



Undergraduate Non-Matriculated Registration Guide

Recommended Checklist



Initial Steps (Required Prior to Receiving Approval)

- Review the entirety of this Undergraduate Non-Matriculated Registration Guide*
- Submit your Undergraduate Non-Matriculated Registration Request Form to the Registrar's Office*
The form is available here: <https://springfield.edu/registrar/downloadable-forms>.
- Request and submit your sealed high school and/or college transcript*
Individuals are required to submit either an official transcript showing high school completion/equivalent (GED, HiSET, TASC, etc.) or a college transcript from their most recently attended institution. A sealed, paper transcript should be sent to Springfield College, Office of the Registrar, 263 Alden St., Springfield, MA 01109 while certified eTranscripts can be delivered to registrar@springfield.edu. The transcript(s) must also reflect completion of any prerequisite coursework, when applicable.

Once Approved (Required Prior to Being Enrolled)

- Pay for your coursework*
Approved individuals are required to pay for all non-matriculated coursework (\$1200 per credit for traditional coursework, \$500 per credit for ROCE regional/online coursework) prior to being enrolled. See Business Office description on next page for details regarding payment options.

Once Enrolled

- Check your personal email address*
The ITS department will send your Springfield College login credentials to the personal email address you provided on your Undergraduate Non-Matriculated Registration Request Form within 24 hours of the Registrar's Office enrolling you in your initial course. It is imperative that you review this email because you will need the provided login credentials to access all Springfield College systems.
- Familiarize yourself with your Springfield College accounts*
Make sure to login and familiarize yourself with PrideNET, your Springfield College email address, and Brightspace so you feel comfortable by the start of your course(s). Additional information about each is available in the Important Resources section of this guide.
- Get your books*
A course's book information should be included on its syllabi in Brightspace. Students can buy or rent textbooks from the Bookstore located on the first floor of the Campus Union (next to Dunkin Donuts) or by using the link on this page: https://www.bkstr.com/springfieldstore/home?cm_mmc=Redirect--VanityURL--spfld.bkstr.com--10419.
- Get a Springfield College Student ID Card*
Springfield College students are required to carry their ID card when on main campus. ID cards can be printed by the Technology Services Center (TSC) on the First floor of the Learning Commons. Please bring a copy of your schedule that includes your student identification number. Students can view/print their schedule from PrideNET.
- Get a parking permit through Public Safety (when applicable)*
All motor vehicles parked on campus must be registered with the Public Safety Department. Public Safety is available at 25 Portsmouth Street and additional information is available here: <https://springfield.edu/department-of-public-safety/vehicle-registration>.

Primary Offices

Registrar's Office

Individuals who are interested in taking non-matriculated coursework should work directly with the Registrar's Office to get approved. The Registrar's Office also serves as an undergraduate non-matriculated student's first point of contact for most general inquiries or questions. The Registrar's Office is located on the first floor of the Administration Building and is available via email (registrar@springfield.edu) or phone (413-748-3530).

Student Accounts Office

Approved undergraduate non-matriculated students are required to pay for all non-matriculated coursework (\$1105 per credit for traditional coursework, \$500 per credit for ROCE regional/online coursework) prior to being enrolled. The Student Accounts/Business Office is on the first floor of Administration building and payment can be made by check in person or by mail to Student Accounts Office, 263 Alden St., Springfield, MA 01109. Students may also contact the Student Accounts Office for other possible payment methods via email (studentaccounts@springfield.edu) or phone (413-748-3183).

Academic Advising Center

Undergraduate non-matriculated students who are interested in later matriculating to Springfield College are recommended to contact the Academic Advising Center for assistance. The Academic Advising Center is located on the first floor of the Administration Building and is available via email (academicadvising@springfield.edu) or phone (413-748-3379).

Important Resources

Academic Calendar

Prospective undergraduate non-matriculated students are encouraged to review the academic calendar to familiarize themselves with important academic dates like the first day of classes, the add deadline, the drop deadline, the course withdrawal deadline, the last day of classes, and the final exam schedule (when applicable). Of note, the Registrar's Office will not consider undergraduate non-matriculated registration requests for the first two weeks registration is open for returning matriculated students.

Link: <https://springfield.edu/registrar/academic-calendars>

PrideNET

PrideNET is Springfield College's portal that provides individuals with shortcuts to their Springfield College email and Brightspace, among access to create tickets with ITS, view academic information including their course schedule and unofficial transcript, and to a wide range of forms that may be needed during their enrollment period.

Link: <https://pridenet.springfield.edu/ICS/>

Brightspace

Brightspace is Springfield College's learning management system (LMS) and each course is required to be listed there with the course syllabi. Students will obtain access to Brightspace within hours of being enrolled. Online or remote courses may use Brightspace regularly while in-person courses will range from using it often to sparingly based on the development of the course and the preferences of the instructor.

Link: <https://springfieldcollege.brightspace.com/>

Springfield College Email

Springfield College uses a Google-based email platform where every student, faculty, and staff member receives their own unique @springfieldcollege.edu / @springfield.edu email address. By policy, an individual's Springfield College email account is the primary method of communication while enrolled at the institution.

Link: <https://mail.google.com/mail/u/0/#inbox>

Academic Catalogs

The academic catalog is a vital resource to all Springfield College students because it houses all of the institution's academic policies and course descriptions, in addition to information about the institution itself, our administration, and our degree programs.

Link: <https://springfield.edu/registrar/springfield-college-catalogs>

Final Exam Schedule

This final exam schedule identifies a course's final exam block based on the day/time of their initial class meeting each week. Students are also able to see the final exam block for each of their enrolled courses in PrideNET. Of note, some courses may not have a final exam scheduled through the institution's block schedule. It is imperative that any questions about a course's final exam be directed to the course instructor.

Link: <https://springfield.edu/registrar/final-exam-schedule>

Relevant Policies (from Academic Catalog)

Non-Matriculated Students

A student who has not been admitted to a degree-granting program but who wishes to take courses is required to file a non-matriculated student data form along with other requirements. Non-matriculated students may be admitted to open courses for which they have the prerequisites. Student must make payment arrangements with the Business Office at the time of registration. Non-matriculated students who seek financial assistance for the term in which they are enrolled, must apply for and be accepted into a degree program by the following deadlines:

- October 1 for the Fall Semester
- February 15 for the Spring Semester
- June 1 for the Summer Semester

Undergraduate students must submit a high school diploma or GED certification.

Adding and Dropping Coursework

Springfield College maintains a one-week add period and a two-week drop period. Students should refer to the College calendar for specific dates for each term.

Add: During the first week of the term, students may add a course to their schedule through the online registration process. After the one-week add period, students may not make additions to their academic schedules.

Drop: During the first two weeks of the term, students may drop a course for which they have registered through the online registration process. Information about eligibility for tuition refunds can be obtained through the Business Office.

Exceptions to the add and drop deadlines can be made only by the Associate Vice President for Academic Affairs.

Course Withdrawal

After the ten-day drop period, students may, with the permission of their advisor and course instructor, withdraw (receive a grade of W) from a course anytime up to a point at which eighty percent of the course is completed (twelve weeks in a fifteen-week semester) by completing and submitting a request for Course Withdrawal. Exceptions to the withdrawal deadline can be made only by the Associate Vice-President for Academic Affairs. A "W" grade cannot be submitted for a student by the course instructor. Refer to the academic calendar posted on the Registrar's Office web page for exact dates.

After that date, a student must receive approval of the Associate Vice President for Academic Affairs to withdraw from a course or courses. Approval will only be granted for documented medical or other extraordinary circumstances. In all other cases, the student will receive the grade earned in the course.

Note: For information regarding the tuition refund policy, please contact the Bursar's Office.

Student Records

Springfield College will maintain student confidentiality rights and protect access to information as provided by the Family Educational Rights and Privacy Act (FERPA). Except as provided by law, information from a student's records will not be released without the prior written consent of the student. This legislation also provides numerous exceptions whereby the College may release information without prior notice and/or consent of the student, including, but not limited to, the following:

1. Directory information may be provided unless a student has filed a written request to withhold this information. Students must advise the Office of the Registrar in writing no later than September 15 of each academic year if they wish to restrict the release of this information. Springfield College considers the following information as "directory information": name, campus mailbox, campus phone number, enrollment status, dates of attendance at the College, major, credit hours earned, degrees earned, and honors received.
2. Information may be shared with and by Springfield College faculty and staff who have a legitimate educational interest in the student.
3. Academic information may be shared with parents, or other named individuals, of students who complete an authorization to release academic records information, or if parents provide the Registrar with an annual copy of their federal income tax return documenting the student as a dependent. In addition, any requests that come from officials of other institutions to which the student might be applying for transfer; government agencies and officials who provide proper identification; officers of the court; financial aid personnel to support a student's application for aid; as well as appropriate parties in health or safety emergencies will have access to information in the student's records. Students may also be asked to sign a written waiver granting permission for the release of information from the school records.
4. Any request for information regarding current or former student's academic records must be directed to the Registrar. Students retain the right to review the contents of their educational and academic records. In order to do so, a formal written request must be made through the Office of the Registrar. In such cases, a meeting will be established within forty-five days of the request to permit the student to review materials. Springfield College will comply with a written request initiated by the student to supply information in their behalf. Such requests must be signed and dated and include the specific records or information to be disclosed, the purpose for the disclosure, and the individual(s) to whom the information should be released.

Details concerning FERPA and the Buckley Amendment are available under the Confidentiality of Student Records policy.

Transcript of Academic Work

Students may obtain student-issued, unofficial copies of their academic transcripts for the duration of study at Springfield College. Official transcript requests must be submitted to the National Student Clearinghouse at getmytranscript.com.

A \$7 fee is charged for each certified eTranscript and a \$10 fee is charged for each paper transcript requested to be officially sent to a third party. (Additional fees may apply for expedited service.)

Official transcripts, bearing the College seal, are sent by the Registrar directly to the receiver and may not be transmitted by the applicant.

Transcript requests will not be completed if a student account is on hold.