



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 prior to being enrolled. See Student Accounts Office description on next page for details regarding payment amounts/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 prior to being enrolled. The per credit payment rate can be found in the Tuition & Fees section of the most recent academic catalog (see Academic Catalog subsection of the Important Resources section below for link.) 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, Banner, and Brightspace, final exam schedules, resources/supporting documentation, access to create tickets with ITS, 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, tuition and fee information, course descriptions, in addition to information about the institution itself, our administration, and our degree programs. Specific academic policies most relevant for our non-matriculated student population include Non-Matriculated Students, Adding & Dropping Coursework, Course Withdrawal, Student Records, and Transcript of Academic Work.

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