine and student lounge area. The online forms center is located at www.hartsem.edu/student/student_forms.htm. Should



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you have any comments about the on-site or online centers, please email Vanessa Avery-Wall, the Admissions and Student Support Manager, at (860) 509-9552.

Grade Reports

Students may request their own “Student Course Report” which lists all courses taken and all grades received at any time at no cost by contacting the Registrar. Grade reports for each semester are sent according to the following schedule: fall semester by February 15; January intersession and winter/spring semester by July 1; and summer session by October 1.

Housing

With the exception of apartments for international students and visiting scholars, the Seminary does not maintain student housing. Typically, international students are required to live on-campus provided space in Hartford Seminary’s on-campus student housing is available. International students and visiting scholars may obtain an on-campus apartment application and instructions by contacting Vanessa Avery-Wall at 860-509-9552 or yaw@hartsem.edu.

Regarding off-campus housing, Hartford Seminary is often informed of available local housing and we are happy to share this information with students when it is available. To see postings for rooms or apartments, you may check the bulletin boards in 77 Sherman Street, or you may contact Vanessa Avery-Wall, the Admissions and Student Support Manager. Hartford Seminary does not, however, assume any responsibility regarding student housing arrangements nor does it act as an agent between students and apartment owners. To learn of apartments and houses available for rent in the Hartford Seminary area, you may also check the local papers (see *Publications* in the *Living in Hartford* section of the handbook, pg. 33).

Listings in the classified section of the paper that say “Hartford-West End” are located particularly close to the Seminary.

Overnight accommodations

There are numerous hotels and motels in the Hartford area (see *Accommodations in the Living in Hartford* section of the handbook, pg. 80).

The closest motel to the Seminary is the **West Hartford Inn**, 900 Farmington Avenue, West Hartford, 860-236-3221. Reduced room rates are available for AAA (American Automobile Association) or AARP (American Association of Retired Persons) members. A special rate for Hartford Seminary students needing overnight accommodations is available. Contact the Admissions and Student Support Manager for further information.

Information for those seeking Undergraduate Credit from Charter Oak State College

How It Works

Students enrolling in any of the three certificate programs offered by Hartford Seminary (including the Black Ministries Program, *Programa de Ministerios Hispanos*, and the Women’s Leadership Institute), who do not have a baccalaureate degree, may choose to seek undergraduate (baccalaureate level) credit through Charter Oak State College upon successful completion of the Hartford Seminary program.

Upon successful completion of the program and receipt of the program certificate, students seeking baccalaureate credit may go to Charter Oak to receive credit in one of the ways outlined below.

Please note: The information that follows is for informational purposes only and is being provided as a courtesy to Hartford Seminary certificate program students seeking to obtain undergraduate credit through Charter Oak for use toward either a baccalaureate degree at Charter Oak or at another institution. As such,



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what follows is a brief outline of what is available through Charter Oak State College. Specific questions, details or requests for consultation must be directed to Charter Oak as follows:

Charter Oak State College
55 Paul J. Manafort Drive
New Britain, CT 06053-2142
(860) 832-3800 (general number); (860) 832-3823 (Special Credit Registry);
(860) 832-3855 (Admissions)
Website: www.charteroak.edu E-mail: info@charteroak.edu

Students seeking to earn a Bachelor's degree from Charter Oak State College (COSC)

If you are intending to earn a degree from Charter Oak State College, send Charter Oak a completed application for admission and the application fee of \$75.00. Then send a request, in writing, to the Registrar at Hartford Seminary, requesting that a transcript showing your successful completion of your certificate program be sent to Charter Oak State College. All transcript requests must be signed (therefore e-mail requests are not acceptable) and mailed with the \$10 transcript fee to: Registrar's Office, Hartford Seminary, 77 Sherman Street, Hartford, CT 06105.

Direct that your transcript from Hartford Seminary be mailed to: Registrar's Office, Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053

To read further regarding tuition and fees at Charter Oak please access the following link:
<http://www.charteroak.edu/Prospective/Tuition/index.cfm>

Students seeking to register their credits at Charter Oak for use at another institution (Special Credit Registry)

Students seeking to use the Special Credit Registry at Charter Oak do not enroll in Charter Oak State College but must complete the special credit registry application and pay a \$110 fee. Upon receipt of the application and payment of the special credit registry fee, participants are authorized to deposit the credits from one Charter Oak State College reviewed program into their credit registry at Charter Oak. Participants may then request a transcript/s from Charter Oak to be sent to the institution/s of their choice. The transcript from Charter Oak will show that the student has received the number of undergraduate credits Charter Oak has recommended be given for the Hartford Seminary certificate program. The \$110 credit registry fee includes the issuance of one official transcript from COSC to any person or institution designated by the student. Additional official transcripts may be sent upon written request by the student to COSC for an additional \$10 for each official transcript.

To read further regarding the credit registry fees please visit the following link:
<http://www.charteroak.edu/Current/Programs/creditregistry.cfm>

Forms/Applications for Charter Oak State College and Special Credit Registry

Applications for admission to Charter Oak and Special Credit Registry applications and related instructions may be obtained at Hartford Seminary from Karen Rollins, Director of Enrollment Management and Registrar, Hartford Seminary, 77 Sherman Street (main building, 3rd floor) or from the Student Forms Center located on the second floor of the main building (77 Sherman).

Further information and forms are also available on-line through the Charter Oak State College website as detailed below.

Charter Oak State College Website

- Application information and a printable application form are available on-line at: <http://www.cosc.edu/forms/appformcurrent.pdf>.
- Students can request specific information at: <http://www.cosc.edu/contactus/>
- General forms are available on-line at: <http://www.cosc.edu/forms.htm>.



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Special Credit Registry forms are not available on-line because there are several versions, each of which is specific to the type of credits being registered.

International Student “Visit America” Fund

Hartford Seminary would like to encourage international students studying in its Degree Programs to avail themselves of experiences that will expand and enrich their understanding of American culture. It is hoped that international students will seek opportunities to explore the cultural and geographic heritage of America, as well as the diverse ways of life that can be found in the U.S. through travel beyond the immediate reaches of Hartford.

For this purpose, the Seminary manages a modest “Visit America” Fund that offers to *defray* the cost of travel to locations within the U.S. Examples of such travel include:

- a trip to visit friends, acquaintances, or relatives in another state
- travel to a city to visit museums, neighborhoods or other attractions
- an out-of-state academic conference
- an out-of-state ministry conference or event

If there is a more local site or event that will meet the intent of this fund, i.e., to enrich international students’ understanding of American culture, and for which funding is necessary for attendance, this will also be considered an appropriate use of this Fund—but preference will be given to out-of-state travel.

To be eligible for receiving funds, an international student must:

- 1) be a matriculated degree program student in good standing
- 2) complete a travel funds request form (see below) that includes:
 - a) a description of the trip or experience for which funding is sought
 - b) a trip budget (including anticipated transportation, lodging, and food costs)
- 3) upon returning from your travels, submit the following:
 - a) a single paragraph summarizing highlights of the experience
 - b) receipts

Please note that the purpose of this Fund is to *defray* costs outlined in your budget, not to cover the entire amount.

For an application and further details, please contact Vanessa Avery-Wall at (860) 509-9552 or vaw@hartsem.edu; or Kelton Cobb (860) 509-9513; kcobb@hartsem.edu.

Student Identification Cards

Students may sign up to request a non-photo ID card at the front desk of 77 Sherman Street. It generally takes 3-5 days for the request to be processed. Students choosing to have their ID laminated will need to make that request, pay 25¢ and pick up the ID the next week. ***Student ID’s are not required to check books or materials out of the library; student ID’s are necessary for logging in to the library’s resources and databases from off campus.***

Transcripts

For the protection of students and former students, all transcript requests must be submitted in writing and personally signed. Requests that are sent via e-mail cannot be honored. Transcripts will not be issued by fax. Upon written request and submission of the transcript fee of \$10 to the Registrar’s Office, students and alumni may, at any time, request the Registrar to send their “official” transcript to a school or organization of their choice. Please allow 3-5 business days for transcript requests to be processed by the Registrar’s Office. *Transcripts are issued only when all financial obligations to the Seminary have been met.* Students may request an unofficial student course report at anytime.



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Writing Assistance (BMP/PMH)

The Black Ministries Program and Hispanic Ministries Program have required writing courses as part of the curriculum – for further information, please see the course schedule for each programs and/or contact Marcia Pavao, Program Assistant, at 860-509-9512.

Writing Assistance (Degree Programs)

The personal statement required as a component of the application for all students seeking to matriculate into a degree program is carefully reviewed by the Academic Affairs Committee. When necessary, the Academic Affairs Committee may recommend that a newly admitted student avail her/himself of the services of the Seminary’s Writing Consultant. Such services may consist of workshops or individualized work and are provided at no additional cost to Hartford Seminary degree program students. Should a student be placed on academic probation, he/she will be required to meet with the Hartford Seminary Writing Consultant for a minimum of ten hours each semester until her/his cumulative average returns to a non-probation level. The purpose of the meetings will be to focus on written work in current or incomplete courses. Further information is available from the Admissions and Student Support Manager at 860-509-9552.

Writing Resources Available in the Forms Center

The following materials are available from the on-site (2nd floor, 77 Sherman) and online (www.hartsem.edu/student/student_forms.htm) forms centers to assist degree program students with their academic writing.

- General Guidelines for a Research Paper
- Guidelines for Doctor of Ministry Project Proposals and Examination
- Doctor of Ministry Final Project Report Manual
- Master of Arts Final Degree Requirements

Writing Consultant (Degree Programs)

Hartford Seminary has two Writing Consultants on staff whose services are at no extra cost to degree program students. The Writing Consultant provides individual support and occasional presentations in selected courses.

The Writing Consultants are available by appointment only. The Writing Consultant cubicle is located on the 2nd floor of 77 Sherman Street across from the Business Office, and this is where the Consultant will meet with the student at the scheduled time.

For more information about the Writing Consultants, please obtain their guidelines and contact information from on-site or online forms center, or contact Vanessa Avery-Wall at 860-509-9552 or vaw@hartsem.edu.

Many excellent websites on writing style are also available. Two recommended sites are:

- Hunter College Writing Center <http://rwc.hunter.cuny.edu/reading-writing/on-line.html>
- Capital Community College <http://grammar.ccc.commnet.edu/grammar/>



Child Care/Health Resources

Child Care

The Village, 1680 Albany Avenue, Hartford, 860.236.4511, is a private agency which provides a network of family day care homes in the Greater Hartford area. Each provider is interviewed, licensed and then supervised by the agency. Specific child development problems are dealt with as they arise so that each provider is more than a mere baby-sitting service. Those seeking child care are interviewed and should complete an application form, which includes a fee. All fees are based on the parent's total income as well as on a sliding scale. Once a child is accepted into the program, fees are paid directly to the agency.

Groupings within the homes are mixed not only by age but by sex and race as well. The program's hours average from 7 a.m.-5 p.m. with before and after school care offered if the child is in the same city as the provider. (Arrangements can be made insofar as school districts are concerned.)

The City of Hartford Day Care Administration sponsors seven day care centers in the area (six in elementary schools; one in a recreational center). Enrollment in these centers ranges from 25-90 children ranging in age from three years through Kindergarten age and all have waiting lists. Fees are based on family size and income. Contact the School directly.

Info-Line, 860.522.INFO, has information regarding licensed day care facilities—fees, vacancies, times, and extra services.

Medical Care

The major hospitals in the Hartford area are:

Connecticut Children's Medical Center, 282 Washington Street, Hartford 860.545.9000

Hartford Hospital, 80 Seymour Street, Hartford 860.545.5000

Saint Francis Hospital and Medical Center, 114 Woodland Street 860.714.4000

UCONN Health Center, 263 Farmington Avenue, Farmington 860.679.2588

Community Clinics: The clinics listed below are located in Hartford and provide all services on a sliding scale basis. These clinics also provide either free samples of prescriptions or, in the case of Community Health Services, an in-house pharmacy.

Charter Oak Health Center (two locations): 21 Grand Street and 401 New Britain Avenue
Call 550-7500 to reach both

Community Health Services: 500 Albany Avenue (also has a pharmacy on site)

Mental Health Care Services

There are several hospitals, agencies, and professionals in the area that provide mental health care services. The following list is a sample of important phone numbers/service providers and referral sources:

Crisis/Suicide Hotline 1.800.203.1234

INFOLINE Dial 211

Hartford Hospital 860.545.5000

Pastoral Counseling Center of West Hartford 860.233.0548

The Institute of Living 860.545.7000

Saint Francis Hospital and Medical Center 860.714.4789

University of Connecticut Health Center 860.679.2588

Village for Families and Children 860.236.4511

Wheeler Clinic 888.793.3500 (toll free)



Living in Hartford

Accommodations

The following hotels are within reasonable driving distance to Hartford Seminary:

- Avon Old Farms Hotel*, Route 44, 274 Avon Mountain Road, Avon, 860.677.1651
Beverly Hills Suites, 383 South Center Street, Windsor, 860.292.1142 or 800.331.3131
Crowne Plaza Hotel, 50 Morgan Street, Hartford, 860.549.2400 or 800.836.4000
Days Inn, 207 Brainard Road, Hartford, 860.247.3297 or 800.329.7466
Days Inn at Bradley International Airport, 185 Turnpike Road, Windsor Locks, 860.623.9417 or 800.894.1475
Double Tree Hotel, 16 Ella Grasso Turnpike, Windsor Locks, 860.627.5171 or 800.222.8733
The Hartford Farmington Marriott Hotel, 15 Farm Springs Drive, Farmington, 860.678.1000
Hartford Windsor Marriott Airport Hotel, 28 Day Hill Road, Windsor, 860.688.7500
Hastings Hotel and Conference Center, 85 Sigourney Street, Hartford, 860.727.4224
Hilton Garden Inn, 100 Dunfey Lane, Windsor, 860.688.6400
The Hilton Hartford Hotel, 315 Trumbull Street, Hartford, 860.947.9575
Holiday Inn, 363 Roberts Street, East Hartford, 860.528.9611 or 800.465.4329
Holiday Inn Express, 440 Asylum Street, Hartford, 860.246.9900
Homewood Suites, 65 Ella Grasso Turnpike, Windsor Locks, 860.627.8463
Residence Inn, 942 Main Street, Hartford, 860.524.5550
Residence Inn, 100 Dunfey Lane, Windsor, 860.688.7474
Sheraton Bradley Hotel, 1 Bradley International Airport, Windsor Locks, 860.627-5311
Sheraton Hartford Hotel, 100 East River Drive, 860.528.9703 or 888.537.9703
The Simsbury Inn, 397 Hopmeadow Street, Simsbury, 860.651.5700
West Hartford Inn, 900 Farmington Ave, West Hartford, 860.236.3221

For a more comprehensive listing of hotels and motels in the area, please contact the Admissions and Student Support Manager or visit www.enjoyhartford.com and click visitors then accommodations.

Arts and Entertainment

Films

The Hartford area has many movie theaters. Most of them show first run films. Please check the *Hartford Advocate* and *The Hartford Courant* for showings and times.

- Art @ Cinema City*, 235 Brainard Rd., Hartford, 860.549.0030.
Cinestudio, Trinity College, Summit St., 860.297.2463, new shows every two or three days, best films in Hartford.
Crown Palace 17 Theaters, 330 New Park Ave., Hartford, 860.236.6677
Loews Plainville 20, 220 New Britain Road, Plainville, 860.793.6661
Real Art Ways, 56 Arbor Street, Hartford, 860.232.1006
Showcase Berlin, 19 Frontage Road, Kensington, 860-829.1900
Showcase Cinemas, 936 Silver Lane, East Hartford, 860.568.8810
Showcase Cinemas Buckland, 99 Redstone Road, Manchester, 860.646.4555

On Stage

- Aetna Theater at the Wadsworth Atheneum*, 600 Main Street, Hartford, 860.278.2670 for general information, can be transferred to the theater.
Austin Arts Center, Trinity College, 300 Summit Street, Hartford, 860.297.2199.
The Bradley Playhouse, 30 Front Street, Putnam, 860.928.7887
Broadway at the Bushnell, Bushnell Memorial Hall, 166 Capitol Avenue, Hartford, 860.987.5900; professional theater, five to six plays over the academic year.



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Downtown Cabaret Theatre, 263 Golden Hill Street, Bridgeport, 203.576.1636
Edgerton Center at Sacred Heart University, 5151 Park Avenue, Fairfield, 203.371.7999
Garde Arts Center, 325 State Street, New London, 860.444.7373
Goodspeed-at-Chester, Norma Terris Theater, 6 North Main Street, Chester, 860.873.8668.
Goodspeed Opera House, The Plaza, East Haddam. Restored Victorian Opera House on Connecticut River, 860.873.8668.
Hartford Stage Company, 50 Church Street, Hartford, 860.527.5151, group and student rates are available
Hole-in-the-Wall, 116 Main Street, New Britain, 860.229.3049
Lincoln Theater, University of Hartford, 200 Bloomfield Avenue, West Hartford, 860.768.4228
Long Wharf Theatre, 222 Sargent Drive, New Haven, 203.787.4282
Meadows Music Theatre, 61 Savitt Way, Hartford, 860.548.7370.
Roberts Theater Center, Kingswood-Oxford School, 170 Kingswood Road, West Hartford, 233.9631
Seven Angels Theatre, Hamilton Park Pavilion, Plank Road, Waterbury, 203.757.4676
Theater Works, 233 Pearl Street, Hartford, 860.727.4027 or 860.527.7838.
Welte Auditorium, Welte Hall, Central Connecticut State University, 1615 Stanley Street, New Britain, 860.832.3200 for general information, operator can connect to the theatre.
Westport Country Playhouse, 25 Powers Court, Westport, 203.227.4177
Yale Repertory Theatre, 1120 Chapel Street, New Haven, 203.432.1570, box office 203.432.1234.

Music

Hartford Symphony at the Bushnell, relatively inexpensive guest series available, 860.244.2999
Hartford Civic Center, Hartford, concerts, tickets available at box office or Ticketron. 860.525.4500
Meadows Music Theatre, 61 Savitt Way, Hartford, 860.548.7370.
Oakdale Musical Theater, 91 South Turnpike Road, Wallingford, popular music, 203.265.1501
Sunday Chamber Music at the Bushnell Memorial Hall, selected Sundays over the year, 860.987.5900

Museums

Connecticut Historical Society, One Elizabeth Street, Hartford, 860.236.5621.
Connecticut River Museum, 67 Main Street, Essex, 860.767.8269
Discovery Museum, 4450 Park Avenue, Bridgeport, 203.372.3521
Eli Whitney Museum, 915 Whitney Avenue, Hamden, 203.777.1833
Harriet Beecher Stowe Center, 77 Forest Street, Hartford, CT 860.522.9258
Hill-Stead Museum, 35 Mountain Road, Farmington, 860.677.4787
Mark Twain House, 351 Farmington Avenue, Hartford, 860.247.0998.
Mystic Aquarium, 55 Coogan Boulevard, Mystic, 860.572.5955.
Mystic Seaport, 75 Greenmanville Ave., Mystic, 860.572.0711.
Old State House, 800 Main Street, Hartford, 860.522.6766.
Peabody Museum of Natural History, Yale University, New Haven, 203.432.5050
Science Center of Connecticut, 950 Trout Brook Drive, West Hartford, 860.231.2824
Wadsworth Atheneum, 600 Main Street, Hartford, 860.278.2670.

Entertainment, Restaurants and Clubs, Hartford Area

See <http://www.ctnow.com/>.



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Media

Radio:

Possible selections include:

- WPOP (1410) Sports radio from ESPN
- WPLR (99.1 FM) Classic rock; live concerts
- WCCC (1300 AM, 107 FM) Top 40; hard rock; good mini concerts;
- WTIC (1080 AM, 96.5 FM) Top 40; mostly on request
- WKND (1230 AM) Urban Contemporary
- WFCR (88.5 FM) Public radio (western Massachusetts)
- WMRQ (104.1 FM) Hip Hop and R&B
- WWYZ (92.5 FM) Country
- WHCN (105.9 FM) Classic rock
- WWUH (91.3 FM) University of Hartford. Jazz; soul; classic, rock program guide available
- WNPR (90.5 FM) Connecticut Public Radio
- WKSS (95.7 FM) Today's Hit Music

Television:

- Channel 24 and Channel 7 is the educational station (PBS)
- Channel 3 and Channel 2 is CBS-affiliated
- Channel 8 and Channel 40 are ABC-affiliated
- Channel 22 and Channel 30 and Channel 4 are NBC-affiliated
- Channel 61 and Channel 6 is a Fox network station

Publications

The following are available locally:

- The Hartford Courant—a daily morning paper
- The New York Times—daily, available at Hartford Seminary library and area bookstores and pharmacies,
- The Boston Globe—daily; available at bookstores and pharmacies
- Hartford Advocate—a weekly distributed free
- The Wall Street Journal—news, finance

Recreation

State Parks & Forests

- Bigelow Hollow, 166 Chestnut Hill Road, Stafford Springs, 860.684.3430
- Black Rock State Park, Litchfield, 860.283.8088
- Chatfield Hollow, 381 Route 80, Killingworth, 860.663.2030
- Hammonasset Beach, 1288 Boston Post Road, Madison, 203.245.2785
- Harkness Memorial, 275 Great Neck Road, Waterford, 860.443.5725
- Hopeville Pond, 193 Roode Road, Jewette City, 860.376.2920
- Indian Well, Derby, 203.735.4311
- Mashamoquet Brook, 147 Wolf Den, Pomfret Center, 860.928.6121
- Mount Tom, 30 Lake Waramaug Road, New Preston, 860.868.2592
- Talcott Mountain, 57 Gun Mill Road, Bloomfield, 860.242.1158
- People's State Forest, Pleasant Valley, 860.379.2469

*For a complete listing of state parks and forests, please visit:

<http://dep.state.us/stateparks/index.htm>



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Golf

A few of the public courses in the immediate vicinity include: *Goodwin Golf Course*, Maple Avenue, Hartford, 860.956.3601; *Keney Park Golf Course*, Windsor Avenue, Hartford, 860.525.3656; *Buena Vista Golf Course*, Buena Vista Road, West Hartford, 860.521.7359; *Rockledge Country Club*, South Main Street, West Hartford, 860.521.3156; and *Blue Fox Run*, Nod Road, Avon, 860.678.1358.

Hiking

Numerous trails exist in Connecticut. A description and map of these trails are provided in the *Connecticut Walk Book* which is available from the Connecticut Forest and Park Association, 1010 Main Street, East Hartford, 860.346.2372. Several state parks, including the Barkhamsted Reservoir Area, are located within a twenty mile sweep west of Hartford. Closer to home is the MDC in West Hartford. This provides an enjoyable environment for walking or bicycling. Batterson Pond Park in Farmington also has facilities for swimming and picnicking. Elizabeth Park in Hartford has an elaborate rose garden. For canoeists, there are a number of suitable streams and places to rent equipment.

Tennis

Tennis players will find public courts in Elizabeth Park, Fernridge Park, Eisenhower Park, Wolcott Park and at Conard High School and Hall High in West Hartford. All but Conard High have some clay courts; the rest are concrete.

Recreational Facilities

The YMCAs in Hartford, New Britain and Plainville, and the Jewish Community Center (JCC) in West Hartford have indoor facilities for squash, handball, paddleball, basketball and swimming. Student rates are available at the JCC and the YMCA.

Swimming Pools: In West Hartford, the Cornerstone Aquatic Center is located at 55 Buena Vista Road, 860.521.3242. St. Joseph College and the University of Hartford in West Hartford have pools and various other workout facilities such as indoor track, weight room, and basketball gym. Student memberships are available at St. Francis Health Club, St. Joseph College, and the University of Hartford.

Restaurants

Inexpensive Dining within Walking Distance

1. Burger King, 524 Farmington Avenue, 231-2888
2. China Express, 498 Farmington Avenue, 523-5830
3. City Pizza (**serves Halal Food*), 498 Farmington Avenue, 236-2616
4. Ichiban (*Japanese/Korean*), 530 Farmington Avenue, 236-5599
5. Sal's Grinders, 233 Sisson Avenue, 232-3749
6. Sargeant Pepperoni, 495 Farmington Avenue, 233-8888
7. Subway Sandwiches, 471 Farmington Avenue, 232-5429
8. Monté Alban (*Mexican*), 531 Farmington Avenue, 523-7423
9. Mo's Midtown, 25 Whitney Street, 233-9066 **breakfast and lunch only*
10. Pintore Marketplace (at UConn Law School Cafeteria); open M-F, 8:30am-4:30pm
11. Tisane, 37 Farmington Avenue, 523-5417
12. Whitney Pizza, 266 South Whitney Street, 232-7860

Inexpensive Dining within Short Driving Distance

1. A.C. Petersen Farms, 240 Park Road, 233-3651
2. Dunkin Donuts, 271 Farmington Avenue, 522-5634
3. Lena's First and Last Pizzeria, 2053 Park Street, 233-4481



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4. Prospect Café, 345 Prospect Avenue, 523-8069
5. Taco Bell, 255 Farmington Avenue, 247-3610
6. *Tangiers International (*Halal Food*), 668 Farmington Avenue, 233-8168
7. Wood'n Tap, 199 Sisson Avenue, 232-8277

Other fast food restaurants are available on Prospect Avenue. Travel down Sherman Street or Girard Avenue to Farmington Avenue. Take a right onto Farmington, travel up to Prospect Avenue and turn left. After several blocks, you will find Wendy's, McDonald's and another Burger King. In the shopping plaza are a Shaw's Supermarket, Home Town Buffet, and Prospect Pizza. Across the street is a D'Angelo's Sandwich Shop.

Other Services

Bank of America, 550 Farmington Avenue, 800-841-4000
Crown Supermarket (*Kosher*), 2471 Albany Avenue, 236-1965
Stop n' Shop Supermarket, 150 New Park Avenue, 232-8777
Cosmos International Market, 770 Farmington Avenue, 232-6600
**Has Halal meat for purchase, a deli with Halal food, as well as international (Middle Eastern and South Asian) groceries.*
CVS Pharmacy, 568 Farmington Avenue, 232-7233
Eddie's Evergreen Mobil, 519 Farmington Avenue, 232-4136
Fleet Bank, 550 Farmington Avenue, 244-5000
Kinko's Copies, 544 Farmington Avenue, 233-8245
Washtub Laundry and Cleaners, 545 Farmington Avenue, 523-1394
Webster Bank, 108 Farmington Avenue, 723-5440
Webster Bank, 75 Park Road (near Prospect), 586-7800



Appendices

Campus Safety and Security Report

The Hartford Seminary campus is in the West End of Hartford on twelve acres of land, which includes three office buildings and fifteen residences. The Seminary endeavors to provide a safe, problem-free facility for and with the assistance of its staff, students and visitors. Safety and security concerns are handled by the office of the Director of Administration.

Policies and Procedures

Confidential Security Procedures (dated October 2007) detail proper safety and security measures for all Seminary offices and classrooms. They are distributed to every employee and extra copies are on file in the office of the Director of Administration.

A receptionist is on duty for evening classes between 5:00 – 9:00 p.m., Monday - Thursday. At 9:00 p.m. the front door is locked and all alarms are activated with the exception of side door #5. Students leaving afterward must exit from this door. All employees should always lock entrance doors to 80 & 74-76, and if a receptionist is not stationed at the desk of 77, that door should be locked as well.

Persons with physical disabilities and special needs should notify the Admissions and Student Support Manager. Students with physical disabilities and special needs should notify the Admissions and Student Support Manager prior to the beginning of the semester should special accommodations be required.

Victims of or witnesses to criminal activity should report the incident to the Hartford Police (911 for emergencies or 527-6300 for non-emergencies) and to the Director of Administration immediately. A Campus Crime Report Form should be completed which can be obtained from the Receptionist or the Director of Administration.

Responsibilities of Students and Staff

The cooperation and involvement of students and staff is essential in order to maintain a safe and secure campus. Everyone should be alert to any unusual occurrences or suspicious characters and report them immediately. Personal belongings and valuables should not be left unattended. Cars should be parked in well-lit areas with valuables locked in the trunk. A club locked on a steering wheel may deter thieves as well. Most importantly, staff and students are encouraged to use good judgment when leaving any facility at night by walking in pairs.

Weapons Possession

The possession, use or sale of weapons is prohibited on all areas of the Seminary campus. Weapons include, but are not limited to, firearms, ammunition, explosives, fireworks and hunting knives.

Illegal Drugs and Alcohol Abuse

Hartford Seminary is committed to maintaining a drug-free workplace in accordance with the requirements of the Federal Drug-free Workplace Act. The unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol on its property or at any Seminary-sponsored activity, function or event is strictly prohibited. Details on standard of conduct, implementation and disciplinary sanctions are distributed to all incoming faculty, staff and students.



Crime Statistics and Rates

In compliance with the Federal Student Right-to-know and Campus Security Act, the following statistics are provided to reflect the crimes committed on the property of the Seminary for the most recent school year and during the two preceding years:

<u>Offense</u>	<u>Number of Incidences</u>		
	<u>2004</u>	<u>2005</u>	<u>2006</u>
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Larceny	0	2	0
Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1

* Same incident

(Note: These statistics include the Seminary’s 15 residential properties as well. Larceny includes auto break-ins.)

Arrests

Alcohol Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0

(updated until 8/14/07)
8/2007 RL:bcr



Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request that the Seminary amend a record they believe is inaccurate or misleading. They should write the Seminary official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the Seminary decides not to amend the identified record, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a person serving on an official committee, such as disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hartford Seminary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

OFFICIAL HARTFORD SEMINARY POLICIES

The relationships and conduct of students, faculty and staff at Hartford Seminary are expected to be consistent with the purpose and mission of Hartford Seminary as stated in the catalogue and in keeping with local, state and federal law. On rare occasions, questions may arise about whether certain conduct of an individual or individuals is compatible with the nature and purpose of the Seminary. The policies and procedures in the Official Policies section of the catalogue have been developed to specifically address such issues or situations should they arise.

It is the responsibility of all students to conduct themselves in a manner consistent with the purpose and mission of the Seminary as stated in the catalogue. It is the right of all students to address any concern, issue or grievance informally as well as formally in keeping with the appropriate policies and procedures for any given issue or situation as stated in the catalogue. Students may also consult directly with the Dean of the Seminary for assistance or guidance regarding any issue that may arise.

Non-Discrimination Policy and Equal Opportunity Statement

Hartford Seminary subscribes to the principles and laws of the State of Connecticut and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Hartford Seminary policy prohibits discrimination against any individual on the basis of race, sex, sexual orientation, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness or



veteran status, or any other reason prohibited by an applicable law or regulation in the employment of faculty, staff and students; in the recruitment and admission of students; and in the operation of all Seminary programs, activities and services. Students with disabilities are eligible for special services when they are matriculated students. Additionally, the Seminary will not condone acts of violence or harassment reflecting bias or intolerance of any of the above mentioned classes. Evidence of practices, which are inconsistent with this policy, should be reported to the Office of the Dean.

Computer Use Policies

Hartford Seminary is committed to providing computing services to support the needs of students, faculty, and staff of the Seminary. The policies below are to: 1) ensure the security and integrity of computer resources available on campus; 2) to assure that users have reasonable access to the facilities; and 3) to ensure that the action of any one user will not adversely affect any aspect of the work of another. The Seminary reserves the right to control, evaluate and monitor all student computer and electronic telecommunications except as may be prohibited by Federal or State Laws.

The following activities constitute *unauthorized use* of computer resources and are *expressly prohibited*.

- a. **Unauthorized access:** Attempting to gain access to another user's programs or account without that user's express permission.
- b. **Passwords:** Sharing your student ID or password with any other person.
- c. **Harassment:** Using seminary computer resources to harass or annoy others, or prevent them from legitimately using the facilities. Note: Using electronic mail to send other users unsolicited messages of obscene, demeaning, and/or menacing content constitutes harassment.
- d. **Changing settings on seminary computers:** Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources in any way. Downloading software (including games, wallpaper, and screen savers) from the Internet unless authorized specifically by the seminary. Copying, renaming, altering, examining, or deleting the files or programs of another person without permission.
- e. **Games:** Using seminary computing facilities for non-academic purposes. Academic work always takes precedence over recreational use. An individual must quit playing computer games, writing non-academic email, using the Internet or any other non-academic computer activity when any person is waiting for use of any computer intended for student/public use. There is a **one-hour** time limit on the use of the public computers in the lower level of the library whenever others are waiting to use them, even if one is doing required academic work.
- f. **Compliance with federal, state, and local laws:** Using any part of the computer resources of the seminary in any activity that violates federal, state, or local laws.
- g. **Commercial use:** Using the seminary's computing resources for personal business or commercial use, such as the posting of commercial web pages and the distribution of unsolicited advertising.
- h. **Tampering/viruses/worms:** Deliberately attempting to tamper with, disrupt, delay, or endanger the regular operation of the seminary's computing resources. Creating or propagating computer worms, or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user's account, hardware, software, or data.
- i. **Network Monitoring:** Monitoring and/or sniffing of any network traffic, passwords, email or any other network communications.
- j. **Pornographic material:** Using seminary computing resources to view or transmit material with prurient content. For purposes of this document "prurient content" is defined as material unrelated to a legitimate academic purpose and intended for the arousal of sexual thoughts or desires of the recipient and/or the sender.

Access to Hartford Seminary's computing facilities and resources is a privilege and student responsibilities accompany that privilege. All students affiliated with Hartford Seminary, or those guests using the library services, are expected to use good judgment when using computing resources, including Internet access and e-mail. This also includes appropriate personal behavior while using the computers.



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Being granted access to the seminary's computing resources does not provide the user with a guarantee or warranty of any kind regarding system reliability, nor does it guarantee or warrantee the user that any information obtained from its electronic communications system is correct and free of errors. Hartford Seminary is not responsible for any personal damage as a result of loss of data, inaccuracy of data, delays in processing of data or non-delivery of data over its electronic communications system.

Copyright Infringements: All students should recognize that information obtained through electronic methods might be protected by copyright laws of the United States (Title 17 U.S. Code), the Digital Millennium Copyright Act (H.R. 2281), and the World Intellectual Property Organization (WIPO). As such, any student in violation may be prosecuted under the terms of the law. It is the student's responsibility to understand the laws pertaining to copyright infringement.

Printing: Users are charged for printing *no matter who supplies the paper*. The library staff reserve the right to restrict computer user printing based on quantity and/or content (e.g. materials related to running an outside business).

Student Copies of Work Submitted Electronically: It is the student's responsibility to follow-up with faculty (or staff, where relevant) to confirm receipt of any academic work or correspondence that the student submits electronically. ***Electronic submission of work does not in any way guarantee receipt. Students are urged to keep hard copies of academic work submitted electronically until receipt of their final course grade report from the Registrar.***

Crime Awareness and Campus Security

The Crime Awareness and Campus Security Act of 1990 is legislation that "requires all institutions to annually publish and distribute a security report containing campus security policies and procedures as well as campus crime statistics." The following are the campus safety policies and procedures at Hartford Seminary.

Campus Safety Policies and Procedures

The Director of Administration is responsible for campus safety and security at Hartford Seminary.

- The building at 77 Sherman Street which contains administrative offices, classrooms, the chapel, bookstore and library, is staffed with a receptionist as follows:

When Classes are in Session: Monday - Thursday from 8:30am-9:00pm, Friday from 8:30am-5pm and Saturday from 8:30am-3pm. After 9:00pm on class nights, the building is alarmed and students attending the second evening class session are required to exit through the front side entrance. Instructors of second session evening classes will review this procedure at the beginning of each semester. When students, staff or faculty leave the building after dark, it is recommended to walk in pairs.

When Classes are NOT in Session: Monday-Friday from 8:30am-5pm and Saturdays from 8:30am-3pm.

During hours when the building is not staffed with a receptionist, the alarm system is on and the building is not accessible to students without being accompanied by a faculty or staff member.

The Research Center (80 Sherman Street) and the Macdonald Center (74-76 Sherman Street) are alarmed at all times. Students may gain access to either building during regular working hours (Mon-Fri, 9am-5pm) by ringing the doorbell. This signals the administrative assistant to let students in via a buzzer system.

- Visitors (not including students) are required to sign in at the Receptionist desk at 77 Sherman Street.
- Students are requested to report the presence of suspicious or unfamiliar persons to the Receptionist immediately. During hours when the Receptionist desk is not staffed, please see your class instructor.
- Students are advised not to leave valuables and belongings unattended. Hartford Seminary accepts no responsibility for lost or stolen items.



Campus Crime Statistics Report

The annual crime statistics report is distributed to all students via distribution of the annually updated Student Handbook as follows:

- D.Min. students during the first “D.Min. Days” in September
- MA students during MA Orientation in September
- Black Ministries Program, Programa de Hispanos and Women’s Leadership Institute in September

Drug Free School/Workplace Policy

Hartford Seminary is committed to maintaining a drug-free school and workplace in accordance with the requirements of the Federal Drug-Free Workplace Act and the newly amended Drug-Free Schools and Communities legislation and wholeheartedly endorses national standards for prevention programs. Education assumes a healthy integrating of mind, body and spirit. Hartford Seminary joins with other institutions of higher education to eliminate substance abuse.

Standards of Conduct

Hartford Seminary strictly prohibits the unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol by students and employees on its property or at any Seminary-sponsored activity, function or event. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and these groups will not be discriminated against because they have these disabilities, all are considered to be responsible for their actions and their conduct.

Implementation

Hartford Seminary will annually distribute a copy of this policy statement with all attachments to all employees and to each student who is taking one or more classes for any kind of academic credit. Biennially, the Seminary will review its policy to determine its effectiveness, update requirements and enforce changes if needed. In addition, portions of this policy will be published in our faculty and staff handbooks and other appropriate literature.

The Director of Administration will be responsible for implementation of this policy with Seminary employees. The Dean will be responsible for implementation of this policy for students.

Disciplinary Sanctions

Minimum sanctions to be imposed for violation of this policy normally include probation, suspension or separation from the institution and referral for prosecution. The Seminary may require the completion of an appropriate rehabilitation program to be determined by the President on a case-by-case basis for various degrees of infractions. Hartford Seminary’s disciplinary procedures respect the rights of students and employees under State and Federal law.
(Approved by Hartford Seminary Council 9/24/90)

Guidelines for Research Conducted by Persons Affiliated with Hartford Seminary

It is expected that all persons who conduct research under the auspices of Hartford Seminary will treat everyone involved in the research with respect and care. The following measures are intended to guide our efforts.

1. Informed Consent

The principal investigator shall explain to subjects, prior to their participation,

- A. the objectives of the research;
- B. the procedures to be followed;
- C. the expected duration of the subject’s participation;
- D. any foreseeable risks or discomforts to the subject;
- E. any benefits to the subject or others which may reasonably be expected from the research; and
- F. the extent to which the confidentiality of the records identifying the subject will be maintained.

Where it is determined that the research involves no more than minimal risk to the subject (see below) and involves no procedures for which written consent is normally required outside of the research context, informed consent may be obtained either through a signed consent form or in an oral discussion. All investigators are advised, however, to document their discussion of informed consent.



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In circumstances of minimal risk, and where it is in the interest of the research not to provide full information before administering research instruments, the investigator shall provide subjects with additional pertinent information after their participation.

Investigators shall not use individuals as subjects unless satisfied that they, or others legally responsible for their well-being, consent to participation freely and with understanding of the consequences. Subjects shall not be induced to participate by means or in circumstances that might affect their ability to decide freely. It shall be made clear to subjects that they are free to withdraw from active participation in the research at any time. Subjects who indicate a desire to withdraw shall be allowed to do so promptly and without penalty or loss of benefits to which the subject is otherwise entitled.

2. Confidentiality

Investigators shall respect the privacy of subjects. They shall protect confidential information given them, advising subjects in advance of any limits upon their ability to insure that the information will remain confidential.

3. Disclosure of affiliation and sponsorship

Investigators may indicate their position at Hartford Seminary, but (if indicating their affiliation) shall disclose whether or not the research is sponsored by the Seminary. An investigator shall disclose to a subject, upon request, the source of support for the research.

4. Requirements for review

Research that involves minimal risk shall not be subject to special review. Minimal risk means that the probability and magnitude of physical or psychological harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Research shall be subject to special review if it is deemed to pose more than minimal risk to subjects. The appropriate committee, as designated by the Dean of the Seminary, will conduct the special review. Such risks include:

- A. responses or observations of the subject will be recorded in such a way that direct identification of the subject may be possible; and
- B. the responses or observations of the subject, if they became known outside of the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; or
- C. the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

5. Suspension of Research

Research shall be immediately suspended and reviewed if investigators observe that such risk factors are present or if they observe any adverse consequences that may be attributable to the research.

(Approved by Hartford Seminary faculty on December 1, 1997.)

Inclusive Language Policy

Hartford Seminary is committed to a policy of inclusion in its academic life and mission. All members of the community are expected to communicate in language that reflects the equality of genders, openness to diverse cultural and theological perspectives, and sensitivity to one another's images of God.

Plagiarism Policy

Plagiarism, the failure to give proper credit for the words and ideas of another person, whether published or unpublished, is strictly prohibited. Credit will not be given for written work containing plagiarism, and plagiarism can lead to failure of a course. All written material submitted by students must be their own original work; where the words and ideas of others are used they must be acknowledged. Additionally, if students receive editorial help with their writing they should also acknowledge it appropriately.



For clarity as to what constitutes plagiarism, the following description is provided:

1. Word for word plagiarism: (a) the submission of another person's work as one's own; (b) the submission of a commercially prepared paper; (c) the submission of work from a source which is not acknowledged by a footnote or other specific reference in the paper itself; (d) the submission of any part of another person's work without proper use of quotation marks.

2. Plagiarism by paraphrase: (a) mere re-arrangement of another person's works and phrases does not make them your own and also constitutes plagiarism; (b) paraphrasing another person's words, ideas, and information without acknowledging the original source from which you took them is also plagiarism.*

- See Chapter 5 of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, (6th Edition, University of Chicago Press, 1996) for an explanation of the proper ways to acknowledge the work of others and to avoid plagiarism.

Sexual Harrassment Policy

Hartford Seminary observes the Equal Employment Opportunities Commission (E.E.O.C.) Sex Discrimination and Sexual Harrassment Guidelines and strives to create a fair, humane and respectful environment.

Definition:

Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature or relating to sexual orientation when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's instruction, employment, or participation in other Seminary activity;
- (2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- (3) such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment

Procedures for Handling Complaints of Sexual Harassment

1. A Sexual Harassment Task Force is appointed by the President of Hartford Seminary within two (2) weeks of the beginning of each academic year to address any complaints of sexual harassment that may arise. A list of the members of the task force will be distributed to all members of the Hartford Seminary community within the first three weeks of the new academic year.
 - A. The Sexual Harassment Task Force shall be comprised of three appropriate parties.
2. **Informal actions:** Several options are available to an individual to informally address an incident of alleged sexual harassment.
 - A. The individual may attempt to resolve the matter directly with the alleged harasser. Should the individual not be comfortable initiating a discussion on her or his own, she or he may discuss the issue confidentially with any member of the Sexual Harassment Task Force and receive guidance and support for attempting to resolve the matter directly with the alleged harasser.
 - B. The individual may report the incident of alleged harassment to the supervisor (in the case of students, to the Dean of the Seminary) in an effort to resolve the matter.
 - C. In the event that these informal efforts to resolve the complaint by the individual may not be wise, appropriate, or successful, the individual may request that the Sexual Harassment Task Force attempt to resolve the issue informally. A record of the complaint and its resolution will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.
3. **Formal Proceedings:** In the event that an informal resolution does not seem possible or is not successful, and if the matter is not settled within ten (10) working days, the complainant and the Sexual Harassment Task Force will institute formal proceedings immediately to include the following steps:
 - A. Gather oral and written statements from the parties involved in the alleged harassment, and from others who may have pertinent information, such as witnesses, qualified professional consultants, etc. The



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respondent may appear before the Task Force and present witnesses in his or her behalf.

- B. Determine actions appropriate to resolve the matter; these may include (but not be limited to):
 - 1) the finding that sexual harassment has occurred, and that the appropriate body or officer of the Seminary is called upon to take action accordingly; such action may include one or more of the following:
 - a. a formal reprimand, with defined expectations for changed behavior;
 - b. recommending or requiring remedial action such as but not limited to psychological or psychiatric assessment, counseling or treatment, education and so forth;
 - c. probationary standing, with the terms of the probation clearly defined;
 - d. suspension or dismissal from the Seminary
 - 2) the finding that no sexual harassment occurred

In the course of investigating the allegations of the complainant, the supervisor (if involved) and members of the Task Force shall contact only those persons whose participation is reasonably necessary to the investigation of the complaint, and shall otherwise keep the facts of the investigation confidential.

A written summary of the Task Force proceedings will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.

4. Appeal Process:

- A. If the complainant or respondent is not satisfied with the disposition of the matter by the Task Force, he or she has the right to appeal in writing, within 30 days, to the President of the Seminary who may review and affirm or alter the disposition.
- B. The complainant or respondent may appeal the decision of the President by addressing an appeal in writing, within 30 days, to the chair of the Board of Trustees. The chair shall refer the matter to the Executive Committee of the Board within 30 days and said committee will resolve the matter, with discretion to take any further evidence that it may deem necessary before making its final determination.

Smoking Policy

Hartford Seminary is a smoke-free environment. All Hartford Seminary academic buildings (74-76 Sherman, 77 Sherman, and 80 Sherman) are designated as non-smoking. Those choosing to smoke must do so outside.

Student Discipline Policy and Procedure

It is the policy of Hartford Seminary to conduct an impartial investigation of the facts, an impartial hearing and review of those facts and to make recommendations as to what action should be taken with regard to any issue concerning student conduct brought to the attention of the Dean in writing.

Procedure

- A. Any faculty member, staff member or student may bring a written complaint to the Dean of the Seminary.
- B. The Dean will convene the Academic Affairs Committee (AAC) which is the committee designated by the Seminary to handle student disciplinary cases. The committee will be convened within seven (7) working days. In the event a member or members of the AAC are involved or named in the disciplinary situation before the AAC, the Dean will appoint a replacement in kind (faculty, administrator, or student.) In the event the Dean is involved or named in the written complaint, the President will appoint a replacement for the Dean.
- C. The committee will review the available information to determine the appropriateness of the case to its jurisdiction and charge. If accepted, the case will be disposed of as quickly as possible, normally within thirty (30) days. When a case has been accepted by the committee, the following procedure will be followed.
 1. Investigation: Conduct an investigation. Should it appear to the committee that disciplinary action might be warranted if the preliminary information received is confirmed to the committee's satisfaction, the committee shall conduct an investigation of the facts to the extent it deems necessary.
 2. Hearing: When the investigation is completed, the committee will then hold a hearing that will:
 - a. Provide the student the opportunity to hear and have explained all of the information and evidence that the committee has received
 - b. Provide the opportunity for the student to offer a defense (to include the opportunity for the student to have witnesses appear on her/his behalf and to be accompanied by another party who may act as counsel.)



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- c. A written record of the disciplinary hearing proceedings will be made and kept on file in the Dean's Office.
3. **Determination:** When the disciplinary hearing is completed the committee will make a final decision regarding the facts of the case and determine disciplinary action to be taken, if appropriate. In some cases the committee may deem it necessary to gather more information before reaching its final decision. In this case, the committee will provide written notice to the student of any further information it gathers and provide the student the opportunity to submit further comment about the additional information or evidence gathered by the committee (under the guidelines in 2.a. and 2.b.)
4. **Appeal Process:** The student may choose either to accept the committee's determination in the case or appeal the decision to the President.
In the event of an appeal, the following procedure will be followed:
 - a. The case will be discussed and reviewed by the Faculty Council in executive session for purposes of the President gathering recommendations from the faculty.
 - b. The student will have the opportunity to submit written comments to the President prior to the President making her/his final decision. With written permission of the student, these comments may be shared with the Faculty Council in its executive session.
 - c. In all cases, the final decision on the appeal shall rest with the President.
 - d. When an appeal is made, the case will be reviewed and a decision reached as quickly as possible, normally within thirty (30) days.
- D. A written record of disciplinary hearing proceedings, determination, and appeal, if any, will be made and kept on file in the Dean's Office.

Student Grievance Policy and Procedure

It is the intention of this policy to encourage and facilitate resolution of a grievance that a student may have with a faculty member, supervisor, administrator, member of the staff, or another student. The desire is to resolve the grievance in the early stages of the procedure. However, the procedure does provide for full mediation in a fair, equitable and timely manner.

Procedure

1. A student who believes he or she has a legitimate grievance should meet promptly with the person immediately involved (i.e. the faculty member, administrator, supervisor or member of the staff with whom the student has an issue.) (Should the student not be comfortable with initiating such a meeting on her or his own, the Dean, the Seminary Academic Advisor or the Admissions and Student Support Manager is available, on a strictly confidential basis, to assist the student.) The procedure is concluded if an acceptable solution is reached between the student and the other party. Should either person wish written documentation of the resolution, the two parties shall write such and each person will sign, date and retain a copy.
2. If the grievance is not resolved, the student may pursue the matter as follows:
 - a. Within seven (7) days of the meeting in #1, the student should send a written statement to the Dean of the Seminary clearly stating:
 - the nature of the complaint
 - the steps already taken
3. As soon as possible after receipt of the written statement, normally within ten (10) working days, the Dean will:
 - a. Meet with each party separately.
 - b. Meet with the parties together to attempt to resolve the grievance.
 - c. If the grievance is resolved, provide a written summary of the resolution within seven (7) working days (of the meeting with both parties together), which each party will sign. Copies will be retained in the Dean's Office.
4. If the grievance is not resolved through the steps above, the student may make a written request, within seven (7) working days, to the Chair of the Academic Affairs Committee (AAC.)



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The Chair will convene a meeting to hear and resolve the grievance. The committee may request that additional persons be present for the hearing as it deems necessary and relevant (such as an administrator's or staff person's immediate supervisor, the Director of Administration (Human Resources), etc.).

The committee's recommendations and action for resolution will be presented in writing to each party in the grievance within seven (7) days of the hearing, which each party will sign.

Copies of the resolution will be retained, along with a written record of the hearing, in the Dean's Office (and by the Director of Administration, if appropriate.)

In all cases, the committee's recommendations and action for resolution will be final.

In the event a member or members of the AAC are involved or named in the grievance before the AAC, the Dean will appoint a replacement in kind (faculty or administrator.) In the event the Dean is involved or named in the grievance, the President will appoint a replacement for the Dean.

Student Records and Information

Hartford Seminary complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. All student records are confidential and information is released only at the request of the student or to an appropriate institutional official.



“RUSH HOUR” DIRECTIONS TO HARTFORD SEMINARY

Below are some alternative routes/ timesavers (perhaps) to Hartford Seminary during rush hour if Rt. 84 is moving slowly or traffic is at a standstill.

Coming from the East (heading West into Hartford) on Rt. 84:

- Get off Rt. 84 at Exit 54 (sign says “Downtown Hartford”); this exit is right after the exit for Rt 2 East.

Direction A:

- Come across the Founders Bridge, at end of bridge, cross Columbus and stay straight (do not turn); you will be on State St. (Central Row) and the Old State House will be on the right at the corner of State St. and Main St.
- Cross Main St. (State St. then becomes Pearl St.) and stay on Pearl Street, crossing Trumbull and Ann Streets.
- Just after Ann Street, be sure you are in the right lane and turn right at the next light (it’s a dead end so you must turn right or left);
- Go one block and turn left onto Asylum Ave.
- Stay on Asylum, go under the RR bridge, and go up the hill, remaining in the LEFT lane.
- When Asylum splits, BEAR LEFT and you will be on Farmington Ave.

Direction B:

- Stay on Farmington Ave. several blocks; you will cross Sigourney, then Woodland St. (Immanuel Congregational Church is on the right at the corner of Woodland and Farmington)
- About one block after Woodland, turn right on Owen Street (it’s one way and is actually Lorraine St on this side of Farmington Ave. but for some reason the street sign on Farmington says “Owen St.”)
- Follow it around and it dead ends at Sherman Street and the Seminary is right there.

Coming from East or West on Rt. 84 and getting off at Exit 46 (Sisson Ave.)

To avoid waiting in the long line of traffic typically waiting at the light at Farmington Ave., you may wish to try the following:

- At the end of the exit ramp, turn right on Sisson Ave.
- At the first street (Warrenton Ave.), turn left;
- Go one block and turn right on Evergreen;
- Take Evergreen up to Farmington Ave (about 3 blocks) and turn right onto Farmington,
- Then make an *immediate left* onto Girard.
- Take Girard up to Fern St. (1 block),
- Turn right on Fern and you will come around in front of the Seminary (Fern becomes Sherman when it turns to the right.)

Coming from the West (heading East) on Rt. 84.

- Get off Rt. 84 at Exit 44 (Prospect St.); at the end of the ramp, go straight,
- Then at the light (about 300 feet), turn left on Prospect Ave.
- Stay on Prospect several blocks; you will cross W. Beacon, Capitol, Warrenton; and Farmington Ave.
- Two blocks after Farmington Ave, turn right on Fern St.
- Stay on Fern, cross Girard St., and immediately after crossing Girard when Fern bears right (UCONN Law School is on the left and Attorney General’s building straight ahead), you are on Sherman St. and Hartford Seminary is on the right.

Coming on Rt. 91 North or South to Rt. 84.

- Get off Rt. 91 at the exit for Rt. 84 West;
- Once on Rt. 84 West, get off at Exit 48 (Asylum Ave.);
- at the end of the exit ramp, AT the stoplight (do not bear right before this);
- Turn right on Asylum Ave.
- Immediately get in left lane and bear left on Farmington Ave.
- Follow *Direction B* above.



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Heading West on Rt. 2 (from points south and east of Hartford to Hartford):

After Exits 5a – 5 d, get in LEFT lane and take the Founders Bridge lane (the middle lane goes onto Rt. 84 West; the right hand lanes exit to Pitkin Street and 84 East.)

Follow *Directions A and B* above.