



## Non-Degree Registration

Courses offered by the GSBS at UMMS may be taken by the following, depending upon their academic background and upon space available:

- UMMS or UMMHC employees
- Students from the Worcester Consortium
- Students registered as full-time students at another University of Massachusetts Campus
- WPI students under the Curriculum Reciprocity Agreement (CRU)
- Students appointed by the GSBS as Visiting Non-Degree Students

### A Non-Degree student

- is not considered to be registered for a degree
- may register for no more than two courses per semester unless approved by GSBS Dean
- may not audit a course unless approved by GSBS Dean
- will be unable to take any further GSBS courses if a grade of 'C', 'MP' or 'F' is attained in any course

### Types of Non-Degree Students and Tuition Policy:

- UMMS Employees: UMMS Tuition Waiver Form (see UMMS Human Resources Policy # 3007 – Tuition Programs)
- UMMHC Employees: Tuition must be paid to the UMMS Bursar at Registration.
- Worcester Consortium Students: Consortium Cross-Registration Forms are available in the UMMS Registrar's Office.
- Other University of Massachusetts Students: Intercampus Course Exchange Registration Forms are available in the UMMS Registrar's Office.
- The UMMS WPI Curriculum Reciprocity Agreement (CRU): GSBS72 should be used for all CRU registrations. Tuition will be billed at the student's home institution in accordance with that school's policies.
- Students from other Universities: must provide written authorization from their home institution and from a GSBS-approved UMMS sponsor that enrollment in GSBS courses is permitted. If the student is not a US citizen or permanent resident, he/she must also provide written verification of their visa status from the UMMS Human Resources Immigration Services Office (ISO). Tuition must be paid to the UMMS Bursar at Registration.

### Instructions

1. Complete [Non-Degree Registration Form](#) (GSBS 58)
2. Complete [Non-Degree Student Information Form](#) (GSBS59)
3. Contact the Registrar's Office to supply required documentation (including forms GSBS58 and GSBS59)  
REGISTRAR: 508-856-2267 | [registrar@umassmed.edu](mailto:registrar@umassmed.edu)
  - Completed and notarized [Proof of Residency Form \(GSBS60\)](#)  
*GSBS60 only needs to be completed one time, for first class in GSBS*
  - Picture ID and means of verification of Social Security # (see form GSBS60 for details)
4. Contact the Bursar's Office to make any required payments  
BURSAR: 508-856-6641 | [yi.chen@umassmed.edu](mailto:yi.chen@umassmed.edu)