

**UNIVERSITY OF MASSACHUSETTS**  
**INTERCAMPUS COURSE REGISTRATION AND DROP FORM**  
**For Graduate Students Only**

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Select Action:  Add Course  Drop Course

**STUDENT INFORMATION**

Last Name  First Name  MI

UMS/SIS ID  SSN / ITIN  -  -

Date of Birth   Female  Male

Street

City  State  Zip Code

Telephone  Email

US Citizenship Status  Native or Naturalized Citizen  Not a Citizen of the US  
 Permanent Resident (holding a valid Alien Registration Card, Refugee or Asylum visa.)

Country of Citizenship

Approved Visa  F1  H1  H4  J1  J2  K3  L1  L2  TN  TD

Graduate Degree Program

Home Campus:  Amherst  Boston  Dartmouth  Lowell  Worcester

**COURSE INFORMATION**

Semester:  Fall  Spring  Summer Year

Course/Section #  Course Title  Credits

Campus Offering Course:  Amherst  Boston  Dartmouth  Lowell  Worcester

By signing this form, I certify that I have reviewed course pre-requisite/requirement information and that I will adhere to the policies/dates on home and host campuses for dropping courses without financial penalty. If I choose to drop the above course(s), I will submit the Intercampus Course Registration and Drop form to both home and host campus officials according to the official course drop deadline for the host campus.

**REQUIRED SIGNATURES**

\_\_\_\_\_  
Date   
Student Signature

**Home Campus**

\_\_\_\_\_  
Date   
Graduate Program Director Signature

\_\_\_\_\_  
Date   
Graduate Dean Signature

**Host Campus**

\_\_\_\_\_  
Date   
Graduate Program Dean Signature

## JOB AID

The UMass document, Operational Guidelines for Intercampus Course Exchange, provides a streamlined way for students to incorporate courses offered at a different UMass campus within their program of studies. It applies to (a) degree-seeking students in joint UMass degree programs or other programs where a course exchange has specifically been approved; and (b) degree-seeking graduate students in graduate programs not formally approved for a course exchange, on a space-available basis and not including continuing education courses.

Use this form to register for a course or courses on a campus other than your home campus. Use a separate form for each course. The form is designed to accomplish the following:

1. It records the academic approvals for you to use the course towards your requirements.
2. It enables you to pay for the course at your home campus along with your other courses and thus honors any scholarship, assistantship, financial aid, or other benefits that you receive. Academic charges will those of your home-campus. You will pay nothing to the host campus.
3. It notifies the host campus of the registration so they can give you an appropriate registration status. You will not need to contact officials at the host campus.
4. It notifies the home campus to create a record for this course on your home campus transcript. If a course has not already been created for this purpose, one will be created for you.
5. At the end of the term, the host campus will notify the home campus of your completion status and grade earned so these can be posted to your home campus transcript. Quality point value assigned will be that of the home campus for the purposes of computing grade point averages and for any considerations of academic status. These courses are considered residential as opposed to transfer courses.
6. It makes your home campus be responsible for all procedural communications and transactions with the host campus. If you have any questions, you should contact the administrator identified as your home campus's Intercampus Course Exchange coordinator.
7. It verifies that you have understood and will follow the add-drop, withdrawal-from-courses, and other campus-specific academic policies of your host campus. A decision to drop the course requires you to submit a Drop Form to the Exchange program representative on your home campus and to notify both home and host officials in writing, following the procedures and within the deadlines of each campus. Failure to accomplish this step may result in a failing grade of record.
8. In the case of requests to take a Continuing Education course at a host campus or through UMass On-Line, for students in programs where a course exchange has been approved, the form gives the specific permissions needed from your home campus that verify that the course is fulfilling a requirement for the degree and is available only as a Continuing Education course (refer to full policy for details). Students in other programs may not access continuing education courses through this policy but must register and pay for them separately at the host campus or through UMass On-Line.

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**For Office Use Only:**    Course Created    Student Registered    Student Dropped

Doc Type: Intercampus

Processor Name

Date

Verifier Name

Imager Name

Date

Effective Term