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**“Your advisors made me feel
as though they cared as much
about my future as I did...
Thank You.”**

-- Danielle Kennedy, Continuing Studies Student

Vision Statement

Our goal is to become a leader in entrepreneurial continuing education programs for growth-oriented individuals including students, faculty and education professionals. Leading the region in delivering quality programs, on campus, onsite at companies and online, we aspire to be recognized by our peers and professional organizations for our contributions to higher education, our society and the world community.



About Continuing Studies

FALL AND SPRING SEMESTERS

Continuing Studies Fall and Spring classes are normally scheduled one night per week from 6:00pm to 9:00pm or 7:00pm to 10:00pm on Monday, Tuesday, Wednesday and Thursday evenings as listed in the semester bulletin. Saturday classes are also offered from 9:00am-12 noon during the Fall and Spring semesters. Online courses meet on a weekly basis each semester.

WINTER INTERSESSION

A number of highly concentrated courses are offered during the month of January. You can earn college credit and accelerate your educational program by taking day or evening courses over the winter break. Day classes usually meet from 9:00am to 12:00 noon, Monday through Saturday. Evening classes usually meet from 6:00pm to 9:00pm, Monday through Friday and 1:00pm to 4:00pm on Saturday.

SUMMER SESSIONS I AND II

Graduate and undergraduate summer evening classes are scheduled two evenings a week: Monday/Wednesday or Tuesday/Thursday from 7:00pm to 10:00pm (with a few Friday evening classes) for a period of six weeks. Summer day classes are scheduled four days a week (for 3-credit classes) and five days a week (for 4-credit classes) for a period of six weeks.

In addition, some technical and online courses are offered in 10-, 12- and 14-week formats. See the Summer course bulletin or website for details.

With over 79 years of service to adult learners, primarily in Massachusetts and New Hampshire, UMass Lowell's Division of Continuing Studies, Corporate and Distance Education attracts and serves one of the largest student populations in northern New England, providing innovative programs in areas such as Information Technology, Engineering Technology, Graphic Design, Multimedia, Website Development and Distance Learning.

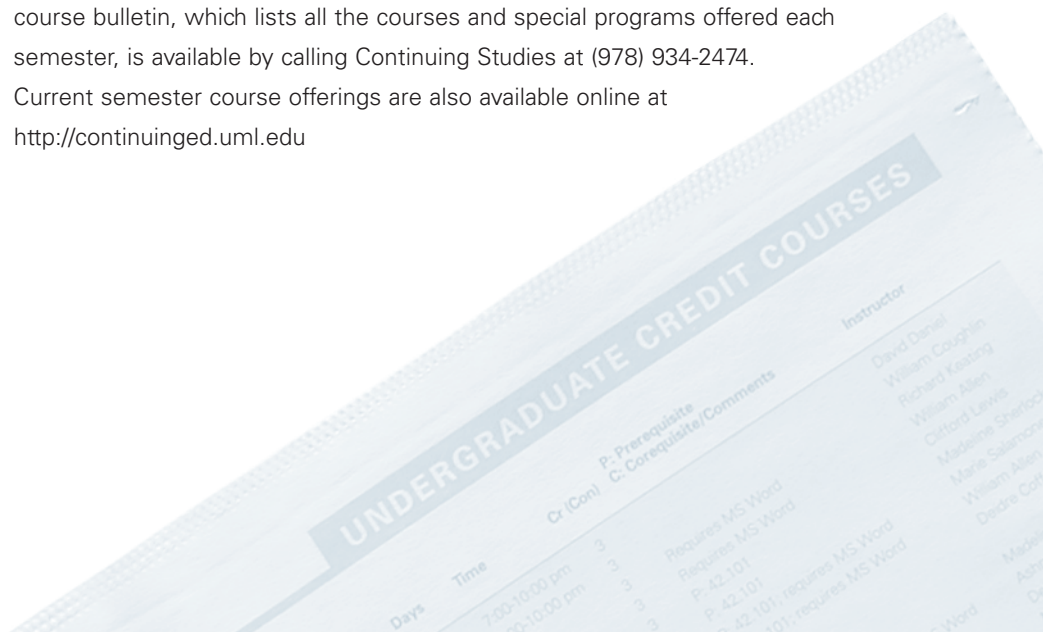
The Division of Continuing Studies is one of the oldest and largest continuing education units in the state, with approximately 18,000 enrollments annually. It was founded in 1928 for the purpose of providing opportunities for growth and advancement for people working in the textile and other industries in the Lowell area. Our mission essentially has stayed the same: to provide access and opportunity for people who seek professional development or personal enrichment. In an era of changing technologies and global competition, we help people obtain and keep jobs, as well as progress in their careers. In general, we seek to foster a better-educated, more-enlightened population through life-long learning.

Continuing Studies attracts people of all ages, cultural and educational backgrounds. Our student population includes transfer students from area community colleges, people returning to school and individuals who work full time in business, government, hospitals, schools and other institutions.

REGISTERING FOR COURSES

Students can register for courses each semester by using the ISIS student information system at <http://isis.uml.edu>. The Division of Continuing Studies course bulletin, which lists all the courses and special programs offered each semester, is available by calling Continuing Studies at (978) 934-2474.

Current semester course offerings are also available online at <http://continuinged.uml.edu>



About the University

The University of Massachusetts Lowell is publicly supported by the Commonwealth of Massachusetts and offers degree programs at all levels through the doctorate. The University is located on 100 acres along the Merrimack River and presently has over 400 faculty members and a student enrollment of more than 12,000. Offering more than 80 degree programs, the University is comprised of the College of Arts and Sciences, the Francis College of Engineering, the College of Management, the School of Health and Environment, the Graduate School of Education, and the Division of Continuing Studies, Corporate and Distance Education.

On July 11, 1991 the University of Lowell became part of the University of Massachusetts system. The University of Massachusetts, with campuses at Amherst, Boston, Dartmouth, Lowell and Worcester, is governed by the Board of Trustees through the Office of the President, which is based in Boston. Leadership of the Lowell campus is vested in the Office of the Chancellor.

Lowell State College and Lowell Technological Institute were established in the last decade of the nineteenth century as single-purpose institutions charged with providing instruction in those theories and practical arts most suitable to the teaching profession and the textile industry. Lowell State College was chartered by the General Court of the Commonwealth on January 6, 1894 as a teacher-training institution and was assigned the responsibility for providing "the most thorough knowledge of the branches of learning and right mental training." In 1932 the Institution was made a four-year college and was granted the right to confer baccalaureate degrees. In 1960 the College became a multi-purpose institution by initiating non-teaching programs in the liberal arts. During the next decade and a half, the College continuously extended its mission and curriculum offerings at both the graduate and undergraduate levels and was authorized to offer degree programs in education, health professions, the liberal arts, sciences and music.

From the time of its origin in 1895 as a proprietary textile school, Lowell Technological Institute has provided educational programs of an applied and practical nature. "Science and art will be taught," the original prospectus pointed out, "with a view to industrial and commercial applications" and "for the purpose of improving any special trade or of introducing new branches of industry." The control of the school was transferred to the state in 1918, and in 1928 it was granted collegiate status. In 1953 it became a multi-purpose technological institute. Prior to its merger with Lowell State College, the Institute phased out its textile curricula. It extended its curricular offerings in engineering, technology, science, business administration and industrial management and received authorization to offer degrees through the doctorate.

The merging of Lowell State College and Lowell Technological Institute brought together two multi-purpose institutions of differing character and orientation and made possible the creation of a comprehensive university whose strengths and resources are manifestly greater than those possessed by the previous institutions.

Our Mission

The University of Massachusetts Lowell, located in the northeast section of Massachusetts, is publicly supported by the Commonwealth of Massachusetts and is one of the five campuses of the University of Massachusetts system. As an institution of higher education having legislative mandates in areas of research, teaching and public service, the University seeks to discover, integrate and transmit knowledge for the benefit of the Commonwealth and the good of society. The University of Massachusetts Lowell has the additional, specialized mission of regional economic and social development through research and education in partnership with industry. The University offers degree programs at all degree levels through the doctorate. Although undergraduate program emphasis is on professional areas in business, engineering, fine arts, health and science, the University strongly believes in the value of a liberal arts education both for its own sake and as a major component of professional preparation. Graduate program emphasis is in areas where there is a strong regional need or where the University possesses superior resources. The University also provides maximum opportunity for lifelong learning through a wide variety of credit and noncredit continuing education courses.

The University is committed to the promotion of scholarly research and creative, artistic achievement. It seeks to create new knowledge in the belief that an atmosphere of original inquiry supports both the instructional and public service goals of the University. It acknowledges its special obligation to provide quality teaching in all academic programs and continually seeks more effective methods of imparting knowledge and understanding.

Recognizing its role as a public institution, the University is committed to active involvement in community service through instruction, research, consulting, cultural events and continuing education. Finally, the University recognizes its responsibility for implementing the principles of equal opportunity and affirmative action and is committed to ensuring that all students and employees, particularly those in protected designations, are guaranteed the benefits of a just and equitable system.

“UMass Lowell’s signature programs have been ranked among the finest in New England.”

*-- Jacqueline F. Moloney
Executive Vice Chancellor, UMass Lowell*



Academic Accreditation and Professional Memberships

The University of Massachusetts Lowell is an accredited member of the New England Association of Schools and Colleges. Accreditation indicates that the University is recognized and approved by regional and national associations concerned with the quality of higher education, and it assures that study undertaken here has transfer value to other accredited institutions of higher education.

Professional programs at the baccalaureate level also are accredited by the following national associations:

- ABET, Inc.
- AACSB - The Association to Advance Collegiate Schools of Business International
- Computing Sciences Accreditation Board
- National Accrediting Agency for Clinical Laboratory Sciences
- National Association of Schools of Art and Design
- National Association of Schools of Music
- National Council for the Accreditation of Teacher Education
- National League for Nursing

The following bachelor's programs offered through the Division of Continuing Studies are accredited by the Technology Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD, 410-347-7700:

- Civil Engineering Technology
- Electronic Engineering Technology
- Mechanical Engineering Technology

The University is also a member of the following associations of higher education:

- AACSB - American Assembly of Collegiate Schools of Business
- American Association of Colleges for Teacher Education
- American Association of Colleges of Nursing
- American Council on Education
- American Society of Allied Health Professions
- Association for State Colleges and Universities
- Association of University Programs in Health Administration
- Association for Continuing Higher Education
- Association for Gerontology in Higher Education
- College Entrance Examination Board
- Council of Colleges of Arts and Sciences
- Massachusetts Association of Colleges of Nursing
- National Association of Summer Sessions
- National Association of State Directors of Teacher Education and Certification
- New England Board of Higher Education
- North East Consortium of Colleges and Universities in Massachusetts
- University Continuing Education Association

(978) 934-2474

*Call our Faculty and
Student Support Center
with your Questions!*

Academic Advising

ACADEMIC ADVISING AND COUNSELING

Students who choose to pursue a degree program are assigned a Faculty Program Coordinator. Students are encouraged to arrange an appointment with the Faculty Program Coordinator or a Faculty and Student Support Specialist upon admission into a program. The Program Coordinator will outline a program of study, taking into consideration previous academic credit. Although the Program Coordinator will assist students, each student must assume responsibility for observing the curriculum requirements and University policies.

New students, transfer students and students not enrolled in degree programs also may obtain academic advising on course selection and Continuing Studies programs and policies. Student Support Specialists are available to talk to students about courses, transfer credit, degree requirements and other matters of individual concern.

DROP-IN FACULTY AND STUDENT SUPPORT CENTER

Students are welcome to drop by the Faculty and Student Support Center, located in Southwick Hall 202, Monday through Thursday, 8:30am to 8:00pm and Friday from 8:30am to 5:00pm for general advising, information on associate's and bachelor's degrees and certificate programs, and/or to obtain catalogs and brochures. For information over the phone, call the Faculty and Student Support Center at (978) 934-2474. General Faculty and Student Support Specialists are available to assist students and to answer questions.

Appointments with Program Coordinators and Student Support Specialists

In addition to the advising conducted during the day at the Faculty and Student Support Center, late-day and evening appointments with Faculty Coordinators and Student Support Specialists are held in the Continuing Studies' Faculty and Student Support Center. Students are encouraged to call the Faculty and Student Support Center at (978) 934-2474 to schedule an appointment. Faculty evening supervisors also are available Monday through Thursday from 5:00pm to 8:00pm to answer questions and conduct status reviews and graduation interviews.

Continuing Studies' Website

Please access our website at <http://continuinged.uml.edu> for updated information on course schedules and descriptions, degrees, and certificate programs.

Email Advising

Students can email Continuing Studies at Continuing_Education@uml.edu for email advising.

Open Houses and Advising Information Sessions

Open Houses to inform students of current and new courses, degrees and certificate programs are held at least twice a year. Please call the Faculty and Student Support Center or look in the semester course bulletin for details.

Tutoring

In conjunction with the Centers for Learning and Academic Support Services, Continuing Studies offers tutoring in topics such as Biology/Life Science, Calculus, Chemistry and Spanish. Drop by the Tutoring Center in Southwick Hall 321, UML North.

Graduate Programs

For questions and/or information on Graduate Programs, call (978) 934-2380 or (800) 656-GRAD or visit <http://www.uml.edu/grad>

Applying into a Degree or Certificate Program

The Division of Continuing Studies, Corporate and Distance Education at the University of Massachusetts Lowell has an open enrollment policy: anyone may enroll in our courses, while anyone with a high school diploma or a General Education Development (GED) certificate may be admitted into a degree or certificate program.

Students are welcome to register for credit or noncredit courses offered by Continuing Studies. Students who wish to pursue a certificate, an associate's degree, or a bachelor's degree must also apply for admission to a program through the Admissions Office. To be considered for acceptance into a certificate or degree program, students must hold a high school diploma or a General Education Development (GED) certificate. Students must be admitted into a degree program to be eligible for most financial aid.

In registering for courses and/or accepting admission into the University, each student assumes responsibility for knowledge of and compliance with the definitions, regulations and procedures of the University pertaining to his or her student status as set forth in the appropriate University of Massachusetts Lowell, Division of Continuing Studies, Corporate and Distance Education publications and catalog.

Students who have questions about the interpretation or application of University academic policies should consult with a Faculty Program Coordinator or Faculty and Student Support Specialist.

Admissions into Certificate Programs

UMass Lowell offers a wide variety of credit certificate programs that allow students to obtain marketable skills within a concentrated time frame. These short-term certificate programs consist of a series of courses which, when taken together, demonstrate expertise in a specific area. For information on our certificate programs, see the Certificate Programs section in this catalog or visit our website at <http://continuinged.uml.edu>.

Admissions into Degree Programs

Continuing Studies offers a wide selection of degree programs through the individual colleges at University of Massachusetts Lowell. For more information on these fully accredited associate's and bachelor's degrees, see the Degree Programs section in this catalog or visit our website.

Non-Matriculation

Students who wish to register for classes but do not want to be admitted into a certificate or degree program may do so provided they have the necessary prerequisites for the course. Credit will be awarded for the successful completion of such courses. If the student chooses to become a certificate or degree candidate, the applicability of such course(s) may be subject to other policies of the University and/or to specific program requirements. Enrollment in courses does not constitute admission to a certificate or degree program. In order to matriculate, students must complete the admission process as described above.

Admission into a Graduate Certificate or Degree Program

Students interested in applying into graduate degree or certificate programs should contact Graduate Admissions at (800) 656-GRAD or (978) 934-2380 or visit <http://www.uml.edu/grad>. Students with Bachelor's Degrees from accredited institutions are eligible to enroll as non-degree students for a total of 12 credits prior to matriculating into formal graduate degree programs. Students must formally apply to graduate certificate programs before enrolling in graduate courses intended for specific certificate programs.

See page 39 for more information on our degree programs!

See page 93 for more information on our certificate programs!

Registering for Courses

For tuition information and complete information on how to mail-in, phone-in or fax-in your registration for on-campus, off-campus and online courses, visit our website at <http://continuinged.uml.edu> or check the semester course bulletin. Existing students also have self-service access through the ISIS student information system at <http://isis.uml.edu>.

International Students

International students registering for classes or enrolling in programs must provide proof of Visa status. Students with F-1 or J-1 status must provide a copy of their I-20 or DS-2019 form. These students will be allowed to count, per semester, only one distance learning (online) course, or 3 credits, toward the full-time undergraduate course load (12 hours) or the full-time graduate course load (9 hours).

The ultimate responsibility to know and follow the USCIS rules rests upon the students themselves. Students holding B-1, B-2 or F-2 Visas may not register for any academic classes. The University of Massachusetts Lowell does not issue I-20 Forms for any Continuing Studies programs. For more information, contact Anne Dean, International Student Advisor, at Anne_Dean@uml.edu.

Q Do I have to enroll in a degree or certificate to take CSCDE classes?

A Anyone can register for a course, provided they meet that course's specific prerequisites. Students who wish to pursue a degree or certificate program must apply for admission to a program through Continuing Studies.

REGISTRATION AND FINANCIAL INFORMATION

Tuition and Fee Information

Tuition is priced on the basis of credit hour unless contact hour is different. Tuition is then based on the listed contact hour. Course credit/contact hour information is provided in the Continuing Studies Course Bulletin each semester. Tuition, fees and refund policies are subject to change. The current tuition and fee information is listed in each semester bulletin, and on the Continuing Studies website at <http://continuinged.uml.edu> and at <http://www.uml.edu/admin/ar>.

Tuition Refund Policy for Credit Courses

Students who withdraw from the University or drop all of their courses during the add/drop period will receive a 100% adjustment to tuition and fees for the semester except for the following:

- 1) The Continuing Studies \$30.00 registration fee.
- 2) Students who are suspended or expelled for disciplinary reasons will forfeit all rights to a tuition and fee adjustment.
- 3) Any book voucher monies advanced to students and used at the bookstore. Students should contact Barnes and Noble (978) 934-2623 for the bookstore refund policy on books and materials purchased directly from them.
- 4) Residence hall charges and meal plan charges follow a different refund schedule. Students should contact the Residence Life Office at (978) 934-5115 for further assistance.

Please note: There are no adjustments to tuition and fee charges if students withdraw or drop classes after the add/drop period of the academic semester.

Student records will be cleared and appropriate refunds will be awarded, only after outstanding University bills (library fines, parking fines, etc.) are paid and all University-owned property is returned. If debts remain unpaid, students' academic permanent records will not be released and students will not be readmitted to the University.

Note: Fees are not refunded unless Continuing Studies is responsible for cancellations. Students withdrawing from any class can do so using ISIS or by notifying the Registrar's Office.

Visit our website for up-to-date tuition and registration information at <http://continuinged.uml.edu>

Health Insurance

State law requires that all matriculating full-time and part-time undergraduate students regardless of the number of credits carried, and all matriculating graduate students enrolled in nine or more credit hours be charged for the University health insurance plan. Upon evidence of comparable coverage, this fee can be waived by submitting a health insurance selection form to the Accounts Receivable Office by the specified deadline.

Downloadable forms to enroll in or to waive out of the University's health insurance plan are available on the Accounts Receivable website. *Please note all students are enrolled in the University health insurance unless they waive enrollment.*

International Students: As authorized under the insurance laws for higher education students in Massachusetts beginning in Fall 2002, the University of Massachusetts Lowell requires that all international students enroll in the University's Student Health Insurance Plan. The only exception to this requirement is for international students enrolled in an Embassy plan. Waivers for students enrolled in an Embassy plan will be permitted only after the student has submitted official documentation confirming this coverage and that the coverage provided meets all state-mandated requirements.

All students who withdraw or drop all of their classes within the first 30 days (calendar days) of the academic semester are not allowed to be enrolled in the University health insurance plan.

Refund Policy for Students on Financial Aid

All students who are financial aid recipients are reminded that their aid is also reduced and the financial aid adjustment schedule may be different than what has been stated above as required by Federal law. Students are strongly encouraged to discuss these issues with a financial aid counselor prior to withdrawing. Please note that money will be returned to the applicable financial aid assistance programs before any money is disbursed to the student. For information regarding Financial Aid, please contact the Financial Aid Office at (978) 934-4220. For information on Financial Aid, TERI Loans and Scholarships, visit the Financial Aid website or see our Financial Aid Information Sheet.

International Students

The International Student Office will notify the Bureau of Citizenship and Immigration Services (BCIS) of all international students who either withdraw or drop below full-time status during the academic semester.

Graduate Teaching and/or Research Assistants

Graduate Teaching Assistant and/or Graduate Research Assistant contracts will be voided if students drop below full-time status.

Final Clearance

Prior to having students' records cleared and the issuing of any appropriate refund, outstanding University bills (library fines, parking fines, etc.) must be paid and all University-owned property must be returned (athletic, lab, library books, etc.). If debts remain unpaid, students' academic permanent records will not be released and students will not be readmitted until they are paid.

Tuition Refund Policy for Students Receiving Title IV Financial Aid and Enrolled in a Degree or Specifically Designed Certificate Program

Refunds for Title IV financial aid recipients will be processed according to federal guidelines and institutional policy. Please call the Financial Aid Office at (978) 934-4220 if you have any questions.

Payment of Bills

Payments may be made by cash, check, money order, MasterCard, Visa and Discover. Mail payments (made payable to University of Massachusetts Lowell) to:

University of Massachusetts Lowell
Attn: Treasury Office
883 Broadway Street, Room 106
Lowell, MA 01854-5109

Payments may also be made in person at the cashier's window, Room 106, Dugan Hall, UML South. Please note, a cash payment cannot be accepted after 4:00pm. To pay by credit card, call (978) 934-3593.

Students may also make a payment or view accounts online by logging on to the Student Information System (ISIS).

Overdue Accounts

Students will be permitted to attend class and to utilize facilities only after they have cleared all their financial obligations to the University. In addition, student transcripts and diplomas will not be released unless all debts have been paid.

All students are advised that the University uses the services of collection agencies authorized under the Commonwealth's Master Service Agreement. Students with a prior semester balance who are not enrolled in the current semester and are referred to a collection agency are held liable for all associated collection costs, which may be substantial.

Commonwealth Employees' Tuition Remission

Provisions of particular collective bargaining agreements allow employees of the Commonwealth of Massachusetts, and in some cases their dependents, to take Continuing Studies courses at a 50% reduction in tuition. Students who may be eligible should consult their Personnel Director for guidelines. Currently valid Certificates of Eligibility, complete with all necessary signatures of approval, must be presented at the time of registration for classes. Retroactive waivers will not be accepted.

Senior Citizen Waivers

Senior citizens (60 years or older) who are Massachusetts residents may attend on-campus classes in Continuing Studies credit programs tuition-free, provided that there is a sufficient number of tuition-paying students enrolled to bear the cost of instruction and provided there is space available. Please note that waivers are not retroactive and do not cover registration fees and other fees. Proof of Massachusetts residency and birth date must be provided annually at the time of registration. There are no waivers available for online and off-campus courses. For additional information, contact Accounts Receivable.

Veteran's Benefits

Veterans must be matriculated in an undergraduate degree or certificate program and have all appropriate paperwork on file in the Registrar's Office, Dugan Hall 104, UML South, 883 Broadway Street, Lowell, MA including a DD214 and an Admission Application form in order to receive VA benefits. Tuition waivers are available to veterans who are legal residents of Massachusetts for more than 12 consecutive months, and Proof of Residency must be updated annually. These waivers for legal Massachusetts residents are not retroactive and do not cover registration fees and other fees. Veterans requesting benefits must check the appropriate line on the registration form. Veterans should use the mail-in or walk-in options when registering and should provide all necessary documentation. For additional information, call Linda Morabito at (978) 934-2461.

Veterans' waivers are available for on-campus courses provided there is a sufficient number of tuition-paying students enrolled to bear the cost of instruction and provided there is space available. Due to the high cost of online and off-campus courses, there are no waivers available for these courses. There are no waivers for Directed Studies, Practicums and Internships. Merit and Need-Based Assistance Grants for online courses may be available to veterans who are presently enrolled in degree and certificate programs and who are making satisfactory academic progress towards their degrees or certificates.

Directed Studies

Directed Studies and Practicums are considered Special Programs, and, as such, tuition remission and certificate of eligibility cannot be accepted.

Third-Party Payment

All students using company direct payment, military plans, state tuition waivers or veterans' waivers must mail the appropriate authorization forms to UMass Lowell, Accounts Receivable Office, 883 Broadway Street, Room 101, Lowell, MA 01854-5110. No tuition refund is awarded for late submission of eligibility form. Students receiving company reimbursement must prepay their own tuition. The University does not honor company reimbursement contingent upon grades. For additional information, call (978) 934-2446.

Registering for Graduate Courses through Continuing Studies

Students who hold a bachelor's degree from an accredited institution may register for graduate-level online, off-campus and summer courses through Continuing Studies. Students with Bachelor's Degrees from accredited institutions are eligible to enroll as non-degree students for a maximum total of 12 credits (depending on the program) prior to matriculating into formal graduate degree programs. Students must formally apply to graduate certificate programs before enrolling in graduate courses intended for specific certificate programs. For more information on registering for a graduate-level course or applying into a graduate program, visit <http://www.uml.edu/grad> or call (800) 656-GRAD.

Checklist for New Students or Non-Degree Graduate Students

A Step-by-Step Guide to Registering for Courses

- SELECT COURSE(S) FROM OUR PRINTED COURSE BULLETIN, WEBSITE (<http://continuinged.uml.edu>), OR ISIS WEBSITE (<http://isis.uml.edu>)
 - ☆ Many courses have prerequisites. The prerequisites are intended to help you succeed in the course. You are expected to comply with them. Some courses have restrictions that limit registration. If you plan to select courses requiring consent of instructor or departmental approval, contact the department offering the course to obtain a permission number before registering.
 - ☆ Students are welcome to drop by the Faculty and Student Support Center, located in Southwick Hall, Room 202, Monday through Thursday from 8:30am to 8:00pm and on Friday from 8:30am to 5:00pm or call to schedule an evening appointment for general advising, to obtain information on associate's and bachelor's degrees and certificate programs, and/or to obtain catalogs and brochures. Call (978) 934-2474 for information or email Continuing_Education@uml.edu.
- ON-CAMPUS AND OFF-CAMPUS STUDENTS must do the following prior to beginning a course:
 - ☆ Send in the Registration Form for New Continuing Studies Students.
This can be faxed, mailed or delivered in person to Dugan 104, 883 Broadway St. Do not provide payment at this time. You will receive a bill in the mail.
 - ☆ Get your ISIS User ID and Password at <http://isis.uml.edu>.
You should wait 48 hours after submitting your registration form to do this step to allow the registrar's office time to process your registration. ISIS will allow you to view and make changes to your course schedule, view your grades, access transcripts, etc.
 - ☆ Learn how to access your UMass Lowell email account at <http://email.uml.edu>.
You should wait 3-5 days after submitting your registration to complete this step. The University will automatically assign you a student.uml.edu email account upon registration and this is the address where all official University communication will be sent.
 - ☆ Get your textbooks.
There are two bookstores on campus, one in the Dining Hall on South and one in Falmouth Hall on North. You can visit the bookstore website at <http://umlowell.bkstore.com>.
- ONLINE STUDENTS must do the following in order to access a course:
 - ☆ Send in the Registration Form for New Continuing Studies Students.
This can be faxed, mailed or delivered in person to Dugan 104, 883 Broadway St. Do not provide payment at this time. You will receive a bill in the mail.
 - ☆ Get your ISIS User ID and Password at <http://isis.uml.edu>.
You should wait 48 hours after submitting your registration form to do this step to allow the registrar's office time to process your registration. ISIS will allow you to view and make changes to your course schedule, view your grades, access transcripts, etc.
 - ☆ Get your online course username and password at <http://continuinged.uml.edu/online>.
You must wait 1-2 business days after registration before completing this step. Click on the "Get Your Online Course Username & Password" link to do this.
 - ☆ Learn how to access your UMass Lowell email account at <http://email.uml.edu>.
You should wait 3-5 days after submitting your registration to complete this step. The University will automatically assign you a student.uml.edu email account upon registration and this is the address where all official University communication will be sent.
 - ☆ Get your textbooks.
You can order books via our online bookstore at <http://umlowell.bkstore.com>. Additionally, the on-campus bookstores carry a limited supply of books for online courses.
 - ☆ Log into your online course on the first day of classes at <http://continuinged.uml.edu/online>.
Click on the "Online Student Login" to do this. You will need the username and password that you created in step 3 above.
- QUESTIONS? Please Call Us - We're Here to Help!

ISIS account or email questions:	Call the ISIS Help Desk at (978) 934-4357 (HELP).
Online Course questions:	Call Continuing Studies Online Course Support at (978) 934-2467 / (800) 480-3190.
Registration questions:	Call the Registrar's Office at (978) 934-2550.
Other general questions:	Call the Continuing Studies Faculty and Student Support Center at (978) 934-2474.

Financial Aid

FINANCIAL AID, SCHOLARSHIPS AND GRANTS

The University of Massachusetts Lowell is committed to helping qualified students reach their educational goals by providing a variety of financial aid programs and resources. Financial aid consists of scholarships and grants (the awarding of money for which no repayment is required), self-help in the form of loans (money lent to a student to be paid back during a specified period, usually following the termination of University studies), and employment or University-sponsored work for all or part of an academic year. Financial aid awards are made on a yearly basis and are dependent upon the availability of funding from specific sources, proven financial need and the criteria of specific financial aid sources.

Upon request, selected candidates must submit copies of appropriate tax documentation and W-2s to the Student Financial Service Center.

Financial Aid Terms and Conditions

To receive financial aid from the various student aid programs, a student must:

- Have financial need, except for the unsubsidized loan program and some meritorious aid. Need is defined as the cost of attendance minus the expected family contribution derived from filing the Free Application for Federal Student Aid (FAFSA) yearly. You may apply online at the U.S. Department of Education's FAFSA website at <http://www.fafsa.ed.gov>. UMass Lowell's Title IV school code is 002161.
- Have a high school diploma or a General Education Development (GED) certificate, pass a test approved by the U.S. Department of Education, meet other standards the Commonwealth of Massachusetts establishes that are approved by the U.S. Department of Education, or complete a high school education in a home school setting that is treated as a home school or private school under state law.
- Be a matriculated student enrolled in a degree-granting or approved certificate program.
- Be a U.S. citizen or have permanent VISA status.
- Have a valid Social Security number.
- Make satisfactory academic progress.
- Not be in default or owe money back on a federal student grant.
- Be registered for Selective Service ("the Draft") if you are a male student between the ages of 18-25.

In order for Financial Aid to determine a student's financial aid eligibility, the Financial Aid Office must have the student's processed FAFSA form on file and confirmation of his/her acceptance into a degree/certificate program with the Division of Continuing Studies. The student will be notified of his/her financial aid via the Financial Aid Award Notification Letter. The student's award is based on half-time enrollment (6-8 credits).

Students can register, view their financial aid package or make a payment through the ISIS web-based self-service system (<http://isis.uml.edu>). From there students can accept/decline awards, view estimated cost of attendance and check loan status. Students are advised to periodically review their award summary for adjustments due to enrollment, housing, residency or other changes that may affect their financial aid package, as well as check their personal portfolio "To Do List" to determine if documents are needed to complete their financial aid file.

Please be advised that students need to maintain an enrollment status of at least 6 credits during the Fall and Spring semesters to receive most types of financial assistance including student loans. Financial aid is not available during the summer sessions.

Scholarships, TERI loans and financial aid are available for full-time Continuing Studies students!

For more information visit <http://www.uml.edu/financialaid>

If you have additional questions, contact the Financial Aid Office at (978) 934-4220.

TYPES OF FINANCIAL AID

Federal Pell Grant

An undergraduate grant from the Federal government that you do not need to repay.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal grant awarded by the University to students with exceptional need. A FSEOG does not need to be repaid.

Massgrant

A grant based on financial need that is awarded by the Massachusetts Office of Student Financial Assistance to eligible state residents. To be considered, full-time students must have filed a FAFSA with the Federal Student Aid Programs by May 1st. The state will notify students directly regarding eligibility. The amount of the award is subject to verification requirements by the University of Massachusetts Lowell.

Mass Part-Time Grant

A state grant based on financial need awarded to eligible state students who meet the eligibility requirements of the Massachusetts Office of Student Financial Assistance. To be considered, students must be enrolled in at least 6 credits but fewer than 12 credits per semester and have filed a FAFSA with Federal Student Aid Programs.

Employment Opportunities

The Federal College Work Study and the UMass Lowell Campus Work Programs provide part-time, on-campus employment to eligible students who need the income to help defray the cost of their education. The Job Locator Program is an employment service provided by the Student Employment Office to assist students in finding off-campus employment. Various companies in the greater Lowell area post positions.

William D. Ford Federal Direct Loan Programs

The Federal government funds these loan programs. There is no separate application for this loan but first-time borrowers at the University are required to complete and sign a Master Promissory Note before funds are credited to the student's University account. Eligibility for a Federal Direct Subsidized Loan or a Federal Direct Unsubsidized Loan is determined from the information provided on the FAFSA. A Federal Direct Subsidized loan is awarded on the basis of financial need. A student will not be charged any interest before repayment begins or during authorized periods of deferment. The federal government subsidizes the interest during these periods. A Federal Direct Unsubsidized loan is not awarded on the basis of financial need. A student will be charged interest from the time the loan is disbursed until it is paid in full.

Federal Perkins Loan

A 5% fixed interest Federal loan administered by the University. Repayment begins 9 months after a borrower ceases to be a student.

WITHDRAWAL/RETURN OF TITLE IV STUDENT FINANCIAL ASSISTANCE (SFA)

Undergraduate Students

Undergraduate students withdrawing from the University are required to 1) discharge all financial obligations to the University, 2) return all University property, and 3) file a written notification of withdrawal with the Registrar's Office.

Guidelines for SFA Withdrawal/Return

The Federal law now specifies how the University must determine the amount of SFA program assistance that a student earns if he/she withdraws. The new law requires that, when a student withdraws during a payment period or period of enrollment (the University can define these periods), the amount of SFA program assistance earned up to that point is determined by a specific formula that is prorated. If the student received (or the University received on the student's behalf) less assistance than the amount earned, the student will be able to receive those additional funds. If the student received more assistance than earned, the excess funds must be returned.

The amount of assistance that a student earned is determined on a pro-rata basis. That is, if you completed 30 percent of the payment period or period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you earn all of your assistance.

If you received excess funds that must be returned, the University will return a portion of the excess equal to the lesser of

- your institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of the excess funds.

If the University is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that it is your responsibility to repay. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

Scholarship Information

Continuing Studies Dean's Scholarship

The Continuing Studies Dean's Scholarship awards are for \$1,000 and may be continued on a semester basis, conditional upon satisfactory academic performance. The maximum length of the award is 4 semesters. See our website at <http://continuinged.uml.edu> for details.

Millie McGuire Technical Writing Scholarship Fund

The Millie McGuire Scholarship is awarded in May each year to a student enrolled in the Technical Writing Certificate Program at UMass Lowell. The scholarship is managed by the UMass Lowell Director of Giving. The recipient is selected by the NNE Scholarship committee in conjunction with UMass Lowell. For additional information please visit <http://www.stc-nne.org>.

Hoff Scholarships

Merit Scholarships are available to Continuing Studies, Corporate and Distance Education undergraduate degree students who are U.S. citizens (or eligible non-citizens) and permanent residents of Massachusetts. Applicants must achieve sophomore status by June to be eligible.

The Hoff Scholarship Award is for up to \$2,000 for the academic year (\$1,000 each semester). Applicants must be enrolled in a minimum of 3 courses (9 credits) per semester for the duration of the scholarship. The scholarship is for one year only and the recipient will have to re-apply to be considered for the next year.

Financial support for the program is provided by the Charles J. Hoff Foundation, which funds up to five Continuing Studies, Corporate and Distance Education scholarships each year. Contact the Faculty and Student Support Center at (978) 934-2474 for details or download the application form from our website at <http://continuinged.uml.edu>.

Veterans Online and Off-Campus Scholarships

Scholarships will be awarded to Veterans who are enrolled in a degree or certificate program for \$300 each. These scholarships can be used one time only and for one course only. Applications will be evaluated by the CSCDE Scholarship Committee and will be judged by merit and thoughtfulness in written response. Download the application form from our website.

Leo F. King Scholarship

The friends of the Dean Leo F. King Scholarship Committee are pleased to announce the availability of an annual scholarship award for adult learners returning to school. Contact the Faculty and Student Support Center at (978) 934-2474 for details.

ASL Adult Education Foundation Scholarships

Alpha Sigma Lambda Adult Education Foundation Scholarships are available for Continuing Studies, Corporate and Distance Education students who are matriculated in associate's or bachelor's degree programs and who demonstrate academic strength and leadership. Submissions are due by early April. For more information, visit <http://www.alphasigmalambda.org/foundation/scholarship.php>.

getting started

Student Services & Access to University Facilities



National Honor Society

The Gamma Delta Chapter of Alpha Sigma Lambda is a national honor society for Continuing Studies students. The aim of Alpha Sigma Lambda is to recognize adult students who achieve academic excellence in their course work while performing the many responsibilities associated with their families and careers. Eligibility for membership requires that students rank in the top 10 percent of all students who meet certain academic requirements. Selections for membership are made during the Spring, and students who are invited to become members are inducted into the Society in April.

Office of Career Services

The University Career Services staff assists students to develop the skills and understanding needed to make informed choices during their career life. Career development workshop topics include: resume creation, cover letter writing, interview skills and job search strategies. Annually, several specialized job fairs and career events are organized and hosted on-campus. For students enrolled in a degree or certificate program, individual career counseling appointments are available to assist students with specific concerns.

Access to electronic and printed resources is provided for job market research and skills development. Informative and helpful videos on career search skills and industry profiles are available for viewing in-office. Students are able to use several in-office computers with Internet access. Links to recruiting employers, job search engines, online postings specifically for UMass Lowell students and helpful job search skills articles are all easily found on the Career Services website: <http://career.uml.edu>. Some portions of the website are available to everyone who visits the site and others are password protected and require the establishment of a free online account. These accounts are limited to UMass Lowell students and alumni.

Office hours are 8:30am to 5:00pm, Monday through Friday.

Services for Learning and Physically Disabled Students

The University is committed to serving all students with disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. A qualified person with a disability means: an individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

The University and its programs and activities are becoming increasingly more accessible to academically qualified students who are physically and/or learning disabled. Although some architectural barriers still remain, disabled persons can traverse the campus with a minimum of difficulty. University libraries, the student unions, several residence halls and more recently constructed classroom buildings are accessible to students in wheel chairs. Early registration, preferential scheduling, readers, notetakers, interpreters, alternative testing procedures and special parking arrangements are some of the accommodations available to disabled students. For further information, contact Dr. Chandrika Sharma, Ed.D in the Office of Disability Services, O'Leary 240, (978) 934-4574 or see the website at www.uml.edu/student-services/disability.

Special Events for Continuing Studies Students!

- Open Houses and Student Orientation Nights
- Career Open Houses and Job Fairs
- Continuing Studies Honor Students Recognition Ceremony



Call the Faculty and Student Support Center at (978) 934-2474 for details!

State-of-the-Art Computer Laboratories

Each year, Continuing Studies re-invests a large portion of its proceeds into state-of-the-art computer labs. This major investment in both hardware and software has contributed greatly to the extensive facilities the University makes available to both day and evening students. In addition to several dedicated classroom labs, a number of drop-in labs are available, providing students with access to a wide array of software packages and Internet connection.

University Libraries

The University libraries are proud to provide a wide range of library services to the entire UMass Lowell community of students, faculty and staff. As a vital part of the UMass Lowell community, all Continuing Studies, Corporate and Distance Education students including distance learners are encouraged to take advantage of any and all library services offered. The University library system consists of facilities at three locations as well as an extensive electronic library. The O'Leary Library, located on UMass Lowell South, concentrates on resources in social sciences, health, education, music and the humanities. Lydon Library, situated on UMass Lowell North, focuses on the sciences, technology and management. The Center for Lowell History at the Mogan Center in downtown Lowell is home to many unique items including a variety of manuscripts, books, photographs and oral history materials on the Greater Lowell region, the 19th century textile industry, immigrants, the Boston and Maine Railroad and other special collections.

Present library holdings include over 357,000 volumes; 700 current periodical subscriptions; 1.6 million microform items; over 5,000 videos; 8,600 music scores; and 5,500 sound recordings. More than 250 Internet accessible databases, many offering full text, are available from the electronic library at <http://library.uml.edu>. This includes over 11,000 electronic journals, plus law cases, business, statistical and financial data, government documents, and comprehensive coverage of current material in all fields. The library catalog and all databases are available at any terminal in the libraries or throughout the University via the campus network. They may also be accessed by using a free dial-up account provided by the University or by using any commercial Internet service provider.

The University libraries participate with the Boston Library Consortium Virtual Catalog Project and the Massachusetts Statewide Virtual Catalog. These are library services that allow users to search the catalogs at other libraries for books and request items not owned by UMass Lowell libraries. The libraries also provide an interlibrary loan service that may be utilized to obtain books or journal articles. Journal articles can be delivered electronically to an e-mail address or mounted on the web for a short time, eliminating the need to come into the library to retrieve paper copies.

Librarians offer reference assistance to all patrons in person, by telephone – (978) 934-3213 [North] or (978) 934-4554 [South] – or through Live Help, the library's innovative online chat service. Faculty can arrange for general library tours as well as specialized library instruction for individuals and classes. Media services at both O'Leary and Lydon include individual, class and large-group viewing facilities for video and multimedia programs, consultation on individual media projects, and production of visual, audio and multimedia materials.

If students have any questions about the libraries or library services, please don't hesitate to visit the website at <http://library.uml.edu>, or call (978) 934-4550 for the O'Leary Library or (978) 934-3205 for the Lydon Library. Professional reference librarians are available online and by telephone.



University Bookstores

The University bookstores are located in the UML South Dining Hall and in the lower level of Falmouth Hall on UML North. Please check with the Division of Continuing Studies or the semester bulletin for times of operation.

UMass Bookstore - UML North: (978) 934-2623
UMass Bookstore - UML South: (978) 934-6908

Textbooks

The bookstores carry all textbooks and supplies needed for classes. If your class is being held on UML North, textbooks for your class should be available at the UML North Bookstore; if your class is being held on the UML South, textbooks for your class should be available at the UML South Bookstore.

Students taking online courses can order books through the UMass Lowell bookstore at <http://umlowell.bkstore.com>

The bookstores also provide a wide range of imprinted clothing and backpacks, greeting cards, calculators, etc. Purchases at the bookstores can be made by cash, check or MasterCard/Visa/Discover.

Parking Information / Access Services Office

New parking stickers are required for all Continuing Studies students. The parking registration form and current information on parking is available at <http://parking.uml.edu>.

This sticker entitles students to park after 5:30pm in a University parking lot except Cumnock Hall. Students are encouraged to park in the numerous parking lots on UML North and UML South. Students and faculty should not compromise public safety by blocking access of fire lanes, ambulance and other emergency vehicles. Students and faculty should not park in handicap spaces unless they display a handicap sticker. Student and faculty cars will be towed and/or ticketed for violations. In addition, the Lowell Police will tow student and faculty cars if parked in "Residential Parking" areas.

Safety Shuttle Service

The University now operates a motorized Student Escort Service seven nights a week from 6:00pm to 1:00am. Call (978) 934-2222 for a ride anywhere on campus - from the parking lots, to the library, the residence hall, or the gym. It is a service designed for the entire University community - day and evening students, staff and faculty.

Shuttle Bus/Inter-Campus Transportation

Shuttle buses run continuously between the campuses from 7:15am through 11:00pm on class days. Detailed schedules are posted around campus and are available at the Office of University Life (UML North) and the Office of Student Activities and Commuter Services (UML South).



