

**UNIVERSITY WITHOUT WALLS**  
Division of Continuing & Professional Education  
University of Massachusetts, Amherst

**Spring 2010--REGISTRATION INFORMATION**

**IF YOU ARE A NEW SPRING 2010 UWW STUDENT....**

**New students in the Individualized Degree Program:** We recommend that new students in the Individualized Degree Program register as soon as possible after Continuing & Professional Education registration begins on November 12 or on receipt of the accept letter. The UWW core course sections are offered on a first-come-first-served basis, so the earlier you register, the more likely it is that you will enroll in the course format (blended or online) of the section you prefer.

**New students in Elementary Licensure (ELP):** Continuing & Professional Education registration opens on November 12, and new students in this program are advised to register well before the beginning of classes. (See the orientation schedule on the [New Students page](#) of the UWW web site. Go to [www.umass.edu/uww](http://www.umass.edu/uww) and look in the top right corner for the link.) ELP advisor Liz Brinkerhoff will be in touch with you about which courses to register for in the fall, so do not register until you have heard from her.

*Students planning to take more than the two UWW first-semester courses this fall are especially advised to register as early as possible to be assured of space in the course sections they choose.*

**METHODS OF REGISTRATION**

**Continuing & Professional Education students *do not register on SPIRE, but by one of the methods listed below.*** Other information, however, is available on SPIRE, so check the section farther below offering details on that system. Whichever way you choose to register, indicate on the form that you are a UWW student and the UWW program (i.e., Individualized Degree, Elementary Licensure) that you are enrolled in. Students are now billed for the course and other fees rather than paying for them at the point of registration. This usually allows some time to work out financial aid or other continuing issues before payment.

**By fax (through February 1, 2010):** FAX # (413) 545-0513 with payment by credit card (MC, VISA, Discover).

**By mail (must be received by February 1, 2010):** Registration can be completed by mail with payment by credit card, or check (made out to UMass Continuing & Professional Education).

**In person (through February 1, 2010):** C&PE Registrar offices are at 100 Venture Way right next to the UWW offices. You may pay by cash, credit card, or check

**On the web (through January 31, 2010):** go to [www.umasslearn.net](http://www.umasslearn.net), select *Spring 2010* and then *University Without Walls*. In the UWW course listing, select the appropriate program and course section that you intend to register for and click on "enroll." Registering for day division courses must be done through, mail, walk-in, or fax, *not* the web.

For registration information or assistance, contact the C&PE Registration Office at 413-545-3653 or [regoff@contined.umass.edu](mailto:regoff@contined.umass.edu)

**If you have been approved for financial aid assistance,** you will receive an award package based on six credits (minimum enrollment for eligibility), allowing you to enroll through Continuing & Professional Education for six credits or more. The financial aid package will then be adjusted upward according to your actual enrollment after add/drop. Any additional money owed after the financial aid award has been deducted will be your responsibility.

You may register for courses through one of the methods above. Once you have SPIRE access after matriculation, you should regularly check the financial aid area indicating the status of your account once you have registered. (Some UWW Elementary Licensure students may be eligible for paraprofessional grants and some Early Care & Education students may be eligible for the Early Childhood Educator scholarship through OFSA. For more information about these funding opportunities, please check [www.ofsa.mass.edu](http://www.ofsa.mass.edu).) More information about financial aid for all Continuing & Professional Education degree students is available at <http://www.umass.edu/umfa/>

Other questions about financial aid can be addressed to the Financial Aid Office at 413-545-0801. When calling, indicate that you are a UWW Continuing & Professional Education (CPE) degree student.

*Financial aid awards are determined on a first-come-first-served basis once a student has been officially accepted into the program and had a FAFSA approved. In some cases, additional materials or verifications may be required before packaging can be completed. Depending on when these procedures were completed, some students may not hear from the UMass financial aid office until close to the beginning of the semester.*

Note: If you were previously a UWW student but inactive during the fall 2009 term, contact the Continuing & Professional Education Records and Registration Office at [regoff@contined.umass.edu](mailto:regoff@contined.umass.edu) or 413-545-3653 to re-activate your record BEFORE seeking financial aid. Please specify that you are a UWW student and which program you are in. If you have been inactive since spring 2009 or earlier, you must also have the approval of the UWW Director or Academic Coordinator. Use the Undergraduate Reactivation Form from [www.umassulearn.net](http://www.umassulearn.net) (Registration Information/Forms).

#### **Deadlines for Adding and Dropping Courses:**

Last day to add or drop a course with no record is February 1, 2010.

Last day to drop with W grade is March 23, 2010.

#### **REFUND SCHEDULE—IMPORTANT!**

All requests for class refunds must be submitted in writing to the Records & Registration Office, Division of Continuing Education. The postmark or FAX date is considered the date of withdrawal. Be sure your registration is correct and complete before January 25, 2010 to avoid receiving only a partial refund or no refund at all. *Note: even switching sections within a course will have a refund penalty if done after the full refund date.*

#### **Refund for class fees of courses dropped (even when dropped to switch sections or substitute courses):**

By	2/1/2010	100%
After	2/1/2010	NO REFUND

Registration fees are not refundable.

#### **UNDERGRADUATE WITHDRAWAL POLICY**

Withdrawals made between February 2, 2010 and March 23, 2010 will show on the transcript as a **W**. No withdrawal will be allowed after the mid-point of the semester (March 23, 2010) without written permission by the UWW Director or Academic Coordinator.

Drops and withdrawals must be submitted online or in writing to the Continuing & Professional Education Records & Registration Office. For online withdrawals, use the electronic drop form at [www.umassulearn.net](http://www.umassulearn.net). The postmark or fax date is considered the drop/withdrawal date. Faxed withdrawals will be processed as of the day that they are received. The registration fee is non-refundable. Course change forms are available online at [www.umassulearn.net](http://www.umassulearn.net) (Registration Information/Forms). Please submit forms to:

Registration & Records Office  
Division of Continuing & Professional Education  
100 Venture Way  
Hadley, MA 01035-9430 USA  
Fax: 413-545-0513

#### **SPIRE AND OIT ACCOUNTS**

This November or December new students will receive two separate mailings for two different university accounts. **SPIRE** provides web access to the student's individual UMass administrative record, such as information about grades, course schedule, financial aid status, etc. The **OIT** account is an e-mail and Internet access account for student use. Keep an eye out for information—to be sent separately--about these two kinds of accounts.

#### **SPIRE ([spire.umass.edu](http://spire.umass.edu))**

SPIRE Student Services enable students to have direct secure access via the web to administrative data such as course schedule, grades, billing information, and financial aid status. *Your SPIRE NetID and password will be mailed to new students in November or December through e-mail or regular postal mail, so be on the lookout for it. Confirmation of course schedules can be accessed on SPIRE, so they are no longer mailed.*

Grades also are accessed on SPIRE (and no longer mailed), and it is also possible to print an unofficial UMass

transcript from SPIRE. **Please note that students in C&PE classes and C&PE undergraduate students CANNOT register for courses on SPIRE during Fall and Spring terms.**

Students should check on SPIRE to see if a hold has been put on the record. (Examples would be Bursar's Office, Health Services, or OIT holds). If a hold has been put on your record, you must contact that office to have the hold lifted before you can register for classes. To contact the Office of Information Technologies concerning your SPIRE account, please call 413-545-9400 or visit the website at [www.oit.umass.edu/spire/](http://www.oit.umass.edu/spire/).

**OFFICE OF INFORMATION TECHNOLOGY (OIT) EMAIL ACCOUNTS:**

The University of Massachusetts requires all students to activate an OIT e-mail account and to check it regularly for announcements and important individual communications. After matriculation or registration in a Continuing & Professional Education course, new students will receive a password and a NetID through their non-OIT e-mail addresses. If you do not have a non-OIT email address recorded, you must contact OIT at 413-545-9400 and ask for an account manager or visit the OIT Helpdesk at A107 Lederle Graduate Research Center Lowrise to activate your account. *It is important to activate this account on the web immediately upon receipt of temporary passwords and NetID. The procedure is simple and takes less than five minutes.* Information about the OIT accounts is at [www.oit.umass.edu/accounts](http://www.oit.umass.edu/accounts). Students in UWW courses conducted online or partially online must have an activated OIT account before they will have access to the Blackboard course software used in their classes.

**UNIVERSITY HEALTH SERVICES**

UWW Continuing & Professional Education students are eligible to enroll in a university health plan. Students taking only fully online classes are not eligible. Contact University Health Services at 413-577-5192 for more information if you want health coverage.

**DIVISION OF CONTINUING EDUCATION WAIVER FAQ**

**Continuing & Professional Education Waiver Policy**

Waivers must be on file in the C&PE Business Office by the end of Add/Drop for the term they are to be used. With the exception of the National Guard Welcome Home vouchers, waivers apply to course fees only, not to C&PE Registration, UWW program or UWW prior learning fees

<p><i>Can I use my Veterans, Armed Forces, Native American, Senior Citizen, Adopted Child, or National Guard Welcome Home waiver for my Continuing &amp; Professional Education course(s)?</i></p>		<p>That depends. With the exception of the National Guard Welcome Home waivers, these waivers are only valid for state-funded courses. Continuing Education courses are not state-funded. As a Continuing Education degree student registering through Continuing Education, you may use your waiver to enroll in University-scheduled courses (courses offered by the "day division") only. <i>Active National Guard members may obtain a Welcome Home Certificate of Eligibility from their military unit which may cover all course fees and associated fees in a degree program.</i></p>
<p><i>Can I register online with my waiver?</i></p>		<p>Yes. Just be sure to bring or mail the waiver to the C&amp;PE Business Office, 100 Venture Way, Hadley, MA 01035.</p>
<p><i>What waivers are eligible for use when registering for Continuing &amp; Professional Education courses?</i></p>		<p>Mass Higher Ed and State Employees (and their spouses and dependents) are eligible for 50% of the course fee if the employee is a full time employee. The waiver is worth 25% of the course fee if the employee is employed for anything less than 100%. (It is not pro-rated to the employment percentage.) Waivers do not apply to the registration fee.</p>