



INFORMATION FOR NON-DEGREE STUDENTS

REGISTRATION MATERIALS: Please return all registration materials to the College of Graduate and Professional Studies. There is a drop box located in the front lobby. Please include:

- Non-Degree Registration Form
- Biographic/ Demographic Information Form (required once an academic year)
- Virginia In-State Tuition Form (required once an academic year)
- Emergency Contact Record (required once an academic year)
- Payment for course(s). Along with the appropriate tuition payment, please be sure to include the \$30 Processing Fee each term.

To view the Schedule of Classes or Open Class List, please visit the Office of the Registrar's site at http://www.umw.edu/registrar/course_schedules_registrat/default.php.

ID CARDS (EagleOne Cards): Every student registered for a class at UMW **must** obtain a student identification card (EagleOne Card). Please contact Priscilla Sullivan at (540) 286-8015 to schedule an appointment to obtain your EagleOne card.

The EagleOne card serves as both an **ID** and a **Debit Card**.

Use the ID feature at:

- Fredericksburg Campus: Simpson Library, admission into special events.1
- Stafford Campus: CGPS Library, Front Desk for Parking Permits.

Use the Debit Card feature at:

- Fredericksburg Campus: bookstore, post office, document center, dining services, web printing, copying machines, vending machines.
- Stafford Campus: web printing, copying machines, vending machines.

To add money to your card, go to www.umw.edu and click on "Students/Faculty/Staff," then click on "EagleOne."

ONLINE ORIENTATION: All new students are required to participate in our online New Student Orientation program. Please visit the New Student Orientation website at <http://www.umw.edu/cgps/orientation/> for information on registering for classes, advising services, academic resources, and more.

NETWORK LOGINS: Network User IDs and passwords may be obtained online at:

http://www.umw.edu/technology/network/netid_password/default.php. Network logins are necessary for Banner, Blackboard, and Webmail. Students needing assistance should call the Help Desk at 654-2255 or e-mail helpdesk@umw.edu. **IMPORTANT NOTICE:** All official college correspondence, including tuition e-bills, is sent to the student's UMW email account (Webmail). Students should check this account frequently.

TEXTBOOKS: Students at CGPS order their textbooks online through MBS Direct. To contact MBS Direct, click on "Textbook Purchases" on the CGPS home page. Click on the course(s) you are registered for (be sure to select the correct section). A list of required texts for the course will appear and the web page will guide you through the purchase. MBS Direct also offers a textbook buy back program.

VEHICLE PARKING PERMITS: There is no decal required to park at the Stafford campus. However, if you are a registered CGPS student and plan to use any of the facilities on the Fredericksburg campus on an occasional basis, you may obtain a temporary parking pass free of charge. This pass will provide you proper parking privileges and will help you avoid possible parking fines. Parking passes are available (with proper student ID and verification of enrollment) from the Information Desk in the lobby of CGPS South.