

INTER-INSTITUTIONAL ENROLLMENT PROCEDURES

[Required: Students must be full-time students in good academic standing.]

Students are allowed to transfer up to six credits of didactic elective coursework from any institution listed under the University System of Maryland institutions. Courses are taken for letter grade.

Process: (These forms are not online)

Student obtains the inter-institutional registration form from the Office of Student Affairs (Rm. 722 PH) and secures approvals from **Associate Dean or Advisor**. The student submits the form to the Office of Student Affairs (Rm. 722 PH) who will verify the information and approve the request. **At this point, the course will be added to the student's registration at the UMB/USG campus.**

The Office of Student Affairs will give one copy of the completed form to the student to facilitate registration at the host institution. A carbon copy will also be given to the student for his/her file. The student will proceed to the host campus to complete and finalize registration.

The student will pay tuition and fees for courses taken through inter-institutional registration to the home institution. Otherwise fees will be paid directly to host campus for winter/summer registration. Fees at the host institution associated with special courses may be assessed.

Upon completion of the course, the host institution will forward an official transcript to the home institution reflecting the grades earned in the courses taken there.

Upon official notification, the home institution will post the grade(s) according to institutional policy so that they are calculated in the student's academic totals.

In addition to the posting of the grades, the home institution will make a notation on the student's record indicating that the courses were taken as part of inter-institutional registration and list the name of the institution. This information should appear with the semester in which the courses were taken.

Students participating in inter-institution registration programs are advised that they will be expected to follow the change of schedule deadlines and pertinent academic policies in effect as the host institution for those courses in which they are registered. Failure to comply with a host institution's deadlines/policies may result in failing grades or other academic actions, which will need to be resolved between the student and the host institution.

Eligible USM Institutions (visit <http://www.usmd.edu/institutions/>)

Bowie State University

Coppin State University

Frostburg State University

Salisbury University

Towson University

University of Baltimore (**students must pay tuition**)

University of MD, Balto Co.

University of MD, College Park

University of MD, Eastern Shore

University of MD Univ College (**students must pay tuition**)

Visit our registration webpage:

<http://www2.pharmacy.umaryland.edu/administration/studentaffairs/registration/>