**Winter/Summer Class Registration Process – for Matriculated Undergraduate Students**

To enroll in Winter or Summer classes, matriculated students follow a 2-step process:

1) Request an enrollment appointment in SPIRE: Navigate to Main Menu > Enrollment > Summer/Wntr/Non-degr Enroll Appt from the top menu; then follow instructions on page (see detailed instructions below)

2) Enroll in classes, using the same process as for University-scheduled classes in Fall & Spring

Other tidbits about Winter and Summer registration:

**Add/Drop period:** Add/Drop is proportional to the length of classes: Winter has a 3-day Add/Drop period; each 6-week summer session has a 5-day Add/Drop period. See academic calendars for exact dates.

**Winter Credit Limits:** All students are limited to 4 credits for the Winter term. Students seeking an override must receive one from their academic dean. CPE Registration staff will enter the override limit in SPIRE upon receipt of the request from the academic dean.

**Summer Credit Limits:** Undergraduate students are limited to 8 credits/session, or 16 for the full term. (Graduate students are limited to 9 credits for the term.) Same override process as for Winter credit limits.

**Permissions:** To override prerequisites or class capacity, students must get permission from the instructor or department offering the class. Permissions are usually sent to the CPE Registration Office from the instructor/dept. via email (regoff@cpe.umass.edu). Registration Office staff then enter the permissions into SPIRE, after which students self-enroll in SPIRE.

**Fees:** Class fees are determined by the School/College or Department offering the class, and vary from one school/college to another. Some classes also charge materials fees in addition to class fees. All students pay a once/term $47 registration fee, regardless of the number of classes or credits taken.

**Independent Study:** Students enroll in Independent Study using the Independent Study Registration Form on the CPE website: [http://www.umassulearn.net/images/stories/pdf/independent_study_reg_form_12_fill.pdf](http://www.umassulearn.net/images/stories/pdf/independent_study_reg_form_12_fill.pdf). Form requires the signature of both faculty sponsor and dean of the course’s school/college. Cost for undergraduate independent studies is $195/credit (or $220/credit for graduate-level, including 596). Most independent studies have a “section assistant” who enters grades into SPIRE, after gathering from all faculty sponsors in a department.

**Grading:** Grades are processed at the end of the Winter term, and twice during the summer – once at the end of Session 1, and again at the end of the summer. Beginning in Summer 2018, students’ Summer Session 1 grades will show on transcripts after the first round of grading.
Two sessions/one term: Even though there are two separate sessions in Summer, Summer is a single term. Courses that prohibit multiple enrollments in a term (the vast majority of courses) can therefore not be taken in Summer Session 1 and then again in Summer Session 2. This means if students fail a Session 1 class, they cannot repeat it in Session 2.

For assistance, contact the CPE Registration Office at regoff@cpe.umass.edu, 413-545-3653 or 800-922-8211, or 213 Whitmore Administration Bldg (in the Registrar’s Office).