

## **Policies and Procedures for Inter-Institutional Enrollment at UMBC**

### **What is Inter-Institutional Enrollment?**

Inter-institutional enrollment is a program that allows qualifying students at University System of Maryland institutions to take selected courses at other USM campuses while only paying tuition at their home school. Through the program, students register for courses at both their home and host institutions, but are billed only by their home school. At the end of the semester, the student's credits and grades from the host institution are transferred to their home institution. This differs from standard transfer coursework in that both credits *and grades* transfer.

### **Who qualifies to participate in the program?**

#### Graduate Students

All graduate students who have obtained approval of their graduate school program director may participate. There are no credit minimums for graduate students to be eligible for the program, and participation is possible in the Fall and Spring semesters as well as during Summer and Winter Sessions.

#### Undergraduate Students

Undergraduate students must meet the following criteria in order to participate in inter-institutional enrollment:

- Must have sophomore standing
- Must have faculty advisor approval
- Must be enrolled full-time between the two institutions
- Must be enrolled in at least half of the total number of credits to be completed at the home institution (A UMBC student may enroll in 9 credits at UMBC and 3 at UMCP or 6 at UMBC and 6 at UMCP, but not 3 at UMBC and 9 at UMCP).

Inter-institutional enrollment is available to undergraduate students in the Fall and Spring semesters only.

### **PROCEDURES FOR UMBC STUDENTS WHO WISH TO PARTICIPATE IN INTER-INSTITUTIONAL ENROLLMENT:**

1. Pick up an inter-institutional enrollment form from the Office of Academic Services or print a copy of the form from <http://www.umbc.edu/registrar>.
2. Complete the inter-institutional enrollment form. In the "Registration Information" section, the course information requested refers to the classes you wish to take at the host institution
3. Review your selections with your faculty advisor or graduate school representative and obtain his or her signature in the "Other Home Institution Academic Approval" area.
4. Bring your completed form to the Office of Academic Services and see a coordinator in Room 107. The coordinator will review your form and provide the second approval, then enroll you in "dummy courses" at UMBC to equal the number of credits you wish to take at the host institution. This is for billing purposes only, and does NOT guarantee registration at the other institution. The coordinator will provide you with two copies of your inter-institutional form. Keep one copy for your records.
5. Take the other copy of the inter-institutional enrollment form to the Registrar's Office at the host institution and receive instructions on how to register for the course(s). Some institutions will process your registration for you; others may require you to complete additional paperwork or register via phone or online system. If a course is closed or requires special permission, you may need to speak with the instructor or department offering the course to see if you can obtain permission to enroll.
6. If you are unable to get approval to enroll in a closed or permission required course, or if you decide not to enroll in courses at the host school for whatever reason, notify the coordinator in Academic Services at UMBC so that we may drop you from the corresponding "dummy credits."
7. At the end of the semester, the host institution will send your grade to UMBC, and it will be posted to your UMBC transcript. Check your transcript via MyUMBC, and if your grade does not appear 3-4 weeks after the end of the semester, let the coordinator in Academic Services know so that they may follow up with the host institution.