



# Undergraduate Special Student Application

University of Massachusetts Amherst

Special Student status and Non-degree Graduate Student status are 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.

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*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.*

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**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 University classes (NO CPE 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.

If you need help determining the best status for you, contact the University Registrar's Office, 213 Whitmore Administration Building, (413) 545-0555. Within limits, credits earned through either of the 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 University Registrar's Office, 213 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 Credits:

Tuition credit 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 credit has been processed, a copy of the form will be returned to you. All questions about tuition credits 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.

## You May be Eligible to Claim an Education Tax Credit:

UMass must 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.

## Senior Citizens:

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

## High School Students:

High school students **are limited to one class and 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. Please review the "Code of Student Conduct" at [http://www.umass.edu/dean\\_students/codeofconduct/](http://www.umass.edu/dean_students/codeofconduct/).

## Where to Direct Questions:

about Special Student status and admission:

University Registrar  
213 Whitmore  
(413) 545-0555

about Special Student tuition & fees:

Bursar  
215 Whitmore  
(413) 545-2368

about employee tuition credits:

Human Resources  
325 Whitmore  
(413) 545-0862

about non-degree graduate student status:

Graduate Admissions  
530 Goodell  
(413) 545-0722

# 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) \_\_\_\_\_

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

- Are you Hispanic/Latino (including Spain)?  Yes  No
- Regardless of your answer to the prior question, please select one or more of the following that best describe you:
 

<input type="checkbox"/> American Indian or Alaska Native (including all Original Peoples of the Americas)	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Original Peoples)
<input type="checkbox"/> Asian (including Indian subcontinent and Philippines)	<input type="checkbox"/> White (including Middle Eastern)
<input type="checkbox"/> Black or African American (including Africa and Caribbean)	
- 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 \_\_\_\_\_



## DISCIPLINARY & CRIMINAL HISTORY STATEMENT

Please note that concealment of facts or untruthful statements may cause you to be subject to denial of special student status and/or dismissal from the University of Massachusetts Amherst. All special student applicants must complete and sign (under penalties of perjury) this section:

**Question #1:** Have you ever been found responsible for a disciplinary violation at any school or college you have attended, whether related to academic misconduct or behavioral misconduct, which resulted in your probation, suspension, housing removal, removal, dismissal, or expulsion from the school?

Yes       No

If you answered yes to Question #1, attach a separate page that gives the approximate date of each incident and explains the circumstances. Additionally, if the incident/s occurred at a college other than UMass Amherst, the institution’s Dean of Students must also submit a letter of explanation. Your special student application will be considered incomplete without this information.

**Question #2:** Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?

Yes       No

(Note: You are not required to answer “yes” to this question 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, 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-year period.)

If you answered yes to Question #2, attach a separate page that gives the location and approximate date of each incident and explains the circumstances. Your special student application will be considered incomplete without this information.

By my signature, I certify that the information I have provided about my academic and personal history is accurate and complete. Failure to disclose any required information could result in the denial of special student admission or retroactive administrative withdrawal from the University without refund or course credits. I understand that it is my responsibility to submit a completed special student application by the stated deadline. Failure to do so may result in my special student application being withdrawn without review.

Signed under the penalties of perjury, this  day of , 20 , at  a.m./p.m.  
date                      month                      year                      time

Applicant’s signature \_\_\_\_\_

Print name \_\_\_\_\_