REGISTRATION INFORMATION FOR UNDERGRADUATE EXCHANGE STUDENTS

YOU MAY BEGIN REGISTERING FOR COURSES ON APRIL 3RD, 2017 AT 10:00 AM EST (Eastern Standard Time)

REGISTRATION BASICS

You will register for courses using the internet-based registration system, known as “SPIRE”. Course schedule information is ONLY available online.

SPIRE is the University’s secure online student information system. Students use SPIRE to register for courses, view/pay their Bursar bill, view holds, select/view housing assignments, change meal plans, etc. You will need your Net ID and password to log in to SPIRE. Your Net ID and password are also used to access your UMass email account. If you have NOT yet received your Net ID and/or password to your email account, contact the Information Technologies department: am@it.umass.edu.

SCHEDULE OF COURSES: The online schedule includes all courses – both undergraduate and graduate level. Undergraduate exchange students CANNOT take graduate level courses. Not all courses are offered every semester. The Course Catalog does not specify in which semester courses are offered. Students should use the “Schedule of Classes” to see courses for the appropriate semester.

COURSE NUMBER SYSTEM:

- 100-199 – Lower Division Undergraduate – freshman (first year) level
- 200-299 – Lower Division Undergraduate – sophomore (second year) level
- 300-399 - Upper Division Undergraduate – junior (third year) level
- 400-499 - Upper Division Undergraduate – senior (fourth year) level

FULL-TIME COURSE LOAD: Undergraduate exchange students must enroll in a minimum of 12 credits (units) per semester. There is a 15 credit maximum for exchange students. It is your responsibility to be aware of any requirements that your home university may impose on you.

REGISTRATION PREPARATION: Browse through the SPIRE course catalogue; Have your list of courses (3 digit number which identifies the course) and the five-digit class number (which identifies the day and time of the class) ready before you register. Some courses are made up of multiple parts, including a lecture, discussion, and/or lab component. Pay attention to this to make sure you register for all components of each course.

- Log on to SPIRE to find the courses you want to take.
- Information about logging in to SPIRE.
- Complete information about how to register for classes on SPIRE.

COURSE RESTRICTIONS

- Exchange students cannot take courses in Art, Dance, Music, Computer Science and Nursing.
- Upper level courses in Business, Economics, Engineering and Communications have limited availability (*only business majors in your home university are eligible to take classes in The Isenberg School of Management (ISOM). For qualifying students please see the attached information sheet for ISOM Management restrictions).
- Exchange students cannot enroll in independent study courses.
- Undergraduate exchange students are not eligible to take graduate-level courses (500 or higher).
• Courses are designated in SPIRE as “University” and “CPE” (Continuing & Professional Education). Exchange students cannot take CPE courses.

ADDITIONAL INFORMATION

ADD-DROP PERIOD: The add-drop period is during the first two weeks of the semester; all changes to your schedule must be processed before the end of the add-drop period. 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 must go to the class and speak to the instructor about the possibility of adding the course to your schedule.

5-COLLEGE COURSES: It is not possible to register for 5-College Courses using the Spire system. Students should wait until they arrive at UMass to register for 5-College courses at the 5-College Interchange Office (613 Goodell). To view the catalog, go to: http://ualc.umass.edu/five_college_interchange/.

ACADEMIC DEAN DESIGNEE: For exchange students, Ken Reade (kjreade@ipo.umass.edu) in the International Programs Office is the Academic Dean Designee. Anything that requires the approval of your Academic Dean will require his signature.

INTERNATIONAL PROGRAMS OFFICE (IPO) CONTACT INFO: Sherry Bohonowicz, Undergraduate Exchange Student Advisor, cbohonowicz@ipo.umass.edu

FREQUENTLY ASKED QUESTIONS

I received the message “Prerequisite required” when I try to register for a class on SPIRE, what should I do?
Certain upper-level classes at UMass require preparatory courses, known as prerequisites. The student’s transcript will be evaluated to see if they meet the requirements. Students are generally not allowed to take any course for which they do not meet the pre-requisites. Some courses may require departmental consent or permission of the instructor. Exchange students may or may not be allowed to take these courses. Availability is on a case-by-case basis. If you receive a “prerequisite required” message and have questions, email cbohonowicz@ipo.umass.edu with your name, SPIRE ID #, the 5-digit class number, 3-digit course number, and name of the course.

I received the “instructor consent required” or “department consent required” message when I try to register on SPIRE, what should I do?
In this situation you must contact the instructor or the undergraduate program advisor for the department offering the course. To find the academic departments go to the UMASS main website, www.umass.edu, and click on the link marked “Sites A-Z.” and search. To find professor contact information, go to the UMASS main website, www.umass.edu, and click on the link marked "People Finder" and search to locate the professor contact information. Even though our faculty and staff are quite accommodating of international exchange students they are under no obligation to let you into a course.
SCHEDULE PLANNING GRID

Use the time grid below to plot the times of your classes. Be sure to include any related classes (labs and discussions that accompany the lecture section). The standard Mon-Wed-Fri time blocks are 50 minutes; on Tue-Thu, they are 75 minutes.

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Isenberg School of Management
Course Enrollment Eligibility for Exchange Students
(Developed December 2013)

The Isenberg School of Management welcomes exchange students and values the benefits of a multicultural student body. In that spirit, every attempt to find appropriate courses for exchange students will be made. Unfortunately, courses in the Isenberg School of Management are often oversubscribed and the capstone and Junior Writing courses are available to Isenberg students only. Please review the following points to help maintain a smooth exchange arrangement:

1. International exchange students may include a maximum of six courses from the Isenberg School of Management during an academic year, or three courses during an academic semester. This includes any course numbered 301 and higher. Similar to Isenberg students, exchange students will not be enrolled in any courses if they have not met the pre-requisite for that course.

2. Being an exchange student does not guarantee enrollment in any Isenberg course; however, requests from an exchange student interested in enrolling in an Isenberg course(s) in the department relevant to his/her major will be prioritized.

3. The following courses are variations of the same course requirement within majors and will not be accessible by non-Isenberg students:
   - **Junior Year Writing** (including SCH-MGMT 390A and 390S)
     - SCH-MGMT 310 (Business Communications)
     - SCH-MGMT 311 (Accounting Communications)
     - SCH-MGMT 312 (Finance Communications)
     - SCH-MGMT 314 (Hospitality Management Communications)
     - SCH-MGMT 315 (Marketing Communications)
     - SCH-MGMT 317 (Sport Communications)
   - **Capstone courses** such as:
     - HT-MGT 433, 444, and 455 (Tourism, Lodging and Food Service Mgt.)
     - MANAGMNT 488 (Strategic MGMT for a Sustainable World)
     - SCH-MGMT 494BI (Business Policy and Strategy)
     - SCH-MGMT 499C/499D (Honors Thesis Seminar)
     - SPORTMGT 494PI (Sports Policy)

4. The following courses are more accessible during the spring semester than fall:
   - Accounting 221
   - Accounting 222
   - Finance 301
   - Management 301
   - Marketing 301
   - OIM 301