REGISTRATION INFORMATION
GRADUATE LEVEL EXCHANGE STUDENTS

COURSE AND REGISTRATION INFORMATION

FULL-TIME STATUS: Graduate Students must enroll in a minimum of 9 credits per semester (6 credits must be 500+ level). Some students register for more than this but this is neither necessary nor recommended for exchange students.

ADD/DROP PERIOD: During the first two weeks of each semester students can add or drop courses in their schedules. All changes to your schedule must be processed before the end of add/drop. Refer to the Academic Calendar for the last date of Add/Drop: www.umass.edu/registrar/calendars/academic-calendar.

ACADEMIC ADVISORS: Graduate students will find the name of an initial departmental contact in their letter of acceptance and may contact this person now by mail or email or in person upon arrival at UMass with questions about their studies or specific courses.

HOME UNIVERSITY APPROVAL: As an exchange student at UMass, we require you to be enrolled as a full-time student, but it is up to you to know what your home university requires of you! Be sure to consult with your home university to confirm that the courses you have selected are acceptable and you will receive credit.

WHAT CLASSES SHOULD YOU REGISTER FOR? As a graduate student you are expected to take most of your courses in the department which approved your exchange application.

ONLINE COURSE REGISTRATION SYSTEM (SPIRE): At UMass you will register for courses using our Internet-based registration system, known as “SPIRE”. Course schedule information is available only online and can be found under the Class Search Function on the SPIRE homepage: www.spire.umass.edu. Some classes will be full or may be restricted to students in a particular major. If you cannot get a class you want before the start of the semester, you may go to your academic department during the Add/Drop Period and speak to the instructor (or other departmental official) about the possibility of adding the course to your schedule. However, it is important to note that we cannot guarantee that students will get into all of the classes they want, and so it is essential that you have some flexibility as to courses that interest you and for which you may get credit from your home university.

COURSE NUMBER SYSTEM: Graduate level students sometimes choose to take an undergraduate-level course in an area that they have not studied previously.

- 100-299: Lower Division Undergraduate- first and second year undergraduate level; graduate students can take these courses in addition to a full-time course load.
- 300-399: Upper Division Undergraduate – third year level
- 400-499: Upper Division Undergraduate – fourth year level
- 500-599: Combined Undergraduate/Graduate level
- 600-899: Graduate level

HOW TO REGISTER FOR CLASSES: On the department’s website, you should be able to find most course listings, the professors’ names, websites, and some course syllabi. Refer to the enrollment checklist: www.oit.umass.edu/support/spire/enroll-classes-using-spire#Your Enrollment Checklist
The following YouTube videos also offer quick steps on how to use SPIRE for course enrollment:

- Searching for classes: www.youtube.com/embed/h-rhvzhuOsw
- Enrolling in classes: www.youtube.com/embed/zYYdCf1D218
GRADUATE ELIGIBILITY RESTRICTIONS (CALLED “REQUISITES” IN SPIRE): Some courses are restricted to students who are at a certain level, are listed as degree students in a department’s graduate program, or are enrolled as a “major” in a particular UMass department. If Spire indicates that you are ineligible to register for a course because of this, you will not be able to register for that course on-line. Grad-level exchange students should consult with Joyce Williams in the Graduate Records Office, joycew@grad.umass.edu or gradrec@grad.umass.edu, to see if that office can override this error message (be sure to specify that you are an exchange student!). In some cases it will be necessary to consult with the department about a possible “Eligibility Override”.

HOW TO FIND YOUR PROFESSORS’ CONTACT INFORMATION:
- Go to the UMASS main website, www.umass.edu, and click on the link marked ”People Finder”.
- When you contact professors about requests to be added to class rosters, you will need to provide your 8-digit student ID number (SPIRE ID), and explain that you are a non-degree exchange student. This is how SPIRE identifies you. This information will be integral for professors to know, when they are trying to add you to classes.

THINGS THAT CANNOT BE PROCESSED IN SPIRE
- **Time Conflicts:** Spire will not allow you to register for two courses that meet at the same time, even if they overlap by just a few minutes. As of the Wednesday or Thursday before classes begin (if there is space in the class and if you meet all course requirements), you may consult with both instructors, get their written permission (if they approve) - using the PDF form on the Registrar’s website - www.umass.edu/registrar/sites/default/files/TimeConflictForm.pdf - and then go to the Registrar’s Office to add the classes to your schedule during the Add/Drop Period.
- **Requisites, Full Courses, or Consent:** If you are seeking admission to a course that is already full, requires department or instructor consent, or for which you do not meet the requisites, you will need to get further instructions from the academic department.
- **Changing Sections:** To change from a section you are enrolled in to a different section of the same course, first use the Schedule of Classes to see if the section you want has an available seat. DO NOT drop a course until you have successfully added the one you want.
- **Audit a Course:** Graduate students can select “AUD” as a grade basis in Spire. Audit courses can be taken only in addition to a full-time course load.
- **Taking a course Pass/Fail:** Graduate students can take one (3 credit) course with a Pass/Fail grading system per semester.
- **5-College Courses:** It is not possible to register for 5-COLLEGE COURSES using the Spire system. If you are interested in taking a class at Amherst College, Hampshire, Mt. Holyoke or Smith College, click on the Five College Course Catalog on the front page of Spire (or go directly to the 5-College website: www.fivecolleges.edu/courses). You will find information on how to look for classes, what the dates for the registration periods are, where to find the interchange course request form on your SPIRE account, and the email of the Five College Interchange Office. **(Important note: This form is only available during the registration period!)** The pre-registration period is very short and registration during that time is not guaranteed. Graduate students register through the Graduate Records Office (534 Goodell). All students can register for 5-college classes during the Add/Drop period.

ACADEMIC DEAN: For exchange students, an IPO advisor will serve as your Academic Dean Designee for anything that requires signature approval from an Academic Dean.

INTERNATIONAL PROGRAMS OFFICE (IPO) CONTACT INFO
Phone: 413-545-2710 or 413-545-2843
Fax: 413-545-1201
Address: 470 Butterfield Terrace (IPO Main Office)