Electronic Permission to Enroll Form

Student User Guide
Log in using directory ID and password.

1. Name, UID, Email, UMD College, and UMD Major are auto-filled.

2. Select Advisor or Approving Official.

3. Search or hand-enter Institution (see next slide for search instructions).

4. Fields with an * are required.

5. Click the magnifying glass icon to perform a search. If using the search function, the name, address, state, city, and zip will be automatically filled.
### Institution Search

**Search Tip:** Place an * before/after a word or phrase for which you are searching.

1. Use search options to limit items retrieved. For example, enter Flor* for Florida State University.

2. Place an * before/after a word or phrase for which you are searching.

3. 3504 items were returned but the display only lists the first 200. Use Search option to limit the list.

4. Click return value to select an institution to add to the form.

#### Table of Institutions

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Institution ID</th>
<th>Institution Name &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>334000</td>
<td>Adler Planetarium-Chicago</td>
<td>Chicago, IL, US</td>
</tr>
<tr>
<td>334090</td>
<td>Alverno College</td>
<td>Milwaukee, WI, US</td>
</tr>
<tr>
<td>334010</td>
<td>American Academy of Art</td>
<td>Chicago, IL, US</td>
</tr>
<tr>
<td>22ARGO</td>
<td>Argosy University</td>
<td>Chicago, IL, US</td>
</tr>
<tr>
<td>334040</td>
<td>Art Institute of Chicago</td>
<td>Chicago, IL, US</td>
</tr>
<tr>
<td>334050</td>
<td>Augustana College</td>
<td>Rock Island, IL, US</td>
</tr>
<tr>
<td>334060</td>
<td>Aurora University</td>
<td>Aurora, IL, US</td>
</tr>
<tr>
<td>334070</td>
<td>Baker College at Elmhurst</td>
<td>Elmhurst, IL, US</td>
</tr>
<tr>
<td>334080</td>
<td>Bellin College of Nursing</td>
<td>Green Bay, WI, US</td>
</tr>
<tr>
<td>334090</td>
<td>Beloit College</td>
<td>Beloit, WI, US</td>
</tr>
<tr>
<td>334100</td>
<td>Bethany Lutheran College</td>
<td>St. Paul, MN, US</td>
</tr>
<tr>
<td>334110</td>
<td>Blackhawk College</td>
<td>Beloit, WI, US</td>
</tr>
<tr>
<td>334120</td>
<td>Blackburn College</td>
<td>St. Louis, MO, US</td>
</tr>
<tr>
<td>336100</td>
<td>Blessing-Roman College of Nursing</td>
<td>Quincy, IL, US</td>
</tr>
<tr>
<td>336110</td>
<td>Bradley University</td>
<td>Cape Girardeau, MO, US</td>
</tr>
<tr>
<td>336120</td>
<td>Bryant &amp; Stratton College-Milwaukee</td>
<td>Milwaukee, WI, US</td>
</tr>
<tr>
<td>336130</td>
<td>Cardinal Stritch College</td>
<td>Milwaukee, WI, US</td>
</tr>
<tr>
<td>336140</td>
<td>Cardinal Stritch College</td>
<td>Milwaukee, WI, US</td>
</tr>
<tr>
<td>336150</td>
<td>Carroll College</td>
<td>Milwaukee, WI, US</td>
</tr>
<tr>
<td>336160</td>
<td>Carthage College</td>
<td>Carthage, MO, US</td>
</tr>
<tr>
<td>336170</td>
<td>Chicago State University</td>
<td>Chicago, IL, US</td>
</tr>
</tbody>
</table>
### Course Information

1. Advisor completes this section after student submits form. This section is disabled for students.

2. There are two options for entering course information:
   a) If you searched for and selected an Institution in the previous section, you can click the magnifying glass icon to search for courses from that institution. The list of courses comes from the Transfer Credit Center database.
   b) If the course cannot be found using the search, you can hand-type the course information. If you hand-typed an institution in the previous section, you will have to type the course information in this section.
Course Search

1. Use search options to limit items retrieved. For example, enter M* in Course Number to return all courses that begin with an M.

2. Click return value to select a course.

3. Search results include:

   - **Course Number** and Title
   - **UMD Equivalent** course as reviewed by the appropriate department
   - **GenEd** and **Core** requirements
   - **Diversity** requirement indicator
   - **Elective** shows whether the class is acceptable and has no direct equivalent at UMD
   - **Footnotes** contains important information about the applicability of the course under special circumstances
   - **Start/End Terms** provides important information about evaluation changes to courses in the transfer database
   - **Acceptability** will display "Y" (yes), "N" (no), or "X" (class will transfer ONLY if you are a new UMD student)
Completing the Form

Conditional Permission Information

INSTRUCTIONS:

- Students must obtain APPROVAL from the following:
  1. The College Park department offering comparable subject (not necessary for elective). Signature and stamp constitutes approval.
  2. The academic major departmental advisor or College advisor. Applicability code, signature and stamp constitutes approval.
  3. Department Chair’s and College Dean’s signature and date.
- Please attach course description(s) for requested courses from other institution.
- Any lapse in enrollment at the University of Maryland for one or more regular semesters, or a withdrawal during the last period of attendance, requires that application be made for readmission to the University before any subsequent registration.
- It is the student’s responsibility to request that an OFFICIAL, SEALED transcript be sent to: University of Maryland, Office of the Registrar, College Park, MD 20742-5235

NOTE:

- Credit hours for courses taken at other institutions, INCLUDING OTHER UNIVERSITY OF MARYLAND SYSTEM INSTITUTIONS may transfer, but grades and quality points will not appear on the UM transcript and will be calculated separately.
- Grades earned must be 'C-' or better for transfer credit to be awarded. Course work taken elsewhere, other than a community college are transferred as 'P' or 'W'.
- Students must take their final 30 (thirty) credit hours at the University of Maryland College Park campus.
- Only credits from regionally accredited institutions are transferable.
- Only credit from regionally accredited institutions are transferable.

1. You must check box to accept the conditions under which permission is granted. This is a required field. The current date is automatically filled.

Date *
04/08/2013
I understand the conditions under which the permission is granted.

Create Note

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ditman, Joshua John</td>
<td>04/08/2013</td>
<td></td>
</tr>
</tbody>
</table>

2. Notes section allows for communication between students and advisor. You must click save button on right to add note to form.

3. You can submit form for approval, save and return at a later time to submit, or cancel. Once the form is submitted, you cannot make changes.
After the Request is Submitted

After you click submit, the following message will appear at the top of the form. At this point, the document status is **ENROUTE** and an action must be taken by the advising college/department.

Your request for permission to enroll has been submitted to for approval. You may check its status at any time by clicking here. You will be notified when a decision has been made. You may print this page for your records. Close the tab when you are finished viewing.

This link opens the Route Log where students can track the progress of the form.
Email Confirmation

After the form has been submitted, your advisor/approving official will receive an email notification. Once your request has been approved by your advisor/approving official, you will receive the email below. If the request is disapproved or returned to you for any reason, you will receive an email informing you of a pending request that requires action.

From: workflow@umd.edu [workflow@umd.edu]
Sent: Thursday, January 03, 2013 11:39 AM
To: Student
Subject: Permission to Enroll Request

Your request for permission to enroll at another institution has been approved.

If you would like to review the request please visit the following website:
http://rice.dev.umd.edu/kew/EDocLite?docId=1001148&command=displayDocSearchView

For questions about permission to enroll in another institution, please contact your advisor or the Office of the Registrar at webmaster@testudo.umd.edu.
For technical support with an online form, please contact workflow@umd.edu and include a copy of this email for reference.
If you experience any technical difficulties, please contact ptehelp@umd.edu.

For questions about Permission to Enroll, contact your advising college or department.