

REGISTRATION

Change of Address

Students are expected to notify the Office of the Registrar of any change in their local, permanent or e-mail address. Change of address can be completed online by updating your contact information at (<http://registrar.umd.edu/current/index.html#online-transactions> (<http://registrar.umd.edu/current/#online-transactions>)) or forms are available at the following places:

- Office of Student Financial Services and Cashiering, Room 1115 or 1135, Lee Building
- Office of the Registrar, First Floor, Clarence M. Mitchell Jr. Building

Please be advised that changing your permanent address could affect your residency status for tuition and billing purposes. For further information about these potential implications, please contact Residency Reclassification Services at resclass@umd.edu.

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: <http://www.president.umd.edu/administration/policies/section-iii-academic-affairs/iii-640a> (<http://www.president.umd.edu/administration/policies/section-iii-academic-affairs/iii-640a/>)

Courses Taken Through Consortium Agreements

Eligible students may enroll in courses at other universities via the Consortium of Universities of the Washington Metropolitan Area, the University System of Maryland's Inter-Institutional Registration Program, or the Baltimore Student Exchange 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

The Consortium of Universities of the Washington Metropolitan Area consists of:

- 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 however, special fees may be assessed by the host institution. Comparable courses offered at University of Maryland may not be taken through the consortium.

Currently registered, degree seeking University of Maryland students with at least junior standing may participate in the consortium program according to the stipulations listed in the current edition of the registration guide. 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 consortium with waiver of fees. University of Maryland students may only enroll in courses offered on the campus of the host institution. Students interested in additional information about the consortium program should review the Office of the Registrar website at: <http://registrar.umd.edu/current/registration/consortium.html> or contact the consortium coordinator by email at dconsortium@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, College Park 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 www.usmd.edu/regents/ (<http://www.usmd.edu/regents/>). 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 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. Students interested in additional information about the Inter-Institutional Registration program should review the Office of the Registrar website at: <http://registrar.umd.edu/current/registration/inter-institutional.html> or contact the inter-institutional coordinator via email at interinstitutional@umd.edu or in person on the first floor of the Clarence M. Mitchell Jr. Building.

Inter-Institutional Registration is only applicable for the fall and spring semesters.

Baltimore Collegetown: Baltimore Student Exchange Program

Eligible undergraduate students may enroll at other Baltimore Collegetown institutions offering courses that are not available at their home institutions. Students are charged tuition and fees by their home institution and courses are considered resident credit at their home institution. Cross-registration is offered during the Fall and Spring semesters only.

Baltimore Collegetown institutions are:

- Community College of Baltimore County (CCBC)*
- Coppin State University
- Goucher College
- Johns Hopkins University
- Loyola University Maryland
- Maryland Institute College of Art (MICA)
- Morgan State University
- Notre Dame of Maryland University
- Stevenson University
- Towson University
- University of Baltimore
- University of Maryland, Baltimore County (UMBC)

**Cross registration between University of Maryland and CCBC is currently under evaluation.*

For more information on the Baltimore Student Exchange Program, see: <https://baltimorecollegetown.org/colleges/crossregistration/index.html> (<https://baltimorecollegetown.org/colleges/cross-registration/>)

Credit Hours and Maximum Semester Credits

No baccalaureate curriculum requires fewer than 120 semester hours. The semester hour, which is the unit of credit, is the equivalent of a subject pursued one period a week for one semester. Two or three hours of laboratory or field work are equivalent to one lecture or recitation period.

In order for undergraduate students to complete most curricula in four academic years, their semester load must range from 12 to 19 hours (30 to 36 hours each year) toward the degree. Undergraduates may not

exceed the following maximum credit loads without the prior approval of their Dean:

- 15 week semester: 20 credits (16 credits prior to the first day of classes)
- 6 week session: 8 credits
- 3 week session: 4 credits

Email for Official Communication

The University of Maryland has adopted email as the primary means for sending official communications to students. Academic advisors, faculty, and campus administrative offices use email to convey important information and time-sensitive notices. All enrolled students are provided a university email address. Students are responsible for keeping their email address up to date or for forwarding email to another address. Changes of email address can be completed online at <http://registrar.umd.edu/current/index.html#online-transactions> (<http://registrar.umd.edu/current/#online-transactions>). Failure to check email, errors in forwarding email, and returned email due to *mailbox full* or *user unknown* will not excuse a student from missing announcements or deadlines.

Identification Cards

The photo ID card is issued at the time the student first registers for classes. This card is to be used for the entire duration of enrollment. Knowledge of your UID number is required to obtain a UMD ID card. A valid photo ID (i.e., State Driver's License, Passport, etc.) must be presented at the Office of the Registrar Front Counter Services. Students who are not currently registered may not receive a UMD identification card.

The photo ID card can be used by students for admission to most athletic, social, and cultural events, to withdraw books from the libraries, and as a general form of identification on campus. Additionally, students who have food service contracts will use this photo identification card to access these services. Contact Dining Services directly for further information.

There is a \$20 charge for a replacement ID card in cases where the card is lost, stolen, has intentional damage (e.g. holes punched in the card, snapped in two, etc.), or the cardholder wishes to retake their photo. The replacement fee is waived in cases where the replacement is due to normal wear and tear (i.e. the bar code is no longer visible or the magnetic strip is non-functioning). A replacement ID card can be obtained from the Office of the Registrar, First Floor, Clarence M. Mitchell Jr. Building, Monday - Friday, 8am - 5pm.

It is the responsibility of the cardholder to keep their ID card safe and secure and to deactivate a lost or stolen ID card. You should immediately deactivate your ID card (<https://idcard.umd.edu/lost/user> (<https://idcard.umd.edu/lost/user/>)) to prevent use by unauthorized individuals. The university assumes no responsibility for misuse of your card, or for charges to your accounts due to your ID card being lost or stolen.

Once deactivated, you must obtain a new ID card at the Office of the Registrar, First Floor, Clarence Mitchell Building, Monday - Friday, 8am - 5pm. The charge for a new ID card is \$20. A deactivated ID card cannot be reactivated.

Refer to policy for details: <http://www.registrar.umd.edu/current/Policies/id-cards.html>.

Registering for Classes

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

To attend classes at the University of Maryland, it is necessary to process an official registration. Specific registration dates and instructions are available on www.registrar.umd.edu (<http://www.registrar.umd.edu>).

Newly admitted students are required to attend an orientation session (see Orientation Information (<https://academiccatalog.umd.edu/undergraduate/campus-administration-resources-student-services/academic-resources-services/orientation/>)). Advising and course registration are part of the orientation process. All newly admitted students must meet with an advisor prior to registration. Likewise, newly admitted freshmen and transfer students are required to provide proof of immunization for measles, rubella, mumps and tetanus/diphtheria. Additionally, Maryland law requires residence hall students to either provide proof of vaccination against meningococcal disease or seek an exemption from this requirement.

Refer to policy for details: <http://www.president.umd.edu/administration/policies/section-v-student-affairs/v-100h> (<http://www.president.umd.edu/administration/policies/section-v-student-affairs/v-100h/>)

Registration Process

Currently enrolled undergraduate students receive a notification email that includes information about early registration, a link to check their registration time, and any registration blocks. Provided students resolve any registration blocks, students can register at, or any time after, their assigned registration appointment date and time. Registration appointments for the fall semester begin in late March, and appointments for the spring semester begin in late October. Registration can be processed on Testudo (<http://www.testudo.umd.edu/>) or in person. Open registration follows early registration, and continues up to the first day of classes. During this time, students may process an original registration or make schedule adjustments. The schedule adjustment period begins on the first day of classes. All registration transactions, either on-line or in person, are final unless a student processes a cancellation of registration.

Registration information for Summer Term, Winter Term, Freshmen Connection, and Professional Programs may be found at www.oes.umd.edu (<http://www.oes.umd.edu>).

Registration Cancellation

Students who register and later decide not to attend the university must submit a Cancellation of Registration Form to the Office of the Registrar prior to the official first day of classes: <http://www.registrar.umd.edu/current/registration/cancelreg.html>.

Failure to cancel registration will result in a financial obligation to the University of Maryland even if a student does not attend class. The university reserves the right to cancel registration for students who fail to meet their financial obligations.

Schedule Adjustment and Drop Period About the Schedule Adjustment Period

Courses may be added, when space is available, during the schedule adjustment period, and 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.

For the standard 6-week Summer Sessions I and II, the schedule adjustment period is typically the first 4 days of classes; for the Winter Session and the standard 3-week Summer sessions, the schedule adjustment period is the first day of classes. Complete information on schedule adjustment and drop period for Summer Session, Winter Session, Freshmen Connection, and Professional Programs may be found at www.oes.umd.edu (<http://www.oes.umd.edu>).

Information on non-standard courses can be found at: <http://www.registrar.umd.edu/current/registration/non-standard.htm>.

During the schedule adjustment period full-time undergraduates may drop or add courses, or change sections or credit level without financial penalty provided they remain full-time students (registered for 12 or more credits). See "Penalties for Drops During Schedule Adjustment" (<http://registrar.umd.edu/current/registration/ScheduleAdjustment.html>) for information and penalties associated with changing from full-time to part-time.

Part-time undergraduates (fewer than 12 credits) may also add, drop and change sections, as well as change credit level, but should consult "Penalties for Drops During Schedule Adjustment" (<http://registrar.umd.edu/current/registration/ScheduleAdjustment.html>) to avoid incurring additional charges.

Grading method (including pass-fail) may be changed only during the schedule adjustment period.

After Schedule Adjustment

Courses may not be added without special permission from the student's academic advising college.

All courses for which the student is enrolled shall remain as a 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 for undergraduate students will begin at the close of the schedule adjustment period and terminate at the end of the tenth week of classes for the fall and spring semesters. Consult the academic calendar at <http://registrar.umd.edu/deadlines.html> for dates.

Drops during this period will be recorded on the student's permanent record with a notation of W and will not be used in the computation of a student's cumulative grade point average. During this period a 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.

Student ID Numbers

University of Maryland assigns all students a unique nine-digit university identification number (UID). The UID is the student identifier for most

university transactions. Use of the social security number is limited to necessary business transactions or where it is required by law.

Refer to policy for details: <http://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/VI-2600a.pdf>

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 898, with the exception of 799, for undergraduate credit. The student must obtain the prior approval of the department and instructor offering the course.

Students eligible for this option normally will 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.

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.

Undergraduate-Graduate Concurrent Registration

An undergraduate degree seeking student at the University of Maryland may, with the approval of his or her Dean, the department and the instructor offering the course, and of the Graduate School, register for graduate courses (600 level and above) that will be recorded as *graduate credit only* and that may be applied towards an advanced degree at this university or elsewhere. Students eligible for this option normally will 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 that shows that taking graduate courses will not unduly delay completion of requirements for the bachelor's degree. The total of graduate and undergraduate credits attempted in any semester may not be more than eighteen. The graduate credits so earned will not count towards any of the requirements for the Baccalaureate degree. A maximum of twelve credits may be taken for graduate credit by a student while enrolled as an undergraduate.

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 Registrar, 1113 Clarence M. Mitchell Jr. Building. Consult www.registrar.umd.edu/veteran-benefits.html (<http://www.registrar.umd.edu/veteran-benefits.html>) for more information.

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 ID card, DD-214, or certificate of satisfactory completion of military service) to:

University of Maryland
Office of the Registrar
Veterans Certification Services
Clarence Mitchell Jr. Building, Room 1113
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.

- Student Financial Services Office, 1135 Lee Building, 301-314-9000
- Department of Resident Life, 2100 Annapolis Hall, 301-314-2100
- International Student & Scholar Services, 1126 H.J. Patterson Hall, 301-314-7740

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 Registrar no later than the last day of classes:

Undergraduate: <http://www.registrar.umd.edu/current/registration/withdraw.html>

Graduate: <http://www.registrar.umd.edu/current/registration/withdrawgrad.html>

In exceptional cases, a retroactive withdrawal (<http://www.registrar.umd.edu/current/registration/retrowithdraw.html>) 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 are required to petition the Faculty Review Board in order to return. Students who have earned a minimum 2.0 cumulative GPA, with no previous withdrawal, are exempt from this requirement. Students who withdraw or take a leave of absence while on academic probation, or those returning from dismissal, are always required to petition the Faculty Review Board. For information on returning to the university, please see www.studentsuccess.umd.edu (<http://www.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 Registrar. Notation of withdrawal and the effective date will be posted to the student's academic record. Instructors and college offices will be notified of all withdrawn students. The deadline date for submitting the withdrawal for each semester is the last day of classes. Students should contact the Student Success Office for re-enrollment information.

The repeat policy will not apply to courses taken during the academic semester from which the student is officially withdrawn.

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 (or a representative) should take a copy of the military orders to the Office of the Registrar and process a withdrawal or change in registration papers. Detailed information about this process may be obtained from the Office of the Registrar. Withdrawal for active military service will have no effect on any subsequent request to withdraw from the University.