

## Important Information for Reviewing Classes & Completing the Proposed Courses Form

In anticipation of your arrival to the University of Maryland, please read the following instructions for selecting the classes that you would like to take during your exchange semester. Please note that the process is different depending upon what kind of exchange student you are (general, business, or engineering).

### **Important Information for All Students**

It is very strongly recommended that students apply by the best consideration deadline so that the UMD Exchange Team is able to request an early registration time for incoming exchange students. The earlier the registration time, the more likely students are able to register for the classes that they need.

Generally, UMD students do not take more than 2 or 3 classes within their major discipline of study during the semester. Exchange students should plan to take a few elective classes as well as 2 or 3 classes in their major discipline of study. Students are expected to select their first choice classes and an alternative class list. **We cannot guarantee that students will be able to register for particular classes at UMD.**

Course numbers at UMD have a 4-letter academic department code followed by a three-digit course number. The course numbers indicate the following levels of study:

- 000-099: Non-credit course
- 100-199: Primarily freshman undergraduate courses (not acceptable for graduate students)
- 200-299: Primarily sophomore undergraduate courses (not acceptable for graduate students)
- 300-399: Junior and senior undergraduate courses (not acceptable for graduate students)
- 400-499: Junior and senior undergraduate courses (acceptable for graduate students; however, the number of such credits is limited based on Graduate School policies)
- 600-898: Courses restricted to graduate students

Generally, undergraduate exchange students must take a minimum of 12 credits per semester, which is typically the equivalent of 4 courses, and graduate exchange students must take a minimum of 48 units per semester, which is typically the equivalent of 3 courses. Please refer to the [UMD website](#) for more information regarding units.

You can search for available classes on the UMD student portal, called [Testudo](#). Make sure that you are searching for classes during the correct term or semester. If your term of study at UMD is not yet available on Testudo, then search the corresponding term for the previous year.

To see available classes in your subject area of interest, click on the acronym for the discipline. For example, if you want to see what classes are available in Business, click "BMGT". Below is an example of how a class will appear in Testudo. To see the different times that a class is available, click on "Show Sections." A class section indicates the time(s) that a specific class is offered. For many classes there is a general lecture time and a discussion meeting on a different day. You are required to attend both the general lecture and the discussion meeting.

Example of a course listing on Testudo:

**BMGT350** **Marketing Principles and Organization**  
 Credits: 3 Grading Method: Regular  
**Prerequisite: ECON200 or ECON205.**

An introduction to the concepts and principles of marketing including the marketing of service and nonprofit organizations. Provides an overview of all the concepts in marketing including relationship marketing, product development, pricing, promotion, marketing research, consumer behavior, international marketing, distribution and internal marketing to employees.

*Restricted to BMGT majors with 53 credit hours completed. Other interested students should review their eligibility for BMGT 350N.*

▼ Hide Sections

0101	Roxanne Lefkoff MW 9:30am - 10:45am	Seats (Total: 54, <b>Open: 54</b> , Waitlist: 0) VMH 1330	
<b>0201</b>	Roxanne Lefkoff MW 11:00am - 12:15pm	Seats (Total: 54, <b>Open: 54</b> , Waitlist: 0) VMH 1330	
0301	Roxanne Lefkoff MW 2:00pm - 3:15pm	Seats (Total: 54, <b>Open: 54</b> , Waitlist: 0) VMH 1412	

Some discussion sections may have specific restrictions, such as “Restricted to students in Freshman Connection”, or “This section is for KNES Majors only.” These sections are restricted and you should choose an alternative section time.

You should complete the **Proposed Courses Form** with the Course Number, Section, and list of pre-requisites taken at your home university.

### **Restrictions:**

The following departments or schools have high enrollment demand and limited space in classes. Consequently, students will need to have maximum flexibility in course choices from these departments. The UMD Exchange Team will make every effort to place students in classes within the following departments; however, we cannot guarantee registration. These departments are as follows:

- **Biological Sciences, Biochemistry, Chemistry, & Environmental Sciences and Policy-Biodiversity and Conservation**
- **Business** (*only business majors from institutions that have a specific exchange agreement with Smith School of Business may pre-register for business classes*)
- **Communication**
- **Computer Science** (*preference is given to students who are Computer Science majors at their home university. Students may only enroll in two (2) Computer Science courses per semester*)
- **Criminology & Criminal Justice**
- **Economics** (*preference is given to students who are Economics majors at their home university*)
- **Engineering** (*only engineering majors from institutions that have a specific exchange agreement with the A. James Clark School of Engineering may take engineering classes*)
- **Government & Politics**
- **Journalism**
- **Psychology**

In addition to the Limited Enrollment Programs, there are a number of specialty programs which exchange students do not have access:

- College Park Scholars
- Entrepreneurship and Innovation Program

- Hinman CEOs
- Honors College (*only students from institutions that have a specific exchange agreement with the Honors College may take Honors courses*)
- Quest Honors Program

*For students enrolling in the College of Agriculture and Natural Resources*

The following list of Capstone and Thesis Research courses are unavailable to exchange students: ANSC420, ENSP400, ESNP499, ENST471, ENST472, LARC388, LARC471, NFSC388, PLSC388, and PLSC472.

The College of Agriculture and Natural Resources generally recommends that exchange students avoid internship and practicum based courses.

***For General Exchange Students (Not Business or Engineering Exchange Students)***

Your primary contact for course registration will be Krista Uhrig ([kuhrig@umd.edu](mailto:kuhrig@umd.edu)), the Exchange Coordinator in Education Abroad. You will be given detailed instructions on how to register yourself online for classes after you have been accepted into the UMD Exchange Program. An email will also be sent to you with contact information for academic departments you listed on your Proposed Courses Form.

If you find during your search that one of the classes you want to take is already full, you should be able to sign up on the waitlist. As an exchange student, you enroll directly in courses at UMD, and therefore there is no guarantee that there will be enough space in every course requested.

***For Smith School of Business Exchange Students***

*Only students from institutions that have specific exchange agreements with the Smith School of Business may take business classes.*

Your primary contact will be Chris Olson ([clolson@rhsmith.umd.edu](mailto:clolson@rhsmith.umd.edu)) in the Smith School of Business Office of Global Initiatives.

Students must thoroughly complete the Proposed Courses Form in order to be registered for business classes; you will not be able to register for them yourself through Testudo. Students are strongly advised to make detailed notes of all prerequisites taken at the home university for specific classes. Prerequisites required for UMD classes are noted in the class listing on Testudo.

*Information for Undergraduate Students*

Undergraduates must take twelve (12) credits. Please choose courses BMGT in the 300-499 range. Please make sure you meet all prerequisite requirements with an equivalent course at your home university and indicate those on the Proposed Courses Form (the course prerequisites can be found in the Testudo description).

For undergraduates, courses outside the business school are allowed and encouraged.

*Restrictions:* BMGT367, 494, 485 and any BMGT courses ending in 'H', 'F' or 'N' are not permissible as they are capstone and/or special program courses.

### Information for Graduate Students

Graduate students must take at least 48 “units” which usually amounts to eight (8) credits, but students are recommended to take twelve (12) credits. Please refer to <http://www.testudo.umd.edu/soc/fulltime.html> for more information regarding units.

Note that most graduate courses are a half-semester long. Students can choose 700-level (700-799) courses from the following departments:

BUAC	Accounting & Information Assurance	BULM	Logistics, Business, and Public Policy
BUDT	Decision & Information Technologies	BUMK	Marketing
BUFN	Finance	BUMO	Management and Organization

*Restrictions:* Most sections containing only numbers (e.g., 0101, 0201) and/or the prefix DC (e.g., DC01, DC06) are permissible. However, DC51, DC52, 0501, and 0502 sections are by special permission only because they are separate programs. 600-level classes are normally closed to exchange students (because they are “core” classes) but may be available through special permission. Also, undergraduate classes (BMGT100-499) are only available by special permission. Course sections beginning with GS or BA are on satellite campuses and only accessible by car. Sections beginning with DC are located at our downtown DC campus, which is accessible by public transportation, but you will need to factor travel time into your schedule.

### **For A. James Clark School of Engineering Exchange Students**

*Only students from institutions that have specific exchange agreements with the A. James Clark School of Engineering may take engineering classes.*

Your primary contact and academic advisor will be Jane Fines ([jfines@umd.edu](mailto:jfines@umd.edu)) in the A. James Clark School of Engineering.

Students must thoroughly complete the Proposed Courses Form in order to be registered for engineering classes. Students are strongly advised to make detailed notes of all prerequisites taken at the home university for specific classes. Prerequisites required for UMD classes are noted in the class listing on Testudo.

### Information for Undergraduate Students

Students should select courses at the 100, 200, 300, and 400 levels and should select a minimum of 4 courses (12 credits) from the following departments:

ENAE	Aerospace Engineering	BIOE	Bioengineering
ENCE	Civil & Environmental Engineering	ENCH	Chemical & Biomolecular Engineering
ENEE	Electrical & Computer Engineering	ENFP	Fire Protection Engineering
ENMA	Materials Engineering	ENME	Mechanical Engineering

### Information for Graduate Students

Graduate students must enroll for at least 48 “units”, which typically equals three 3-credit courses at the 600-700 level. Please refer to the [UMD website](#) for more information regarding units. Students may select from any level of courses and should select a minimum of 3 courses.

#### *Restrictions:*

Courses from the departments of Computer Science (CMSC), Telecommunications (ENTS), Professional masters in Engineering (ENPM), and Business and management (BMGT) are not available to engineering exchange students.

Most sections containing only numbers (e.g., 0101, 0201) are permissible. Sections containing a mix of letters and numbers (e.g., ME01) are not permissible. Those sections have an additional fee that is not covered by the exchange agreement.