

WWW Guide for CIS Graduate Students

What request, Who to ask, and What information to provide

In order to earning credits towards CIS MS degree, you **must** get approval for taking any 400-level technical elective courses and graduate course from other department (only in exceptional situations). Otherwise such courses may NOT be counted towards your CIS-MS degree; hence any tuition waiver benefit will NOT be applied towards such courses. Detailed policy regarding these courses may be found in [Graduate Student Handbook](#).

Graduate Program Adviser: Dr. Jiawei Yuan jyuan@umassd.edu

Graduate Program Director: Dr. Shelley Zhang x2zhang@umassd.edu

400-level course pre-approval: contact **Graduate Program Adviser**.

Information Required: your name, ID, the course number and title, a statement of “*I have not taken such course (or course with similar coverage) previously*”, your undergraduate and graduate transcripts.

500/600-level course outside CIS Department: contact **Graduate Program Adviser**.

Information Required: your name, ID, current transcript, and a request from your MS project/thesis adviser if your adviser recommended the course for you.

Pre-requisite verification: contact **Graduate Program Adviser**.

If you are admitted into MS program with some pre-requisite courses required and you believe that you had such courses taken before, then provide the following information: your name, ID, the syllabus of the course you took and consider equivalent to the pre-requisite course required, your transcript with this course and its grade shown.

Online CIS graduate course enrollment: first contact *Graduate Program Director* to get approval with the following information: your name, ID, the course number and title, a statement of “*I have not taken more than 1 online course previously*” and your graduate transcripts.

Then contact University Enrollment Center (UEC), Foster Administration First floor. **Be aware:** Students in **on-site** MS program may take at most **two** UMass Dartmouth CIS graduate-level (500 and above) **on-line** course out of the entire MS program duration, with additional provisions and constrained by **Course Combination Policy** (See [Graduate Student Handbook](#) and [CIS MS Degree Graduation Requirement Checkoff Sheet](#) for detail). It is solely your responsibility to ensure all the specified policies are observed in order to count the online course towards your CIS-MS degree.

Transfer course approval: contact *Graduate Program Director*

Information Required: the course number, title, description, syllabus, and your transcript with such course and its grade shown.

Other requests (reduce course load, CPT/OPT application, MS project continuation, etc.) Use the appropriate form and obtain signature from your project/thesis adviser **first** and then submit the form and your current UMassD transcript to Ms. E. Sheryl Sears s.sears@umassd.edu at CIS department office.