Computing Your Bill  Tuition/Account Balance

Standard Programs (excluding Executive Programs and MBA program)
- Maryland resident: Total semester hours x $292 = $ ___
- Out-of-State resident: Total semester hours x $475 = $ ___

Master of Business Administration
- Resident and Non-Resident: Total cost = $3,000 per seminar $ ___

Library Skills for the Information Age (required noncredit course)
- Resident and Non-Resident: Total cost = $75 $ ___

Noncredit Courses
- Resident and Non-Resident: Total cost = ___ $ ___

Minus amount of financial aid/tuition assistance $ ___

Difference between tuition and amount of financial aid/tuition assistance $ ___

Total Amount Due $ ___

Note: Tuition and fees are those in effect at time of publication, but are subject to change.

Payment forms may be faxed to Student Accounts at 301-985-7858. Or, mail this form with payment using the enclosed envelope or mail to:

Attn: Student Accounts
301-985-7499
Toll Free: 1-800-584-9413

REGISTRATION PROCEDURES

There are now three ways a graduate student may register for classes:
1. Mail-In Registration—Use Form B
2. Walk-In Registration—Use Form B
3. Web site registration—Visit www.umuc.edu/gsmt.html
4. Touch-Tone Dial-In Registration via the Interactive Registration and Information System (IRIS)—Use Form A

You may register via IRIS if you have received your PIN and if you are calling from a touch-tone telephone.

You may not register via IRIS if you are attending another University System of Maryland institution.

INSTRUCTIONS

IRIS is available from 6 a.m. to 9 p.m., 7 days a week.

Before you begin the touch-tone registration process, be sure that you have filled out the worksheet. Pre-planning is very important because the system allows a limited time in which to make entries. If you make an incorrect entry, you will have two additional opportunities to enter the information.

If you are registering Monday thru Friday via IRIS between 8:30 a.m. and 5 p.m. and you make a third incorrect entry, you will be transferred to one of our office representatives or will be instructed to call back at another time.

When making a credit card payment, IRIS will accept only VISA or MasterCard.
IRIS utilizes the telephone key pad to communicate your course requests to the computer. Just follow the steps:

**STEP 1** Fill out the worksheet. The index number for each course can be found in the Schedule of Classes or the UMUC Web site.

**STEP 2** Dial 301-985-7499 or 1-800-584-9413 to reach IRIS.

**STEP 3** Enter your 9-digit student identification number (usually Social Security number).

**STEP 4** Enter your four-digit PIN.

**STEP 5** Follow the voice instructions to gain entrance.

Before you hang up, please be sure to check your account balance and finalize your registration. At this stage you will be notified if you have attempted to register for two courses that meet at the same time, or whose meeting times overlap. You will also be notified if you have attempted to register for the same course twice in the same semester. At this point IRIS will instruct you to complete your transaction by entering your credit card number and the expiration date. If IRIS is unable to process your charge, you will be asked to either retry or to be connected to the Finance office.

After your registration has been processed, you may make changes by calling IRIS (following the same basic instructions) or by going to a walk-in registration.

**GLOSSARY OF TERMS**

**Accidental Disconnection**
If you are accidentally disconnected from IRIS before you complete your call, recall the system right away and finish your transactions. IRIS will not reverse any of the transactions you completed before the cutoff.

**Disconnection by IRIS**
Time limits are built into the system. If you are on IRIS for an extended period of time, you may be disconnected. If you have not finished all your transactions, you may call IRIS again immediately and continue. IRIS will not drop you from any of your classes if you are disconnected and you call back the same day.

**Financial Balance**
IRIS offers you the option of requesting information about your balance due as you are selecting classes.

**Index Number**
A five-digit number assigned to every class (course and section). This number is different from the four-digit course section number.

**Personal Identification Number (PIN)**
A random four-digit number is assigned to you. The PIN will be mailed to you in time for registration. If you have not received your PIN, call Graduate Services at 301-985-7155. You will be asked to change your PIN the first time you access IRIS.

**Student Identification Number**
Your Social Security number without dashes, or other assigned nine-digit number.

**MAIN MENU**
Press 1 Registration activity
Press 2 Change PIN
Press 8 Exit IRIS
Press 9 Repeat information

**REGISTRATION ACTIVITY**
Press 1 Register or add a class
Press 2 Drop a class
Press 3 List classes for which you are currently registered
Press 4 Obtain your financial balance
Press 5 Pay by credit card
Press 8 Exit IRIS
Press 9 Return to main menu
Spring 2001 REGISTRATION FORM B
GRADUATE STUDENTS

母校 fees
1. Application fee (new students) $ ________
2. To compute your tuition and fees, MULTIPLY the total semester hours BY the hourly fee:
   Total semester hrs ____ x ____ $ ________
3. Library Skills for the Information Age (required noncredit course) $ ________
4. Noncredit Courses $ ________
5. TOTAL FEES $ ________
6. If paying by contract, remission-of-fees, or financial aid, enter amount here (form must accompany registration) $ ________
7. Pay difference between TOTAL FEES and amount of item 4 $ ________
8. Replacement of ID card ($10) $ ________
Your total bill is $ ________

Check Credit card (check one): MasterCard VISA

INSTRUCTIONS
This form may be used at walk-in registration.
1. To register, you must be admitted or be an applicant. Refer to the Graduate Catalog.
2. Print neatly, use a pen.
3. Answer all questions.
4. Mail this form as early as possible for the best chance of getting into the course(s) you want.
5. Failure to complete this form properly may delay the processing of your registration.

TUITION & FEES
$ 75 Graduate application fee
$ 75 Library Skills for the Information Age (required noncredit course)
$ 292 Per graduate semester hour for Maryland residents (except MBA students)
$ 475 Per graduate semester hour for nonresidents (except MBA students)
$ 292 Per graduate semester hour for MBA students
$ 300 Online MBA Orientation (required noncredit MBA course)
$ 10 Replacement of ID card
$ 15 Withdrawal
$ 15 Schedule adjustment (Drop/Add)

Note: Tuition and fees are those in effect at time of publication, but are subject to change.

☐ I am a new student. Admission application form is enclosed.
☐ I am receiving financial aid from UMUC this semester. My award letter is enclosed.

Mail in registration for SP01 must be postmarked or faxed by Friday, January 5, 2001. All forms postmarked after this date will be returned unprocessed.
Textbooks may be ordered on the World Wide Web through the Virtual Bookstore, or by phone, fax, or mail. Phone orders require the use of a credit card. The Virtual Bookstore can process an order if a credit card is used and an e-mail address is provided for confirmation purposes. Students receive a 5% discount on new books and 25% on used books.

Orders are shipped within 24 hours of receipt, with a 3- to 5-day delivery schedule. Shipping charges are current UPS ground delivery rates. Students receive a 20% discount on the UPS charges (continental U.S. only) if the order is placed using the Virtual Bookstore. Shipping charges for mail orders paid by check are calculated on the dollar amount of the order. Overflow and 2-day UPS delivery is available for an additional fee. There is no sales tax, unless the order is shipped to the states of Washington or Missouri.

MasterCard, VISA, American Express, Discover, checks, and money orders are accepted. Outside the U.S., only VISA and MasterCard are accepted.

Regular hours:
Monday–Thursday 7 a.m.–9 p.m.
Friday 7 a.m.–6 p.m.
Saturday 8 a.m.–12 noon

Additional textbook information is located on page 17 of the Spring 2001 Graduate Schedule of Classes.