

## FORM GSBS74: Non-Degree Registration Instructions

### Overview

Courses offered by the Morningside Graduate School of Biomedical Sciences at UMass Chan Medical School may be taken by the following, depending upon their academic background and space available:

- UMass Chan or UMMHC employees
- Students appointed by the Morningside Graduate School of Biomedical Sciences as Visiting Non-Degree Students
- Students from other Universities

A non-degree student:

- is not considered to be registered for a degree
- may register for no more than two courses per semester
- will be unable to take any further Morningside Graduate School of Biomedical Sciences courses if a grade of 'C', 'MP' or 'F' is attained in any course

### Types of Non-Degree Students and Tuition Policies

*Please note: There is no charge for audited courses.*

#### A. Benefited UMass Chan Employees

See [HR Tuition Programs Policy #3007](#) to determine eligibility. If eligible, complete [tuition remission/tuition credit form](#) with Human Resources and forward approval to the [Bursar](#).

#### B. UMMHC Employees (Includes Dual Docs not eligible for option C)

Tuition must be paid by contacting the [UMass Chan Bursar](#) before enrolling in the course. Reimbursement may be requested from UMMHC.

#### C. Tuition Credits for Faculty and Staff to Promote Clinical and Translational Science

Review eligibility information below. If eligible, complete a [Clinical and Translational Tuition Waiver Form \(GSBS46\)](#)

Full or part-time faculty and staff of UMass Chan and UMMHC who have been nominated by their supervisors or Department Chairs to participate in career development for clinical and translational research training, or who hold internal or external career development awards, will be eligible to enroll in UMass Chan campus graduate courses or degree programs either full or part time (based on program guidelines) and waive tuition payments.

Faculty and staff who automatically are covered by this policy are:

- Faculty who have been awarded an internal UMass Chan K12 award;
- Faculty who have been awarded an external NIH K award; and
- Faculty or staff who have been awarded other internally or externally funded fellowships for research career development.

For faculty and staff who do not hold a career award as previously specified, an application process will be required to apply for tuition credits. The individuals must submit a research training career development plan to their Departmental Chair or Vice Chair for Research, two months prior to the start of a given semester where enrollment in courses is being requested. The Departmental Chair or Vice Chair must approve the career development plan and provide a letter of recommendation to the Morningside Graduate School of Biomedical Sciences on behalf of the faculty or staff member. The letter of recommendation must specify how the candidate will benefit from the training and what arrangements are being made to allow the individual adequate release time or a flexible schedule to fully participate in the requested coursework.

Examples of faculty and staff in this category are:

- Residents or fellows who, as part of their medical training, are required to develop research skills;
- Junior faculty who do not have a current career award but who are planning to submit such an award;
- Senior faculty who are changing their research area; and
- Research project managers whose PI and/or Department Chair feel would benefit by further rigorous training.

This policy does not supersede ongoing employee benefit policies about course enrollment in the public college system. If a student who receives a tuition credit on the basis of his/her employment as faculty or staff by UMass Chan or UMMHC leaves UMass Chan or UMMHC employment while still matriculated, that student shall lose tuition credit benefits and be assessed full tuition for all subsequent semesters of study.

#### **D. Visiting Students and Non-benefited UMass Chan Employees**

Student must work with their PI/Department Administrator to determine the correct speed type and provide speed type to the [Bursar](#) for tuition payment.

#### **E. Students from other Universities**

Students must provide written authorization from their home institution and from a Morningside Graduate School of Biomedical Sciences-approved UMass Chan sponsor that enrollment in Morningside Graduate School of Biomedical Sciences 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 UMass Chan Human Resources [Immigration Services Office](#) (ISO). Tuition must be paid by contacting the [UMass Chan Bursar](#) before enrolling in a course.

### **Instructions For First Time Registrants**

1. Review the [course catalog](#) for the upcoming semester to confirm the course you want to take is being offered.
2. Contact the course director to introduce yourself and get permission to join the course. Your registration form will require their signature of approval.
3. Initiate [Non-Degree Registration Form \(GSBS75\)](#) in DocuSign.  
It is your responsibility to ensure your registration is complete and administratively approved 10 business days or more before the start of the course. Non-degree applications will not be processed fewer than 10 business days before the start of the course.
4. Upload Government Issued Photo ID and Social Security Card or W2 via the [Non-Degree Registration Supporting Document Upload form](#) (GSBS76) in DocuSign.
5. Pay tuition or provide tuition remission/tuition credit form to the [Bursar](#). Your enrollment will not be processed until this step is complete.

### **Instructions For Returning Registrants**

1. Review the [course catalog](#) for the upcoming semester to confirm the course you want to take is being offered.
2. Contact the course director to introduce yourself and get permission to join the course. Your registration form will require their signature of approval.
3. Initiate a [Manual Registration Form](#) (GSBS40) in DocuSign.  
It is your responsibility to ensure your registration is complete and administratively approved 10 business days or more before the start of the course. Non-degree applications will not be processed fewer than 10 business days before the start of the course.
4. Pay tuition or provide tuition remission/tuition credit form to the [Bursar](#). Your enrollment will not be processed until this step is complete.