



NON-DEGREE COURSE REGISTRATION E-FORM

OFFICE OF THE REGISTRAR
UMASS LOWELL
220 PAWTUCKET STREET, UNIVERSITY CROSSING, SUITE M10
LOWELL, MA 01854

phone: 978-934-2550
fax: 978-934-4076
email: registrar@uml.edu

*Returning students should register online at <http://isis.uml.edu>

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

Special Enrollment Code

PERSONAL INFORMATION

UMS/iSiS ID SS# for New Students Only - -

Last Name First Name MI

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

Not a Citizen of the US Country of Citizenship

Approved Visa: H1 H4 J2 K3 L1 L2 TN TD

*International students living in the US may take only 1 online course per semester. Contact International Students and Scholars Office at ISSO@uml.edu

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. 42.101.001):

Subject/Catalog/Section#	Title	Credits	*Perm. Nbr.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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.

Signature Date

Please print and complete this form, then mail it or fax it to the University. Once you send in the registration form, please wait 48 hours to use the UMass iSiS 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) 934-4076 or mail to: University of Massachusetts Lowell, Registrar's Office, 220 Pawtucket St., University Crossing, Suite M10, Lowell, MA 01854-5129. Call 1 (800) 480-3190 for assistance.

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.

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:

Scanned

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 "iSiS". The Non-Degree Course Registration Form can be faxed, mailed, or delivered in person to 220 Pawtucket St., University Crossing, Suite M10, Lowell, MA 01854-5129

Access Your UMass Lowell Student Email Account:

After you submit your Non-Degree Course Registration Form to the Registrar's Office, your information is entered into the University's student information system (a.k.a. "iSiS"), 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 http://www.umassadmin.net/iSiS/id_lookup. 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 iSiS Student Record at <http://isis.uml.edu>:

Once you have your UML Student Email Address and your Student Email Account Password, you will use these to log into your iSiS Student Records at <http://isis.uml.edu> - 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 iSiS 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!

iSiS 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 Registrar's Office at 978-934-2550.
Other General Questions:	Call the Online & Continuing Education Student Support Center at 978-934-2474.