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Registrar’s Code of Conduct

In addition to University policy, all visitors must adhere to all State, Federal and locals laws. All CITI clients and visitors must adhere to the Student Code of Conduct. For more information, as it relates to the student Code of Conduct, please visit: <https://community.uconn.edu/the-student-code-part-iii/>.

All registrations close at noon 3 business days prior to class date. No Exceptions.

Requirements to be a Certified Registrar of Voters:

- You **must** successfully complete the 8 certification courses.
- You **must** successfully pass the [ROV Certification Exam](#).
- Your Moderator Certification **must** be **active** and in good standing.

Payments/ Invoicing:

- Kindly remember you have 30 days from the date of each course to submit your payment to us. **You will not be able to attend any other courses until we receive payment. Please remit payment to:**

UConn, School of Business
Connecticut Information Technology Institute
One University Place, 3.97
Stamford, CT 06901-2315

- **Please note that a purchase order does not constitute as payment.**
- **Credit Card Payments Online:** Please note that if you enter incorrect credit card information and receive the “Finger Print value is not valid” error message, you must close out of the credit card “make a payment” window and re-submit your order by returning to your “shopping cart” screen.

In order to attend class, you must register for the course on our [website](#). Upon completion of registering for a class, you will receive a confirmation email, confirming the section and class date for your registration. If you do not receive a confirmation, you have not successfully registered for the intended section. **You may not show up to a section course without properly registering for the class. No Exceptions.**

First Time Registrars:

- You must register for and take section 1 as the first ROV course in the program.
- Please remember to register with an email address that you will check regularly. The email address that you provide during the registration process will be the email address that we use to communicate class confirmations, reminders, and reschedules/cancelations.
- Upon successful registration you would receive an email confirmation, confirming the section date and time of the course and **contact sheet** that would be required for the ROV database and for issuing the certificates.
- You are required to complete and send back the contact sheet within **2 business days** at cici.business@uconn.edu.

Registering for a ROV Course:

Please provide accurate contact information:

- Please remember to register with an email address that you will check regularly. The email address that you provide during the registration process will be the email address that we use to communicate class confirmations, reminders, and reschedules/cancelations.

Section 1 to section 8 can be taken in any order:

- Effective 2/19/2020, the requirement to start the program with SECTION 1 and end with SECTION 8 has been temporarily put on hold. Registrars can now take the sections in any order suitable until further notice.

If you choose not to take the quiz after each section:

- You can never use that section towards the State of Connecticut Registrar of Voters certification requirements. Additionally, should you, for any reason, decide not to take the quiz that is forwarded to you after each class section, you will not receive credit for that class, which will require you to retake that section at a future date and pass the quiz. Please be advised that you must return each section quiz within **2 business days** of receiving the quiz.

On the day of the class:

- If your registration for a class has been confirmed, your name will be included on the class roster available with the instructor. If your name does not appear on the instructor's class roster on the day of the class, you must immediately contact our office at 203.251.9516.
- We suggest you arrive 15 minutes before the scheduled start time. If you arrive more than 15 minutes late to the class, you will not be allowed to attend the class and will be required to contact us to schedule a re-take of the course.
- After the course completion you would be provide with the course quiz by the instructor. You are required to turn in the quiz to the instructor within 2 business days.
- If you turn in a section quiz on time but did not pass the quiz with at least 80%, your instructor will send you a "re-take" quiz to complete. You must complete and return the re-take quiz within **2 business days** of receiving it. If you do not return the quiz on-time, you will have to retake the section course and your future ROV section course registrations will be put on hold until you complete the requirement.

Registering for the Certification Exam:

Please read through the following information before registering for the final exam. If you have already registered for the exam and do not meet the requirements below, your registration will be **cancelled**.

- You must successfully complete all 8 certification courses and quizzes prior to registering for the Final Exam.
- Your account balance must be current. **NO EXCEPTIONS**. You may contact your town Finance Department to inquire on the status of your invoice payments. You may then [contact us at citi.business@uconn.edu](mailto:citi.business@uconn.edu) to review your account payment status.
- If you are unable to keep your registered exam date/time, please contact us in a timely manner (**at least 4 days prior to the registered date**) so that we may reschedule your registration accordingly. Due to limited availability, there could be possible delays in rescheduling the exam, regardless of any new dates posted recently on our website.

Please Note: Payment for the Certification Exam must be received for your exam a minimum of 5 business days prior to your exam date. NO EXCEPTIONS.

Cancellation or re-schedule of course:

If you are unable to attend a class that you have registered for:

- You must contact CITI via email at citi.business@uconn.edu to cancel or re-schedule the registration. Informing the Instructor does not constitute withdrawal from the class. You must contact CITI via **email** to formally request any form of refund.

There is a minimum requirement of 5 registrations per section to run any ROV courses. We suggest you contact your area registrars and insure you have 10 registrars attending at the course on the respective date.

In the event that there is a low registration rate at any campus:

- The class will be cancelled and you would receive an email notification of the cancellation and a request to re-schedule you class to the next available dates.
- You must contact CITI via email at citi.business@uconn.edu to re-schedule your registration.

If your course gets cancelled and it is already paid for:

- To reschedule the course, please visit our website to view upcoming dates for the canceled section. Once you have chosen a new date, please contact us via email at citi.business@uconn.edu and request to have your canceled course rescheduled to the date you desire.
- The received payment will be applied to the rescheduled date. This is done to avoid receiving duplicate payments for the same course.

If you do not see any dates for the course you would like to register for:

- Please check our website periodically for any new, upcoming dates. We post upcoming dates quarterly and only after the approval of the ROV committee.

Fee based parking is available at all locations. For more information, [Please visit the Parking Services website.](#)