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# Non-Degree Special Student Registration

Day Division

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## Information

Non-Degree Special Students register on a space-available basis in the day division. Students may remain as Non-Degree Special Students for a maximum of 30 earned credits. (The 30 credit limit does not apply to Senior Citizens.)

Non-Degree Special Students cannot receive financial aid or university-sponsored loans. (Exception: non-degree students studying for a teaching certificate may receive some aid.)

All those interested in admission to degree studies are urged to apply. Registration for courses as a non-degree student is not an application for degree admission. Academic success as a non-degree student does not assure later acceptance to a degree program, but it can help.

Non-degree Special Students who later become undergraduate degree candidates will receive credit for the courses taken as non-degree students if they are applicable to their degree program. Most graduate programs limit the number of non-degree credits a student may use toward a degree.

Access to Non-Degree Special Student status may be refused to individuals denied admission as regular students or under dismissal. Certain international students must be degree students.

The UMass Dartmouth Undergraduate and Graduate Catalogues list our courses, degree programs and requirements, academic regulations and requirements, and many non-academic services and functions. Non-degree special students are subject to the same rules as degree students as regards attendance, grading, academic performance, academic honesty, course prerequisites, and so forth.

Non-Degree Special Students may use the services and functions of the university campus (library, health and counseling services, academic resources center, etc.). Like degree students they are subject to the health insurance requirement if enrolled in 9 or more credits (undergraduate) or 7 or more credits (graduate).

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## Instructions

1. INITIAL ASSISTANCE — Visit the Academic Advising Center, lower level of the Administration Building.  
*Exceptions are:*
  - Those wishing to take graduate course(s) — See below
  - Those in the Division of Continuing Education RN program
  - Those in the Teacher Certification program — See the Education, Music, or Art Education Department
2. APPROVALS and COURSE SELECTION — After receiving appropriate academic advising, fill in and sign this form. Your course selections must have any required approval signatures.
3. REGISTRATION — Hand this form in at either the Advising Center or the Student Enrollment Center (first floor, Administration building). Your in-state or out-of-state tuition status will also be recorded at this point.
4. PAYMENTS — Cost information will be available. At the Student Enrollment Center you may receive an exact balance due, and you may pay at that time. All payments will be due two weeks after registration.
5. VETERANS — If you intend to claim benefits, you should report to the Veterans' Affairs Office.
6. HEALTH SERVICES — Non-degree students are eligible to use the UMass Dartmouth Health Services. To establish this eligibility, you must have an immunization form and proof of a physical examination on file in the health office. Forms are available at the Health Office, Residence Halls Phase III.
7. GRADUATE ENROLLMENT, SPECIAL INSTRUCTIONS — Enrolling in a graduate class as a non-degree student requires permission of either the instructor or the appropriate Graduate Program Director. The Graduate Office may be able to help you contact the appropriate person; call Carol Novo at x8024. Often, the best plan is to attend the first class to obtain the instructor's signature permitting enrollment in the class. If you are considering taking a sequence of graduate courses in a certain academic area, it is best to contact the Graduate Program Director. If you are considering taking a graduate class but are unsure and need general advice, please first consult an advisor in the Academic Advising Center.

**Non-Degree Special Student Registration Form**

**Day Division**

Semester/year applying for \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of birth \_\_\_\_\_

Phone \_\_\_\_\_

Date of graduation from high school or GED (month, year) \_\_\_\_\_

Other college/university(ies) attended:

Dates of attendance \_\_\_\_\_ Degree if any \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If previously enrolled at UMass Dartmouth, what year and semester \_\_\_\_\_

Sex (M or F) \_\_\_\_\_

Veteran status \_\_\_\_\_  
 N = non-veteran; V = veteran with 1 or more years active duty

Ethnicity (optional—check one)

- \_\_\_\_ Native American or Alaska Native
- \_\_\_\_ Asian American or Pacific Islander
- \_\_\_\_ African-American
- \_\_\_\_ Latino, including Puerto Rican, Cuban, Mexican, Central or South American

- \_\_\_\_ Cape Verdean
- \_\_\_\_ White, non-Latino
- \_\_\_\_ Other or choose not to identify
- \_\_\_\_ Non-immigrant international visa holder

US citizen? \_\_\_\_\_  
 yes or no

If not US citizen, what is your status? Check one box below and give information:

\_\_\_ Permanent resident. Give I-551 number \_\_\_\_\_

\_\_\_ Non-immigrant. Give visa type: \_\_\_\_\_ University staff will review your eligibility to attend the university based on this information.

**Approved Course Schedule**

Course ID	Name of course	Credits	Approval signature

Advisor/Instructor approval \_\_\_\_\_

Comment:

**Your Signature**

*To the best of my knowledge and belief the information given on this form is complete and accurate.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Tuition/Fee Status** —Staff will assist in making this determination. Some categories require additional documentation.

- Massachusetts resident
- Non-Massachusetts resident
- Categorical: Senior Citizen
- Categorical: Veteran
- Categorical: State/University Employee
- Other: \_\_\_\_\_

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## Residency declaration — Required

We must identify the state residency of our applicants. Students who are Massachusetts residents pay a lower tuition charge. Mark the appropriate box and provide the information requested.

*Residents of Massachusetts complete this section:*

I have resided continuously in the Commonwealth of Massachusetts since \_\_\_/\_\_\_/\_\_\_ (mo/day/yr)

\_\_\_\_\_

My permanent, legal address

*Non-Residents of Massachusetts complete this section:*

I do not qualify for Massachusetts residency.

I am not a resident of Massachusetts, but I have a natural parent or legal guardian who provides my financial support, who has a legal Massachusetts residence. Therefore, I qualify for in-state residency.

\_\_\_\_\_

Name and permanent address of natural parent or legal guardian

*Your signature on the previous page verifies the correctness of this information. Please consult the policy statement on the reverse of this sheet to understand how residency status is determined and the process for appeals.*

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## Statements — so we can better understand your needs and give you better help

Please describe your current status or situation (if employed, identify employer and kind of work).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your reason(s) for seeking to study here as a non-degree special student. Might you be interested in studying for an academic degree? *If you are pursuing one of our certification programs, please identify it.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Information: Course Costs Per Academic Credit at 1999-2000 Rates

The University's *General Catalogue* gives official information on tuition and fee charges. The charges shown here do not include non-mandatory fees, course/college fees, housing, books/supplies, or personal expenses. Health Insurance, for students in a 3/4 or higher load, is additional to the charges shown here.

### Massachusetts Residents

	Undergrad	Grad
Tuition	59.04	86.29
Curriculum Support Fee	94.58	101.92
General Fee	12.92	12.92
Campus Center Fee	4.17	4.17
Health Fee	1.33	1.33
<b>Total</b>	<b>172.04</b>	<b>206.63</b>

### Non-Massachusetts Residents

	Undergrad	Grad
Tuition	326.88	326.88
Curriculum Support Fee	145.67	145.67
General Fee	12.92	12.92
Campus Center Fee	4.17	4.17
Health Fee	1.33	1.33
<b>Total</b>	<b>490.97</b>	<b>490.97</b>

At 12 credits the charge will be at a maximum; credits above 12 are added at no additional charge.

## Regulations Governing Residency for Tuition Purposes

These rules and regulations, approved by the University's Board of Trustees, are current as of publication. They apply to the classification of students at the University of Massachusetts as Massachusetts or non-Massachusetts students for tuition and fee purposes. They apply both to degree and non-degree students.

### Part 1. Definitions

**1.1 "Academic period"** shall mean a term or semester in an academic year or a summer session, as prescribed by the Board of Trustees or under their authority.

**1.2 "Continuous attendance"** shall mean enrollment at the University for the normal academic year in each calendar year, or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.

**1.3 "Emancipated person,"** for the purposes of residency classification for tuition, shall mean a person who has attained the age of 18 years and is financially independent of his or her parents, or if under 18 years of age, (a) whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such person; or (b) a person who is legally married, or (c) a person who has no parent. If none of the aforesaid definitions apply, said person shall be deemed an "unemancipated person."

#### 1.4 "Parent" shall mean

- the person's father and mother, jointly;
- if the person's father is deceased the person's mother; if the person's mother is deceased, the person's father;
- if a legal guardian has been appointed by a court having jurisdiction, the legal guardian;
- if neither the father nor mother is living and no legal guardian has been appointed, the person who then stands *in loco parentis* to the person;
- if the father and mother are divorced, separated or unmarried, the parent who has been awarded legal custody of the person; or if legal custody has not been awarded, the parent with whom the person lives. With respect to any adopted student, the word "adoptive" should be inserted before the words "father" and "mother" wherever used.

**1.5 "Reside," "residency," or "resident"** shall mean "domicile," i.e., a person's true, fixed and permanent home or place of habitation, where he or she intends to remain permanently.

### Part II. Classification

**2.1** For the purpose of assessing tuition and fees, each student shall be classified as a "Massachusetts resident" or a "non-Massachusetts resident." A person shall be classified as a Massachusetts resident if he or she (or the parent of an unemancipated student) shall have resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution for twelve months immediately preceding the student's entry or reentry as a student.

Physical presence for this entire twelve-month period need not be required as long as the conduct of an individual, taken in total, manifests an intention to make Massachusetts his or her permanent dwelling place.

### Part III. Determination of Residency

#### 3.1 Proof of Residency

a) Each case will be decided on the basis of all facts submitted with qualitative rather than quantitative emphasis. A number of factors is required for residency to determine the intention

of the person to maintain permanent residence in Massachusetts. No single index is decisive. The burden of proof rests on the student seeking classification as a Massachusetts resident.

b) The following shall be primary indicia of residency:

- 1) For an unemancipated person, the residency of parents, having custody, within Massachusetts;
- 2) Certified copies of federal and state income tax returns;
- 3) Permanent employment in a position not normally filled by a student;
- 4) Reliance on Massachusetts sources for financial support;
- 5) Former residency in Massachusetts and maintenance of significant connections there while absent.

c) The following shall be secondary indicia of residency, to be considered of less weight than the indicia listed above in subsection b):

- 1) Continuous physical presence in Massachusetts during periods when not an enrolled student;
- 2) Military home of record;
- 3) All other material of whatever kind or source which may have a bearing on determining residency.

**3.2 Proof of Emancipation.** A student asserting that he or she is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

- a) Birth certificate or any other legal document that shows place and date of birth;
- b) Legal guardianship papers — court appointment and termination must be submitted;
- c) Statements of the person, his or her parent(s), guardian(s), or others certifying no financial support;
- d) Certified copies of federal and state income tax returns filed by the person and his or her parent(s);
- e) Where none of the foregoing can be provided an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claim of emancipation.

#### 3.3 Presumptions, etc.

- a) Residency is not acquired by mere physical presence in Massachusetts while the person is enrolled in an institution of higher education. (See Section 2.1)
- b) A person having his or her residency elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts resident for tuition purposes except as herein provided.

- 1) Any person who is registered at the University as a Massachusetts resident shall be eligible for continued classification as a Massachusetts resident for tuition purposes (until attainment of the degree for which he or she is enrolled) during continuous attendance at the institution.
- 2) The spouse of any person who is classified or is eligible for classification as "Massachusetts resident" is likewise eligible for classification as a "Massachusetts resident." This provision will not apply in the case of a spouse in the United States on a non-immigrant visa.
- 3) A person who is an immigrant/permanent resident of the United States (or has applied for such status) is eligible to be considered for

Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. Non-citizens who are in (or who have applied for) refugee/asylum status are likewise eligible to be considered for Massachusetts residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Massachusetts as are required of a United States citizen. All non-citizens must provide appropriate documentation to verify their status with the United States Immigration and Naturalization Service.

4) Those students whose higher educational pursuits are funded by the Department of Welfare, the Massachusetts Rehabilitation Department, or any of the other Commonwealth of Massachusetts public assistance programs.

c) A person does not gain or lose in-state status solely by reason of his or her presence in any state or country while a member of the Armed Forces of the United States.

d) For the purposes of this policy the following persons shall be presumed to be Massachusetts residents:

- 1) A member of the Armed Forces of the United States who is stationed in Massachusetts on active duty pursuant to military orders, his or her spouse and dependent students.
- 2) Full-time faculty, professional staff, and classified staff employees of the university of Massachusetts system and their spouses and dependent students.

### Part IV. Appeals

**4.1** Any student or applicant who is unwilling to accept the initial ruling relative to his or her residency classification, or who wishes to seek reclassification, may file a "Residency Reclassification Form."

**4.2** Any student or applicant who is unwilling to accept the ruling relative to his or her residency reclassification may submit an appeal through the appeal process established by the campus at which that student or applicant seeks reclassification. The decision on appeal is final and may not be appealed further.

**4.3** In any case where the Admissions Office is unable to make an initial determination based on the evidence submitted, the applicant may be required to submit a "Residency Reclassification Form" to the admission office for their review before being finally classified as a resident or a nonresident.

### Part V. Penalties

Misrepresentation in or omission from any evidence submitted with respect to any fact, which if correctly or completely stated would be grounds to deny classification as a Massachusetts resident, shall be cause for exclusion or expulsion from or other disciplinary action by the University.