



NON-DEGREE COURSE REGISTRATION E-FORM

THE SOLUTION CENTER
Financial Aid | Registrar | Student Financial Services
220 PAWTUCKET STREET, SUITE 131
LOWELL, MA 01854-5141

Phone: 978-934-2000

Fax: 978-934-2041

Email: TheSolutionCenter@uml.edu

*Returning students should register online at <http://www.uml.edu/Enrollment/sis/default.aspx>

*There is a \$30 non-refundable fee per semester

Special Enrollment Code

PERSONAL INFORMATION

UMS/SIS ID _____ SSN / ITIN _____ - _____ - _____ 1

Last Name First Name MI

Previously Attended: Yes No Name Previously Attended Under

Date of Birth Female Male

Street

City State Zip Code

Telephone Cell Phone Email

Residency Massachusetts Resident Out of State

US Citizenship Status Native or Naturalized Citizen Not a Citizen of the US

Permanent Resident (holding a valid Alien Registration Card, Refugee or Asylum visa.)

Country of Citizenship

Approved Visa F1 H1 H4 J1 J2 K3 L1 L2 TN TD

F-1/J-1 visa holders: Please see page two for additional information.²

Race/Ethnicity

Are you Hispanic or Latino? Yes No

Please check one or more of the following groups in which you identify yourself as a member

Asian Black or African American Native Hawaiian or Pacific Islander American Indian or Alaskan Native White

COURSE INFORMATION

Please note that you are registering for a course(s) and are responsible for payment of tuition & fees. You will be sent notification of your bill to your UMass Lowell e-mail account.

Semester: Fall Winter Spring Summer Year

Course Number (ex. ENGL.1010.001):

Subject/Catalog/Section#	Title	Credits	Perm. Nbr. ³	If Full Wait List?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Last Name First Name

VERIFICATION OF BACCALAUREATE DEGREE

Only for students taking Graduate courses

Institution	Major	Degree Earned	Degree Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

By my signature I certify under penalty of perjury that the information above is accurate and complete. I also understand I am responsible for all payment of tuition and fees.

Signature

Date

¹ UMass Lowell is required to request your correct social security number or tax identification number. The law requires that you furnish us with this information so that it may be included on an information return (1098-T) that we file with the IRS and give to you. If you do not have your SSN or ITIN number readily available, you may use [Form W-9S](#) to provide this information to us. The 1098-T is used to determine your eligibility for federal educational tax credits when filing a federal income tax return.

² Students with F-1 or J-1 non-immigrant status from an academic institution other than UMass Lowell are not permitted to be enrolled in a UMass Lowell degree program. Only students with UMass Lowell sponsored F-1 or J-1 status are permitted to be enrolled in a UMass Lowell degree. All others, must obtain permission from their respective International Office at their school. Their Designated School Official (DSO) must provide permission to take an occasional, incidental course at UMass Lowell.

³ Permission number for courses that require consent from department or instructor.

Please wait 48 hours to use the UMass SiS system as stated on the checklist (page 2). Unless you receive a telephone call or e-mail from the Registrar's Office, you have successfully registered for the courses requested on this form. All students must view their schedule using the "Student Self-Service" prior to the start of classes to ensure accuracy of registration.

NOTE: Please fax the completed form to: (978) 934-2041 or mail to: University of Massachusetts Lowell, The Solution Center, 220 Pawtucket St., University Crossing, Suite 131, Lowell, MA 01854-5141.

Students taking Graduate Management (MBA) courses must fax their registration form to: (978) 934-4017

Students taking courses online: Please go to <https://continuinged.uml.edu/login/> one business day after registration in order to check your access.

RESIDENTS OF ARKANSAS, KANSAS AND MINNESOTA:

The University of Massachusetts Lowell is not presently accepting applications or registrations for online courses, degrees or certificate programs from residents of Arkansas, Kansas or Minnesota. Due to recent legislative changes the University of Massachusetts Lowell is not seeking state authorization to offer online programs in those states. State and federal laws require colleges and universities to receive state authorization to offer online programs in states other than their own.

ATTENTION NEW STUDENTS, ESPECIALLY GRADUATE AND UNDERGRADUATE ONLINE STUDENTS - PLEASE SCROLL DOWN TO FIND AN IMPORTANT CHECKLIST WITH INSTRUCTIONS ON HOW TO ACCESS YOUR UML STUDENT ACCOUNT IN ISIS AND HOW TO LOG INTO AND ACCESS YOUR ONLINE COURSE(S). WE RECOMMEND YOU PRINT A COPY OF IT FOR YOUR REFERENCE.

For Office Use Only:

Processed Date Effective Term Doc Type: Registration - Nondegree

Imaged Verified 1 Verified 2

UMass Lowell Online & Continuing Education Student and Non-Degree Graduate Student Checklist

KEEP THIS CHECKLIST! It has the information you need to successfully begin your course(s) this semester.

ALL NEW STUDENTS: Whether you are taking an online, off-campus, or on campus graduate or undergraduate course through UMass Lowell's Online & Continuing Education, please do the following prior to beginning your course:

Send in Your Completed Non-Degree Course Registration Form (above)

For new students only - returning students register through "SiS". The Non-Degree Course Registration Form can be faxed, mailed, or delivered in person to 220 Pawtucket St., University Crossing, Suite 131, Lowell, MA 01854-5141

Access Your UMass Lowell Student Email Account:

After you submit your Non-Degree Course Registration Form to the Solution Center, your information is entered into the University's student information system (a.k.a. "SiS"), and a UML student email account will be generated for you (please allow 1-2 business days for processing). This is the email address where all official University communication will be sent. If you provided a personal email address when you registered, your UMass Lowell Student ID will be emailed to you at that address. Otherwise, a printed letter with your Student ID will be mailed to your home address.

Your UML student email account is formatted like this: YourFirstName_YourLastName@student.uml.edu

Your default student email password is Ums12345678, where the last eight digits are your UMass Lowell Student ID. If you have not yet received your UML Student ID through your personal email account or by traditional mail, you can look up your UML Student ID at

https://www.umassadmin.net/sis/id_lookup/default.asp. To start using your UMass Lowell student email account, you will need to visit <http://mypassword.uml.edu> and change your default email password by selecting "Change my Password" - When entering your default student email password, don't forget to use an Uppercase "U" and lowercase "ms" before your eight digit Student ID number. Once you have done this, visit <http://www.uml.edu/student-Life/email.aspx> to access your UMass Lowell student email. After clicking on the "Login using LiveMail" link, enter your full UML Student Email Account (including the @student.uml.edu) as your Windows Live ID, and your student email password where it asks for Password.

If you encounter problems or need additional assistance, contact the UMass Lowell Help Desk at (978) 934-4357.

View Your SiS Student Record at <http://www.uml.edu/Enrollment/sis/default.aspx>:

Once you have your UML Student Email Address and your Student Email Account Password, you will use these to log into your SiS Student Records at <http://www.uml.edu/Enrollment/sis/default.aspx> - Select the "Student Self-Service Login" button, then enter your full Student Email Address (including the @student.uml.edu) as the "Campus User ID", and your Student Email Account Password as the "Password". Then select "Lowell" from the Campus popup menu, and click on the "Login" button to proceed.

Through this SiS Student Self-Service Login, you will be able to register for future classes, search the course catalog, add, drop and swap courses, obtain class schedules (called a study list), view and print grades, obtain unofficial transcripts, and more. Make sure to save your Student Email Address, Password and Student ID somewhere safe, as you will need them for future reference.

If you encounter problems or need additional assistance, contact the UMass Lowell Help Desk at (978) 934-4357.

Get Your Textbooks - Visit the bookstore website at <http://www.uml.bkstr.com/> for details

There are two bookstores on campus. The South Campus bookstore is located at 1 Solomont Way, and the North Campus bookstore is located in Falmouth Hall. Online students can order their books online at <http://www.uml.bkstr.com/>

ONLINE STUDENTS: IN ADDITION TO THE STEPS ABOVE, please do the following to access your online course(s):

Get Your Online Course Username and Password at <http://continuinged.uml.edu/online/confirmation/>

Please wait 1-2 business days after registration before completing this step. You will need your UML Student ID number in order to complete this step.

Log Into Your Online Course on the First Day of Classes at <http://continuinged.uml.edu/>

Click on the blue "online course login" button on the top right-hand side of the web page. You will need your online course username and password that you created in the previous step above.

Questions? Please Call Us - We're Here to Help!

SiS Account or Email Questions:	Call the UMass Lowell Help Desk at 978-934-4357 (HELP)
Online Course Questions:	Call Continuing Education Online Course Support at 978-934-2467 / 800-480-3190.
Registration Questions:	Call the Solution Center at 978-934-2000.
Other General Questions:	Call the Online & Continuing Education Student Support Center at 978-934-2474.