



Undergraduate Special Student Application

University of Massachusetts Amherst

Special Student status, Non-degree Graduate Student status, and Continuing & Professional Education are all available to assure access to those people who wish to enroll in University classes but not pursue a degree.

Before proceeding to the next page, please read the following carefully to be sure you are applying for the correct admission category.

The University of Massachusetts Amherst prohibits discrimination on the basis of race, color, religion, creed, sex, sexual preference, age, marital status, national origin, mental or physical handicap, political belief or affiliation, membership or non-membership in any organization, or veteran status, in any aspect of the admission or treatment of students or in employment.

1. Special Student status is a non-degree admission category primarily for local high school students and those in the following groups who do not have a bachelor's degree but wish to enroll in Fall or Spring semester classes on a space-available basis: University employees, employees' spouses and dependents, spouses of currently enrolled students, and senior citizens. Special Student status is not available to any individual who has a bachelor's degree, even if s/he plans to enroll in undergraduate-level classes. Instead, those who have earned bachelor's degrees must apply for non-degree graduate status.

2. Non-degree graduate status is offered by the Graduate School to those who have completed an undergraduate degree. Non-degree graduate students may enroll in both graduate and undergraduate classes offered by the University in Fall or Spring. For additional information and an application, contact the Graduate Admissions Office, Room 530, Goodell Building, (413) 545-0722.

3. Continuing & Professional Education (CPE) is the open-enrollment branch of the University, offering diverse classes to anyone in the Winter term and the Summer Semester. During Fall and Spring semesters, Continuing & Professional Education offers admission to undergraduate evening classes sponsored by the University and can also admit those with no bachelor's degree to many daytime classes on a space-available basis. (Those with a bachelor's degree interested in taking daytime Fall or Spring classes for graduate credit must instead apply for non-degree graduate status through the Graduate School.) To obtain additional information about CPE contact Continuing & Professional Education, 100 Venture Way, Suite 201, Hadley, MA (413) 545-3653.

If you need help determining the best status for you, contact the Registrar's Office, 209 Whitmore Administration Building, (413) 545-0555. Within limits, credits earned through any of the three categories above can later be applied towards a degree program, if the student is subsequently admitted to degree status.

Special Student Application Instructions and Information

How to Apply:

Complete the application. High school students must submit written permission from their guidance counselor and parent or legal guardian, along with a copy of their high school transcripts.

Return the completed application to the Registrar's Office, 209 Whitmore, by the end of the add/drop period for the semester of enrollment.

Your application will be reviewed and an admissions decision made soon after. Notification of the decision will be by mail. NOTE: If you do not enroll continuously for each subsequent semester and wish to return, you must submit a new application.

Tuition Waivers:

Tuition waiver forms for University employees are available at the Human Resources Information Center, 325 Whitmore. Secure the signature of your supervisor and return the form to the Human Resources Information Center, 325 Whitmore, by the application deadline. Once the waiver has been processed, a copy of the form will be returned to you. All questions about tuition waivers should be directed to the Human Resources Information Center at (413) 545-0862.

Financial Obligations:

Tuition is assessed per credit according to residency status. Applicable mandatory fees are assessed according to credit total. Billing information is available through the Bursar's Office at (413) 545-2368.

Note: be prepared to pay all tuition and fees by the bill due date.

Senior Citizens:

Tuition waivers and information can be obtained at the Bursar's Office, 215 Whitmore.

High School Students:

High school students **are required to pay tuition** (unless the student is a dependent of a University employee) and **all University Fees**. Contact the Bursar's Office at (413) 545-2368 for the rate schedule.

Registration:

Special Students will register for classes using SPIRE, our on-line web based system, during the class enrollment period (usually one week prior to the beginning of the semester).

Students will receive their SPIRE logon ID's via email. Once the ID is received, check SPIRE for the course catalog and access time.

Continuation:

Continuation as a Special Student is not automatic. Special Students must maintain a grade point average (GPA) of 2.0 or higher in order to continue their enrollment. Special Students who fail to earn a 2.0 GPA will be suspended from the University for one semester and will be notified by email.

Special Students are subject to all rules and regulations of the University of Massachusetts Amherst, including academic and administrative codes and requirements. You may obtain the "Undergraduate Rights and Responsibilities" booklet at the Dean of Students Office, 227 Whitmore.

Where to Direct Questions:

about Special Student status and admission:

Registrar
209 Whitmore
(413) 545-0555

about Special Student tuition & fees:

Bursar
215 Whitmore
(413) 545-2368

about employee tuition waivers:

Human Resources
325 Whitmore
(413) 545-0862

about non-degree graduate student status:

Graduate Admissions
530 Goodell
(413) 545-0722

about Continuing & Professional Education:

Continuing & Professional Education
100 Venture Way, Suite 201
Hadley, MA (413) 545-3653

Application for Special Student Status

University of Massachusetts Amherst

General Information

Name _____ Previous Name _____
LAST FIRST MIDDLE

Mailing Address _____
STREET CITY STATE ZIP

Telephone (____) _____ Date of Birth _____ Social Security Number _____

Email Address _____

Planned Entrance Date

Fall
 Spring 20_____

Gender

Male
 Female

Veteran

Yes
 Still on active duty

Domicile

In-state
 Out-of-state

Previous Attendance at UMass Amherst? Yes No If yes, when _____ Student ID _____

High School Attended

SCHOOL CITY/STATE DATES OF ATTENDANCE YR OF GRADUATION

Colleges Attended (including the University of Massachusetts)

COLLEGE/UNIVERSITY	CITY/STATE	CREDITS EARNED	SEMS/QTRS COMPLETED	DATES ATTENDED	DEGREE EARNED

Current University Affiliation, if any

Employee Yes No Department _____ Telephone # _____

Dependent/Spouse of Employee _____ Employee's Department _____
EMPLOYEE'S NAME

Spouse of Full-Time Student Yes No Student's Name & Student ID # _____

Other (describe) _____

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? Yes No

You do NOT need to answer this question if you are an employee of the University of Massachusetts Amherst.

[Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction: has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential; was a first conviction for misdemeanor drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or any conviction of a misdemeanor where the conviction occurred more than five years prior to the date of this application, unless you were sentenced to imprisonment upon conviction of the misdemeanor, or you have been convicted of another criminal offense within the five years' period.]

If you answered "yes" to the question above, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

OPTIONAL: The items in italics are optional. No information you provide will be used in a discriminatory manner.

1. Are you Hispanic/Latino (including Spain)? Yes No

2. Regardless of your answer to the prior question, please select one or more of the following that best describe you:

- American Indian or Alaska Native (including all Original Peoples of the Americas)
- Native Hawaiian or Other Pacific Islander (Original Peoples)
- Asian (including Indian subcontinent and Philippines)
- Black or African American (including Africa and Caribbean)
- White (including Middle Eastern)

3. Please check this box if you wish to be identified as being of Cape Verdean background.

Student, or if under 18 years of age, Parent's or Legal Guardian's Signature:

 Date: _____

By my signature, I certify that the information I have provided about my academic record and personal history is accurate and complete. Failure to disclose any relevant facts could result in denial of admission to the University.

Office Use Only:	Approved by _____	Date _____
	# of Classes _____	Term _____ Year _____

Office of the Registrar
209 Whitmore Administration Building
University of Massachusetts
181 Presidents Drive
Amherst, MA 01003-9313