

# REGISTRATION

## Classification of Students

Official classifications of undergraduate students are based on cumulative credits as follows:

- freshman, 0-29 credit hours;
- sophomore, 30-59 credit hours;
- junior, 60-89 credit hours; and
- senior, 90 or more credit hours.

**Refer to policy for details: III-6.40(A) University of Maryland, College Park Policy on Classification of Undergraduate Students**

## Courses Taken Through Consortium Agreements

Eligible students may enroll in courses at other universities via the Consortium of Universities of the Washington Metropolitan Area or the University System of Maryland's Inter-Institutional Registration Program. Courses taken at another institution may not be credited toward a degree program without prior approval of the dean of the college from which the student expects to earn a degree.

### Consortium of Universities of the Washington Metropolitan Area

Currently registered, degree seeking University of Maryland, College Park students have the opportunity to take courses at member institutions through the Consortium of Universities of the Washington Metropolitan Area's Cross-Registration (<https://consortium.org/cross-registration/>) program.

Participating institutions of the Consortium of Universities of the Washington Metropolitan Area (DC Consortium) are:

- American University
- The Catholic University of America
- Gallaudet University
- The George Washington University
- George Mason University
- Georgetown University
- Howard University
- Marymount University
- National Defense University
- National Intelligence University
- Trinity Washington University
- Uniformed Services University of the Health Sciences
- University of the District of Columbia

Students enrolled in degree seeking programs at these institutions are able to attend certain classes at the other campuses and have the credit considered as resident credit at their home institutions. The intention is to allow students to take an occasional course to augment a program rather than to develop an individual program. Payment of tuition for courses will be made to the student's home campus, but special fees may be assessed by the host institution. Comparable courses offered at University of Maryland may not be taken through the DC Consortium.

Currently registered, degree seeking University of Maryland students with at least junior standing may participate in the consortium program according to the guidelines and procedures stipulated listed on the Office of the University Registrar (<https://registrar.umd.edu/registration/special-populations/dc-consortium/>) website. Enrollment in courses is available only on a space-available basis. Visiting students are expected to meet prerequisites or other criteria set by the host institution and comply with the host institution's registration procedures and deadlines.

Golden ID students are not eligible to enroll in courses through the DC Consortium. University of Maryland students may only enroll in courses offered on the campus of the host institution.

Interested students should review the Office of the University Registrar (<https://registrar.umd.edu/registration/special-populations/dc-consortium/>) website for additional information about this consortium program or contact the Consortium Coordinator by email at [dcconsortium@umd.edu](mailto:dcconsortium@umd.edu) or in-person on the first floor of the Clarence M. Mitchell, Jr. Building.

### University System of Maryland Inter-Institutional Registration Program

Currently registered, degree seeking University of Maryland students have the opportunity to take courses at certain University System of Maryland institutions to augment their degree program at University of Maryland under the Inter-Institutional Registration Program. The provisions for such are contained in the Board of Regents Policy on Student Concurrent Inter-Institutional Registration (BOR III 2.40; III 2.41) found at <https://www.usmd.edu/regents/bylaws/SectionIII/>. Participating institutions include:

- Bowie State University
- Coppin State University
- Frostburg State University
- Salisbury University
- Towson University
- University of Baltimore
- University of Maryland, Baltimore
- University of Maryland, Baltimore County
- University of Maryland, College Park
- University of Maryland, Eastern Shore
- University of Maryland, Global Campus\*

*\*University of Maryland, College Park undergraduates may not enroll in courses at the University of Maryland Global Campus through this program.*

Currently registered, degree seeking University of Maryland, College Park students with at least sophomore standing may enroll in courses for credit, and have that credit considered as resident credit at their home institution. Enrollment in courses is available only on a space-available basis and visiting students are expected to meet prerequisites or other criteria set by the host institution. Payment of tuition for courses will be made to the student's home campus, however special fees may be assessed by the host institution.

Interested students should review the Office of the University Registrar (<https://registrar.umd.edu/registration/special-populations/usm-inter-institutional/>) website for additional information about the Inter-Institutional Registration program or contact the inter-institutional coordinator by email at [interinstitutional@umd.edu](mailto:interinstitutional@umd.edu) or in-person on the first floor of the Clarence M. Mitchell, Jr. Building.

## Credit Hours and Maximum Semester Credits

A credit hour is a standard metric used to indicate the amount of instructional time regardless of modality. The University of Maryland follows the Maryland Higher Education Commission (MHEC) policy on “contact hours” to ensure each course meets the minimum required instructional time based on the type of course and the credit hours awarded.

Undergraduates may not exceed the following maximum credit loads without the prior approval of their Advising College:

- Fall and Spring: 20 credits (16 credits before the First Day of Classes)
- Summer Session I, I-A, I-B: 8 credits
- Summer Session II, II-C, II-D: 8 credits
- Winter Session: 4 credits

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## Registering for Classes

Office of the University Registrar  
Clarence M. Mitchell, Jr. Building  
Phone: 301-314-8240  
<http://registrar.umd.edu>

All students must register to attend classes at the University of Maryland. Registration requests can be processed online, by email, or in person. Students are responsible for understanding UMD's registration policies and guidelines available in the Academic Catalog and the Office of the University Registrar website, <http://registrar.umd.edu/registration/>.

### Registration Agreement

When you register, the university reserves specific class space for you and commits resources to provide the instruction you have selected. On your part, you assume responsibility for paying tuition and fees or for notifying the university if you decide not to attend. The availability of the courses listed in Testudo (<http://testudo.umd.edu/>) and the Schedule of Classes (<https://app.testudo.umd.edu/soc/>) is subject to change. A section may be cancelled due to low enrollment or departmental staffing considerations. When a class is cancelled, the department or the Office of the University Registrar will notify registered students and help them make alternate arrangements, if necessary. Registered students are encouraged to verify their class meeting time and location on Testudo (<http://testudo.umd.edu/>) on the First Day of Classes for the most up-to-date information.

All students who register incur a financial obligation to the university. Please note that while the university reserves the right to limit or cancel enrollment for students who owe a debt to the university, your registration may not be automatically cancelled for non-payment of tuition and fees. It is the student's responsibility to avoid charges by cancelling their registration before the First Day of Classes each semester. By cancelling your registration before the start of classes, you will avoid any charges and your class spaces will be released in time to become available to other students.

### Registration Process

**New Degree Seeking undergraduate students** must attend a student orientation program with the Office of Student Orientation and Transition (<https://academiccatalog.umd.edu/undergraduate/campus-administration-resources-student-services/academic-resources-services/>

orientation/). During orientation, students will meet with their academic college and/or department for advising and register for classes. All newly admitted students must meet with an advisor before registration and provide proof of immunization according to the university's policy.

**Refer to policy for details:** V-1.00(H) University of Maryland, College Park Immunization Policy (<https://policies.umd.edu/student-affairs/university-of-maryland-college-park-immunization-policy/>)

**Current undergraduate students** receive a notification email with information about early registration and a link to check their registration appointment time and registration blocks. Registration appointments for the fall semester are scheduled from late March through early May, and appointments for the spring semester are scheduled from late October through early December. Registration can be processed on Testudo (<http://testudo.umd.edu>) or in person. Provided students resolve any registration blocks, students can register at, or any time after, their assigned registration appointment date and time. Open registration follows early registration and continues until the First Day of Classes. During this time, students may process an initial registration or change their schedule by adding and dropping classes. The Schedule Adjustment Period begins on the First Day of Classes. All registration transactions, either online or in person, are final unless a student processes a cancellation of registration.

Registration information for Summer Session, Winter Session, Freshmen Connection, and Professional Programs may be found at <http://exst.umd.edu>.

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## Registration Cancellation

Students who register and later decide not to attend the university must submit a Cancellation of Registration Form (<http://registrar.umd.edu/registration/separating-university/cancel-registration/>) to the Office of the University Registrar before the First Day of Classes. Failure to cancel registration will result in a financial obligation to the University of Maryland even if a student does not attend class.

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## Schedule Adjustment and Drop Period

### About the Schedule Adjustment Period

The Schedule Adjustment Period is a designated period of time at the beginning of each term when students can add or drop courses and change the grading method for a course. Courses added will appear on the student's permanent record. Courses dropped during this period will not appear on the student's permanent record. The Schedule Adjustment Period is the first 10 days of classes for the fall and spring semesters, four days for 6-week Summer Sessions I and II, and one day for 3-week Winter and Summer sessions. Students are responsible for checking the dates and deadlines for each term (<https://registrar.umd.edu/calendars/>).

See Penalties for Drops During Schedule Adjustment (<https://registrar.umd.edu/registration/register-classes/add-drop-classes/>) (Refund Schedule) for information and penalties associated with dropping and adding courses.

Complete information on Schedule Adjustment Period and Drop Period for Summer Session, Winter Session, Freshmen Connection, and Professional Programs may be found at <http://exst.umd.edu>.

## After Schedule Adjustment Period

Courses may not be added without an exception to policy from the student's academic advising college.

All courses for which the student is enrolled shall remain part of the student's permanent record. The student's status shall be considered full-time if the number of credit hours enrolled at this time is 12 or more.

## Drop Period

The Drop Period is a designated period of time after the end of the Schedule Adjustment Period. For undergraduate students, drops during this period will be recorded on the student's permanent record with a mark of W and will not be used in the computation of a student's grade point average. During the Drop Period, an undergraduate student may drop a maximum of four credits. However, if the course carries more than four credits, the student may drop the entire course, or in the case of a variable credit course, reduce the credit level by up to four credits. A course dropped with a W will count as an attempt at a course for the undergraduate course repeat guidelines (<https://registrar.umd.edu/grades-records/grades/course-repeats/>).

Students are responsible for checking the dates and deadlines for each term (<https://registrar.umd.edu/calendars/>).

## Undergraduate Credit for Graduate Level Courses

Subject to requirements determined by the graduate faculty of the department or program offering the course, undergraduate degree-seeking students may register for graduate-level courses, i.e., those numbered from 600 to 897, with the exception of 799, for undergraduate credit. The student must obtain the prior approval of the department and instructor offering the course.

Enrollment in a graduate-level course does not in any way imply subsequent departmental or Graduate School approval for admission into a graduate program, nor may the course be used as credit for a graduate degree at the University of Maryland.

The course may not be used as credit for a graduate degree at the University of Maryland except as part of an approved Bachelor's/Master's program into which the student has been admitted. Courses in 12-week programs are not open to undergraduate students.

## Graduate Credit for Undergraduates

An undergraduate degree-seeking student at the University of Maryland may register for graduate-level courses with the approval of the Dean of his or her academic college, the chair of the department, the instructor offering the course, and the Dean of the Graduate School. These courses will be recorded as "for graduate credit only" and may ONLY be applied toward an advanced degree at this university or elsewhere. Students eligible for this option must have achieved Junior standing, will have a GPA of at least 3.0, and will have successfully completed the prerequisite courses with a grade of "B-" or better.

The student must submit a plan of study showing that taking graduate courses will not unduly delay completion of the requirements for the bachelor's degree. The total of graduate and undergraduate credits attempted in any semester may not be more than 18. The graduate credits so earned will not count toward any requirements for the

bachelor's degree. An undergraduate student may take a maximum of nine graduate credits when taken as graduate credits only. Programs can petition the Dean of the Graduate School to request up to 12 graduate credits for undergraduates, such as for combined bachelor's-master's programs. Courses in a 12-week term program are not open to undergraduate students. In order to earn a graduate degree or certificate, students must be admitted into the Graduate School. Please see the combined bachelor's-master's policy for credit limits that pertain to those programs.

## Veterans Benefits

Students attending the university under the Veterans Education Assistance Act (Title 38, U.S. Code) may receive assistance and enrollment certification at the Office of the University Registrar, Veteran Certification Services (<https://www.registrar.umd.edu/veterans-benefits/>), 1113 Clarence M. Mitchell, Jr. Building. Students are responsible for understanding their eligibility for benefits and should consult <http://va.gov/education/eligibility/> or the School Certifying Official (SCO) at Veteran Certification Services for additional information.

Any students using VA benefits should request certification to the VA by submitting UMD's VA Enrollment Certification Request Form to the SCO as soon as they register for any term they are using the benefits. Students using benefits at the University should also provide a Certificate of Eligibility (COE) to the SCO within their first term of enrollment.

## GI Bill® Delayed Payment Policy

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://benefits.va.gov/gibill/>.

Any student using Chapter 31 or Chapter 33 Post 9/11 GI Bill benefits, who has provided a written request to be certified for a term, will not be assessed late fees or financial penalties for the portion of the account that is covered by VA. Any delay in disbursement of VA funds will not impact a student's ability to enroll or have access to school resources that are available to other students who have already paid. Covered students will not be required to secure additional funding for the portion of the student account that is covered by their VA benefits.

*Students may be assessed late fees and financial penalties for any portion of the account that is not covered by VA benefits.*

## Priority Registration

Eligible service members of the United States Armed Forces are entitled to priority registration at the University of Maryland as per the 2018 State of Maryland HB1074. An eligible service member is:

1. a currently serving member of any branch of the Armed Forces of the United States, including the National Guard and the Military Reserves, or
2. a veteran of any branch of the Armed Forces of the United States, including the National Guard and the Military Reserves, who has received an honorable discharge, or a certificate of satisfactory completion of military service.

To be granted priority registration, qualifying students need to submit proof of eligibility (i.e. military orders, DD-214, or certificate of satisfactory completion of military service) to:

University of Maryland

Office of the University Registrar  
Veterans Certification Services  
1113 Clarence M. Mitchell, Jr. Building  
College Park, MD 20742

## Withdrawal from the University

Students admitted to the University of Maryland are expected to make regular and consistent progress towards the completion of their degree. However, the university understands that in exceptional circumstances a student may find it necessary to completely withdraw from all classes. The university considers such an interruption to be very serious as it delays normal progress towards the degree. Students should not withdraw for frivolous reasons or to avoid the consequences of ignoring their academic responsibilities. Any student considering withdrawal is strongly encouraged to meet with his or her academic college advisor before leaving the university.

### Potential Implications

Withdrawing from the university may have serious implications for international students, students receiving financial aid or students residing in on-campus housing. Students are advised to contact the appropriate offices before finalizing withdrawal plans for withdrawing from the university.

- Department of Resident Life (<http://reslife.umd.edu>), 2100 Annapolis Hall, 301-314-2100
- International Student & Scholar Services (<http://globalmaryland.umd.edu/offices/international-students-scholar-services/>), 1126 H.J. Patterson Hall, 301-314-7740
- Office of Student Financial Aid (<http://financialaid.umd.edu>), 0115 Clarence M. Mitchell, Jr. Building, 301-314- TERP (8377)
- Student Financial Services & Cashiering (<http://billpay.umd.edu>), 1135 Lee Building, 301-314-9000

### Withdrawal

A withdrawal is available anytime between the first and last day of classes. Students must submit the Withdrawal Form to the Office of the University Registrar no later than the last day of classes:

- Undergraduate Student Withdrawal (<http://registrar.umd.edu/registration/separating-university/withdraw/#undergraduate>)
- Graduate Student Withdrawal (<http://registrar.umd.edu/registration/separating-university/withdraw/#graduate>)

In exceptional cases, a retroactive withdrawal (<https://registrar.umd.edu/registration/separating-university/appeal/>) may be granted based on documented requests in which extenuating circumstances significantly impaired the student's ability to complete the semester and officially withdraw by the established semester deadlines. Such circumstances include, but are not limited to, medical or psychological causes.

A student's return to the university is contingent upon the conditions outlined in *Return to the University* below.

### Return to the University

Normally, a student may withdraw from the university only once during matriculation as an undergraduate. Students who find it necessary to leave the university during the semester are required to apply for reenrollment in order to return. For those students who have earned a minimum 2.0 cumulative GPA, with no previous withdrawal, and intend

to return the following Spring or Fall semester, the Office of the Registrar will facilitate their reenrollment at the time of withdrawal. Students who withdraw while on academic probation, have previously withdrawn from a fall or spring semester, or are in their first semester of attendance are required to apply for reenrollment and their application will be reviewed by the Faculty Petition Board.

For additional information on returning to the university, please see the Student Success Office website (<http://studentsuccess.umd.edu>).

### Additional Withdrawal Information

- The effective date of withdrawal for the purposes of refunds is the date that the notice is received by the Office of the University Registrar.
- Notation of withdrawal and the effective date will be posted to the student's academic record.
- Courses taken during the academic semester from which the student is officially withdrawn are not counted as attempts under the repeat course guidelines.
- Instructors and college offices will be notified of all withdrawn students.
- The deadline for submitting a request for a withdrawal is the last day of classes.

### Military Call-ups

It is the intent of the University of Maryland, College Park, to facilitate the withdrawal or change in registration and the re-enrollment of students who are called to active military duty during the semester. The student should submit a request for withdrawal or change in registration along with a copy of the military orders to the Office of the University Registrar. Withdrawal for active military service will have no effect on any subsequent request to withdraw from the university. The provisions for such are contained in the Board of Regents Policy on Students who are called to Active Military Duty During a National or International Crisis or Conflict (V-7.00) (<https://www.usmd.edu/regents/bylaws/SectionV/V700.html>). Detailed information about this process may be obtained from the Office of the University Registrar.

## Suspension or Expulsion of Students

If a student is found responsible for committing serious violations that risk the health and safety of themselves or others, or for demonstrating a significant lack of commitment to the principles of truth and academic honesty of the University, then the University reserves the right to dismiss (suspend or expel) a student in accordance with the a Code of Academic Integrity (<https://policies.umd.edu/academic-affairs/university-of-maryland-code-of-academic-integrity/>) and Code of Student Conduct (<https://policies.umd.edu/student-affairs/university-of-maryland-code-of-student-conduct/>).