

_____ Special Enrollment Code	<b>UNIVERSITY OF MASSACHUSETTS LOWELL</b> <b>Non – Degree Course Registration Form</b> <i>Returning students should register online at <a href="http://isis.uml.edu">http://isis.uml.edu</a></i>	Note: There is a \$30 non-refundable registration fee per semester
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Student ID/SSN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ ☐ Male ☐ Female  
 (SSN for New Students Only)  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 (important – please print clearly)

US Citizenship Status: <input type="checkbox"/> Native or Naturalized Citizen <b>or</b> <input type="checkbox"/> Permanent Resident ( <i>holding a valid Alien Registration Card, Refugee or Asylum visa</i> ) <input type="checkbox"/> Not a Citizen of the US	Residency: <input type="checkbox"/> Massachusetts Resident <input type="checkbox"/> Out of State  Country of Citizenship: _____ Approved Visa: H1 _____ H4 _____ J2 _____ K-3 _____ L1 _____ L2 _____ TN _____ TD _____ <i>International Students living in the US may take only 1 online course per semester. Contact: International Students and Scholars Office at <a href="mailto:ISSO@uml.edu">ISSO@uml.edu</a></i>
Race/Ethnicity: Are you Hispanic or Latino? <input type="checkbox"/> Yes, I am Hispanic or Latino <input type="checkbox"/> No, I am not Hispanic or Latino	

Please check one or more of the following groups in which you identify yourself as a member

<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian or Alaskan Native
<input type="checkbox"/> Black or African American	<input type="checkbox"/> White
<input type="checkbox"/> Native Hawaiian or Pacific Islander	

**COURSES FOR WHICH YOU ARE REGISTERING** - Please note that you are registering for a course(s) and are responsible for payment of tuition & fees. You will be sent notification of your bill to your UMass Lowell email account.

<b>SEMESTER:</b> <input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<b>YEAR:</b> _____
Subject · Catalog - Section	Course Title			Credits
_____ · _____ - _____	_____			_____
_____ · _____ - _____	_____			_____
_____ · _____ - _____	_____			_____
_____ · _____ - _____	_____			_____
_____ · _____ - _____	_____			_____

**VERIFICATION OF BACCALAUREATE DEGREE** - Only for students taking Graduate courses.

INSTITUTION:	MAJOR:	DEGREE EARNED:	DEGREE DATE:
_____	_____	_____	_____

By my signature I certify under penalty of perjury that the information above is accurate and complete:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print and complete this form, then mail it or fax it to the University. Once you send in the registration form, please wait 48 hours to use the UMass iSiS system as stated on the checklist (page 2). Unless you receive a telephone call or email from the Registrar's Office, you have successfully registered for the courses requested on this form. All students must view their schedule using the "Student Self-Service" prior to the start of classes to ensure accuracy of registration.

**NOTE:** Please fax the completed form to: **(978) 934-4076** or mail to: University of Massachusetts Lowell, Registrar's Office, Dugan Hall, Room 101, 883 Broadway Street, Lowell, MA 01854-5104. Call 1 (800) 480-3190 for assistance.

Students taking Graduate Management (MBA) courses must fax their registration form to: (978) 934-4017

Students taking courses online: Please go to <https://continuinged.uml.edu/login/> one business day after registration in order to check your access.

# UMass Lowell Online & Continuing Education Student and Non-Degree Graduate Student Checklist

**KEEP THIS CHECKLIST! It has the information you need to successfully begin your course(s) this semester.**

**ALL NEW STUDENTS:** Whether you are taking an online, off-campus, or on campus graduate or undergraduate course through UMass Lowell's Online & Continuing Education, please do the following prior to beginning your course:

\_\_\_\_\_ **Send in Your Completed Non-Degree Course Registration Form** (above)

For new students only – returning students register through “iSiS”. The Non-Degree Course Registration Form can be faxed, mailed, or delivered in person to Dugan 101, 883 Broadway St, Lowell, MA 01854-5104

\_\_\_\_\_ **Access Your UMass Lowell Student Email Account:**

After you submit your Non-Degree Course Registration Form to the Registrar's Office, your information is entered into the University's student information system (a.k.a. “iSiS”), and a UML student email account will be generated for you (please allow 1-2 business days for processing). This is the email address where all official University communication will be sent. If you provided a personal email address when you registered, your UMass Lowell Student ID will be emailed to you at that address. Otherwise, a printed letter with your Student ID will be mailed to your home address.

Your UML student email account is formatted like this: YourFirstName\_YourLastName@student.uml.edu  
Your default student email password is Ums12345678, where the last eight digits are your UMass Lowell Student ID. If you have not yet received your UML Student ID through your personal email account or by traditional mail, you can look up your UML Student ID at [http://www.umassadmin.net/iSiS/id\\_lookup](http://www.umassadmin.net/iSiS/id_lookup). To start using your UMass Lowell student email account, you will need to visit <http://mypassword.uml.edu> and change your default email password by selecting “Change my Password” – When entering your default student email password, don't forget to use an Uppercase “U” and lowercase “ms” before your eight digit Student ID number. Once you have done this, visit <http://www.uml.edu/student-Life/email.aspx> to access your UMass Lowell student email. After clicking on the “Login using LiveMail” link, enter your full UML Student Email Account (including the @student.uml.edu) as your Windows Live ID, and your student email password where it asks for Password.

If you encounter problems or need additional assistance, contact the UMass Lowell Help Desk at (978) 934-4357.

\_\_\_\_\_ **View Your iSiS Student Record at <http://isis.uml.edu>:**

Once you have your UML Student Email Address and your Student Email Account Password, you will use these to log into your iSiS Student Records at <http://isis.uml.edu> - Select the “Student Self-Service Login” button, then enter your full Student Email Address (including the @student.uml.edu) as the “Campus User ID”, and your Student Email Account Password as the “Password”. Then select “Lowell” from the Campus popup menu, and click on the “Login” button to proceed.

Through this iSiS Student Self-Service Login, you will be able to register for future classes, search the course catalog, add, drop and swap courses, obtain class schedules (called a study list), view and print grades, obtain unofficial transcripts, and more. Make sure to save your Student Email Address, Password and Student ID somewhere safe, as you will need them for future reference.

If you encounter problems or need additional assistance, contact the UMass Lowell Help Desk at (978) 934-4357.

\_\_\_\_\_ **Get Your Textbooks – Visit the bookstore website at <http://www.uml.bkstr.com/> for details**

There are two bookstores on campus. The South Campus bookstore is located at 1 Solomont Way, and the North Campus bookstore is located in Falmouth Hall. Online students can order their books online at <http://www.uml.bkstr.com/>

**ONLINE STUDENTS:** IN ADDITION TO THE STEPS ABOVE, please do the following to access your online course(s):

\_\_\_\_\_ **Get Your Online Course Username and Password at <http://continuinged.uml.edu/online/confirmation/>**

Please wait 1-2 business days after registration before completing this step. You will need your UML Student ID number in order to complete this step.

\_\_\_\_\_ **Log Into Your Online Course on the First Day of Classes at <http://continuinged.uml.edu/>**

Click on the blue “online course login” button on the top right-hand side of the web page. You will need your online course username and password that you created in the previous step above.

## Questions? Please Call Us - We're Here to Help!

iSiS Account or Email Questions:	Call the UMass Lowell Help Desk at 978-934-4357 (HELP)
Online Course Questions:	Call Continuing Education Online Course Support at 978-934-2467 / 800-480-3190.
Registration Questions:	Call the Registrar's Office at 978-934-2550.
Other General Questions:	Call the Online & Continuing Education Student Support Center at 978-934-2474.