

**UNIVERSITY OF MASSACHUSETTS LOWELL**  
**Non – Degree Course Registration Form**  
 Returning students should register online at <http://isis.uml.edu>

Note: There is a \$30 non-refundable registration fee per semester

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: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Residency: MA  Out of State  Permanent Resident

Approved Visas (if not U.S.citizen): H1  H4  J2  L1  L2  TN  TD

(International students living in the U.S. may take only one online course per semester.) Contact: International Students and Scholars Office at ISSO@uml.edu

Race (Optional):  
 American Indian/Alaskan Native  Asian/Pacific Islander  Black  White  Hispanic

**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 receive your bill by mail.

<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
____ · _____ - _____	_____			_____
____ · _____ - _____	_____			_____
____ · _____ - _____	_____			_____
____ · _____ - _____	_____			_____
____ · _____ - _____	_____			_____

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

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

**VERIFICATION OF BACCALAUREATE DEGREE** - Only for students taking Graduate courses.  
 An unofficial transcript must be submitted within 30 days of registration to Graduate Admission.

INSTITUTION: \_\_\_\_\_ MAJOR: \_\_\_\_\_ DEGREE EARNED: \_\_\_\_\_ DEGREE DATE: \_\_\_\_\_

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Please print and complete this form, then mail it or fax it to the University. Once we receive the registration, first time students will be sent a User ID and Password by mail so that they can log onto their student account at <http://isis.uml.edu> Click on "Student Self-Service" to log in and check the registration status.

**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.

# New UMass Lowell Continuing Studies Students or Non-Degree Graduate Students Checklist

**KEEP THIS FORM!** It has the information you need to successfully begin your courses this semester.

**ON-CAMPUS & OFF-CAMPUS STUDENTS** please do the following prior to beginning their course:

\_\_\_\_\_ **Send in the Registration Form for New Students**

This can be faxed, mailed, or delivered in person to Dugan 101, 883 Broadway St, Lowell, MA 01854-5104

\_\_\_\_\_ **Get your ISIS User ID and Password at <http://isis.uml.edu>**

Students use UMass Lowell's "ISIS" system to view and make changes to their course schedules, to view their grades, access transcripts, register for courses, etc. Note: You should wait 48 hours after submitting your registration form to do this step to allow the Registrar's Office time to process. Once you submit your registration form, an ISIS User ID will be created for you. You can look up your ISIS User ID at [https://www.umassadmin.net/isis/id\\_lookup/](https://www.umassadmin.net/isis/id_lookup/) See the instructions on logging into ISIS Student Self-Service at <http://www.uml.edu/it/isis/studentSS.html> Click on the link for "First Time ISIS Users"

\_\_\_\_\_ **Learn how to access your UMass Lowell email account at <http://email.uml.edu>**

You should wait 3-5 days after submitting your registration to complete this step. The University will automatically assign you a student.uml.edu email account upon registration and this is the address where all official University communication will be sent.

\_\_\_\_\_ **Get your textbooks.**

There are two bookstores on campus, one in the Dining Hall on South and one in Falmouth Hall on North. You can visit the bookstore website at <http://umlowell.bkstore.com>

**ONLINE STUDENTS** must do the following in order to access their course:

\_\_\_\_\_ **Send in the Registration Form for New Students.**

This can be faxed, mailed, or delivered in person to Dugan 101, 883 Broadway St, Lowell, MA 01854-5104

\_\_\_\_\_ **Get your ISIS User ID and Password at <http://isis.uml.edu>**

Students use UMass Lowell's "ISIS" system to view and make changes to their course schedules, to view their grades, access transcripts, register for courses, etc. Note: You should wait 48 hours after submitting your registration form to do this step to allow the Registrar's Office time to process. Once you submit your registration form, an ISIS User ID will be created for you. You can look up your ISIS User ID at [https://www.umassadmin.net/isis/id\\_lookup/](https://www.umassadmin.net/isis/id_lookup/) See the instructions on logging into ISIS Student Self-Service at <http://www.uml.edu/it/isis/studentSS.html> Click on the link for "First Time ISIS Users"

\_\_\_\_\_ **Get your online course username and password at <http://continuinged.uml.edu/online>**

You must wait 1-2 business days after registration before completing this step. Click on the "Get Your Online Course Username & Password" link to do this.

\_\_\_\_\_ **Learn how to access your UMass Lowell email account at <http://email.uml.edu>**

You should wait 3-5 days after submitting your registration to complete this step. The University will automatically assign you a student.uml.edu email account upon registration and this is the address where all official University communication will be sent.

\_\_\_\_\_ **Get your textbooks.**

You can order books via our online bookstore at <http://umlowell.bkstore.com> Additionally, the on-campus bookstores carry limited supply of books for online courses.

\_\_\_\_\_ **Log into your online course on the first day of classes at <http://continuinged.uml.edu/online>**

Click on the "Online Student Login" to do this. You will need the username and password that you created in step 3 above.

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

ISIS account or email questions:	Call the ISIS Help Desk at 978-934-4357 (HELP)
Online Course questions:	Call Continuing Studies 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 Continuing Studies Faculty and Student Support Center at 978-934-2474.