UNIVERSITY SYSTEM OF MARYLAND
Application for Inter-Institutional Enrollment

STUDENT INFORMATION

Name: _____   SSN: _____-_____-_____

Address:_____

_____
City   County   State   Zip Code

Home Phone: __(___)_____   Local Phone: __(___)_____

Email: _____   Fax Number: __(___)_____

Date of Birth (m/d/y): _____   Gender: ☐ Male ☐ Female   Race: _____

Student Classification: ☐ Sophomore ☐ Junior ☐ Senior ☐ ROTC Freshman ☐ Graduate ☐ 1st Professional

If Graduate or 1st Professional, please indicate program name: _____

Residency Status: ☐ In-state ☐ Out-of-State   Student Signature: _____   Date: _____

REGISTRATION INFORMATION

Check appropriate Home Institution (current enrollment) Host Institution (desired enrollment).

Home	Host		Home	Host	
☐	☐	Bowie State University	☐	☐	University of Maryland, Baltimore
☐	☐	Coppin State University	☐	☐	University of Maryland, Baltimore County
☐	☐	Frostburg State University	☐	☐	University of Maryland, College Park
☐	☐	Salisbury University	☐	☐	University of Maryland Eastern Shore
☐	☐	Towson University	☐	☐	University of Maryland University College[1]
☐	☐	University of Baltimore			

Semester and Year of Desired Enrollment: ☐ Fall   ☐ Spring   ☐ Summer[2]   Year: _____

Course Prefix	Course Number	Section Number	Grading Option	Credit Hours	Home Equivalent	Academic Approval
						Total Credits Requested:

Other institution approval as appropriate[3]: _____   Date: _____
Signature/Title

FOR OFFICIAL USE ONLY – HOME INSTITUTION APPROVAL

To be completed by the Coordinator, Registrar or Program Director. Check one according to institutional policies:

☐ Inter-Institutional Registration   ☐ Collaborative/Cooperative Program: _____

☐ Passport Program (Business)   ☐ Other (specify): _____

Signature[3] of Coordinator, Registrar or Program Director: _____ Date: _____

To be completed by the Home Institution for use by the host institution in initiating the annual transfer.

Agency Code: _____ Program: _____ Fund: _____ Object Source: _____

Transaction Code: _____

[1] Graduate Only; all self-supporting programs are excluded.
[2] Summer Session, self-supporting programs may be excluded
[3] Signature certifies that student is degree-seeking, in good academic standing, and has met the prerequisites or other criteria set for screened or restricted programs of study. Undergraduate students enrolling through Inter-Institutional registration must be full-time students (when credits are combined) according to the home institution. Approval does not insure availability of a place in the course at the host institution.

<p style="text-align:center">**University System of Maryland Inter-Institutional Registration Procedures**</p>

In order to permit enrichment for students attending University System of Maryland Institutions, opportunities exist for students to augment their programs by taking courses for credit at other USM institutions. The provision for such are contained in the Board of Regents' Policy on Student Concurrent Inter-Institutional Registration (BOR III 2.40; III 2.41). The following are procedures to effect such registration.

I.   **Procedures: Home Institution**

    A.   The student obtains the inter-institutional registration form from the coordinator, program director or registrar at the home institution, and secures the appropriate approval(s) according to institutional policies.

    B.   The home institution will register the student for a generic course such as REGI 100-600. This assures that the student is "officially registered" at the home institution and would allow monitoring of the student by providing the program director/registrar with class lists.

    C.   The coordinator/program director/registrar will inform the student of the registration days and times at the host institution and give one copy of the completed form to the student to facilitate registration at the host institution.

    D.   The undergraduate student will pay tuition and fees for courses taken through inter-institutional registration to the home institution, unless otherwise indicated (e.g., some graduate/professional and self-supporting programs). Fees at the host institution associated with special courses may be assessed.

    E.   Upon completion of the course, the host institution's registrar will forward an official transcript or grade report to the home institution reflecting the grades earned in the courses taken there.

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

    G.   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 an inter-institutional registration and indicate the name of the institution. This information should appear with the semester in which the courses were taken.

    H.   Students participating in inter-institutional registration programs will be advised that they are expected to follow the change of schedule deadlines and pertinent academic policies in effect at 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.

II.   **Procedures: Host Institution**

    A.   Upon receipt of the inter-institutional registration form, the host institution's registrar will arrange for registration at a time appropriate to the student's classification, according to institutional policies.

    B.   Incoming students will be classified as inter-institutional registrants to eliminate them from head counts and to alleviate any problems from billing.

    C.   Special permits, parking or other fees at the host institution are the responsibility of the student electing to participate in the program.

    D.   Students wishing to participate in the inter-institutional registration will be accommodated on a course available basis. Students are expected to have met the prerequisites or other criteria set for screened or restricted programs of study.

III.   **Procedures: Special Circumstances**

    A.   Those for whom a special situation exists (disability, special circumstances, etc.) may ask the home institution registrar or program director to facilitate the registration process for them. Inter-institutional registration is a student responsibility but exceptions will be permitted when both home and host institution registrars/program directors agree that circumstances warrant such action. It should be noted, however, that some services available at the home institution may not be available at the host institution.