

**\*\*SPIRE & GENERAL HELP FOR STUDENTS:**  
**Course Guides, Academics, Finances, Housing & Personal Portfolio**  
[http://www.oit.umass.edu/spire/for\\_students/index.html](http://www.oit.umass.edu/spire/for_students/index.html)

**ENROLLMENT APPOINTMENT DATE:**

- Check every semester (early November and early April) for the date you can logon to Spire and enroll for classes. Sign up for classes as soon as your access begins. Course access is first come, first served.
- You find your enrollment appointment date in Spire under "Enrollment" and then "Enrollment Appointment"
- Make an appointment with your advisor (if necessary) as early as possible. If you wait too long, the advisor cannot guarantee a timely appointment. (i.e., before your enrollment period begins). Note: advising appointments are not required unless you have a "credit alert" hold on your record.

**COURSE PRE-REQUISITES:**

- When searching for courses make sure you check the course pre-requisites. If you can't get into a course it could be you haven't fulfilled the courses pre-requisites.
- Click on the yellow "Yes" button under "Restrictions" to view any pre-requisites.

**MY PERSONAL INFORMATION:**

- Keep your current email, local address and phone number updated in Spire. We use this information to contact you (i.e., if a course is cancelled, there are graduation issues).

**DEGREE PROGRESS REPORT:**

- **Know how to find and read this report!!** Your graduation depends on tracking your requirements!
- You should print out a copy of this report at least once per semester after your schedule is set. More often if you make significant changes to your schedule. Keep these copies for your records until you receive your diploma.
- You can get this report in Spire under "Academics" and then "Degree Progress Report".

**GENERAL EDUCATION COURSES:**

- Know how to search for your GenEd. Courses.
- Go into "Course Guides", then "Search Schedule/Browse Catalog", click "Go". Go to "Gen Ed Category" and click on the down arrow. Pick the Gen Ed category you're interested in (ie. HS, ATG, PS, etc.), select that category and then click "Search". All the courses that appear will carry that particular GenEd designation.

**GLOBAL EDUCATION REQUIREMENT:** 15 credits of college level work are required

- This is the language requirement for students in departments in the School of Social and Behavioral Sciences.
- Advisors for this requirement are in E-20 Machmer Hall. Phone number: 545-2192.
- If you haven't done so already – go to E-20 Machmer and fill out a form that designates which language option you'll use to complete your language requirement. **If you do not fill out this form, you will never graduate.**
- Keep in mind that many languages teach the 1<sup>st</sup> level in the fall and the 2<sup>nd</sup> level in the spring. If you miss a semester, you could be forced to wait another year. Check the language you're interested in on Spire to see what they're teaching for the upcoming semester.
- Most languages teach an accelerated course each semester.
- [http://www.umass.edu/sbs/academics/undergraduate/global\\_ed\\_requirement.htm](http://www.umass.edu/sbs/academics/undergraduate/global_ed_requirement.htm)

**UNIVERSITY GRADUATION REQUIREMENTS**

1. 120 credits \*\*note – in order to have 120 credits at the end of 4 years, you must take 5 - 3 credit courses (15 credits) per semester.
2. A cumulative average of at least **2.0 overall and in your major(s)**
3. General Education Requirements
  - Go to the Registrar's Office in 213 Whitmore Hall for advising
  - See your degree progress report on SPIRE for specific requirements and requirement tracking
4. College Requirements
  - Go to the Global Education Office in E-20 Machmer Hall to discuss your options and advising
  - See your degree progress report on SPIRE to track your requirements
5. Major Requirements
  - See Tami Paluca in 103 Gordon Hall for advising
  - See your degree progress report on SPIRE to track your requirements

**NERP (New England Regional Student Program)**

Students from other New England States may be eligible for reduced tuition, IF the primary major is declared Legal Studies **AND** they request the status at the Registrar's Office. See [http://www.umass.edu/registrar/gen\\_info/nerp.htm](http://www.umass.edu/registrar/gen_info/nerp.htm) for details.

**KNOW YOUR DEGREE PROGRESS REPORT!!**