UMass Student 5-college Enrollment Project

**Issue:** UMass Amherst students who take a class in another of the 5-colleges need to have an enrollment on the UMass system. Current process is essentially manual.

**Requirements:** Three phases.
- Automate the UMass internal processing of the request for a class at one of the other colleges.
- Automate the conveying of the information.
- Automatically add the information to the SPIRE system.

**Current Process:**

Student finds class on 5-college website.
Student fills out form via SPIRE and prints out form.
Form submitted by student to UMass 5-college office.
5-college office determines if student eligible to take the class.
If not eligible student is notified via email from UMass 5-college office.
5-college office faxes enrollment form to appropriate college Registrar/Records office.
If okayed, form is faxed back to UMass Registrar’s office.
Course and class information added to SPIRE.
Student enrolled in class.
At end of term, grades sent via lists from colleges to UMass where added manually to student’s SPIRE record.