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, online CIS graduate course 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.**

Below are the contact person and information required for each approval request.

400-level course pre-approval: contact Dr. Haiping Xu (hxu@umassd.edu)

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

500/600-level course outside CIS Department: contact Dr. Haiping Xu (hxu@umassd.edu)

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

Pre-requisite verification: contact Dr. Haiping Xu (hxu@umassd.edu)

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 approval: contact Dr. Shelley Zhang (x2zhang@umassd.edu)

Information Required: your name, ID, current transcript, the online course number and title.

Transfer course approval: contact Dr. Shelley Zhang (x2zhang@umassd.edu)

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 academic adviser **first** and then submit the form to Ms. E. Sheryl Sears at CIS department office.