



OFFICE OF THE REGISTRAR

Electronic Permission to Enroll Form

Student User Guide

Student Information



Log in using directory ID and password.

 **Permission to Enroll at Another Institution**

This form has not yet been approved.

Student Information

Last Name *	Dittman	First *	Joshua	MI	J	
UID *	110533825	Email	<input type="text"/>			
UMD College *	Agriculture and Natural Resources	Advisor	Select Advisor <input type="button" value="v"/>			
UMD Major *	AG&RESRC-BUS					
Institution where coursework is to be done *	Click the magnifying glass icon to search for the institution		OR Fill in the information below if the institution is not listed.			
	<input type="text"/>	<input type="button" value="🔍"/>	Name	<input type="text"/>	City	<input type="text"/>
			Address	<input type="text"/>	State	<input type="text"/>
			State	<input type="text"/>	ZIP	<input type="text"/>
When coursework is to be done *	Select <input type="button" value="v"/>					
Are you in your final thirty credits at UMD? *	<input type="radio"/> Yes <input type="radio"/> No <small>If yes, please contact your advising college.</small>					

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 a * 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



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



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

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.

Institution:
 State:
 City:
 Country Code:
 Institution ID:

3504 items found. Please refine your search criteria to narrow down your search.
 200 items retrieved, displaying 1 to 100. [First/Prev] 1, 2 [Next/Last]

Return Value	Institution ID	Institution Name	City	State	Country Code	Street
return value	334000	Adler Planetarium-Chicago		IL	US	
return value	354000	Alverno College	Milwaukee	WI	US	P.O. Box 343922
return value	334010	American Academy of Art		IL	US	
return value	33ARGO	Argosy University	Chicago	IL	US	
return value	334040	Art Institute of Chicago		IL	US	
return value	334050	Augustana College		IL	US	
return value	334060	Aurora University		IL	US	
return value		Baker College-all campuses	Flint	MI	US	
return value		Bellin College of Nursing	Green Bay	WI	US	P.O. Box 23400
return value		Beloit College		WI	US	
return value		Bethany Lutheran College		MN	US	
return value		Black Hawk College		IL	US	
return value		Blackburn College		IL	US	
return value		Blessing-Rieman College of Nursing	Quincy	IL	US	P.O. Box 7005
return value	334120	Bradley University		IL	US	
return value	35BSCM	Bryant & Stratton College-Milwaukee	Milwaukee	WI	US	Suite 500
return value	324640	Calumet College of Saint Joseph		IN	US	
return value	354020	Cardinal Stritch College		WI	US	
return value	334130	Carl Sandburg College		IL	US	
return value	354030	Carroll College		WI	US	
return value	354040	Carthage College		WI	US	
return value	334200	Chicago State University		IL	US	

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



Course Information



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



Student Completes This Section				Official Use Only			
Course Number *	Course Title	Credit	Major Req.	UM Equivalent Course	Repeat Course	Course No. Level	Applicability Code
<input type="text"/> 🔍	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	Select ▾	Select ▾
<input type="text"/> 🔍	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	Select ▾	Select ▾
<input type="text"/> 🔍	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	Select ▾	Select ▾
<input type="text"/> 🔍	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	Select ▾	Select ▾

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



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

Course Number:	<input type="text" value="M"/>
Course Title:	<input type="text"/>
UMD Equivalent:	<input type="text"/>
Core:	<input type="text"/>
Diversity:	<input type="text"/>
Accepted:	<input type="text"/>
Institution Code:	52431A
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

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

509 items found. Please refine your search criteria to narrow down your search. There are no returnable items within the results. Please perform another search or click cancel or return with no value to return to the previous page.

200 items retrieved, displaying 1 to 100.[First/Prev] 1, 2 [Next/Last]

Return Value	Course Number	Course Title	UMD Equivalent	Institution Code	Gen Ed	Core	Diversity	Elective	Footnotes	Start Term	End Term	Accepted
return value	MA110	SURVEY COLLEGE MATH	MATH110	52431A	FSMA	FM		FM				Y
return value	MA112	SURVEY COLL MATH	MATH110	52431A	FSMA	FM		FM				Y
return value	MA112.1	SURVEY COLL MATH	MATH110	52431A	FSMA	FM		FM				Y
return value	MA113	INTRO PROBABILITY	MATH111	52431A	FSMA	MS		FM				Y
return value		PROBABILITY	MATH111	52431A	FSMA	MS		FM				Y
return value		MATICAL IDEAS	Elective	52431A	FSMA	FM		FM	MH, 17			X
return value		MATICAL IDEAS	MATH110	52431A	FSMA	FM		FM				Y
return value		LCULUS	MATH115	52431A	FSMA	FM		FM				Y
return value		LCULUS	MATH115	52431A	FSMA	FM		FM			201301	Y
return value	MA118.2	PRECALCULUS	MATH115	52431A	FSMA	FM		FM				Y
return value	MA153	APPL CALC W/ TRIG	Elective	52431A	FSMA	FM		FM			201301	Y

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:
 - The College Park department offering comparable subject (not necessary for elective). Signature and stamp constitutes approval.
 - The academic major departmental advisor or College advisor. Applicability code, signature and stamp constitutes approval.
 - 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 Requirements for Satisfactory Academic
- Grades earned must be 'C-' or better for program requires a minimum grade of 'C'
- Students must take their final 30 (thirty) credit hours at the College Park campus.
- Course work taken elsewhere, other than the community college are transferred as Learning Experience credits. Courses taken at a community college are transferred as Learning Experience credits. Courses taken at a community college are transferred as Learning Experience credits.
- Only credits from regionally accredited institutions are transferable.

Date * I understand the conditions under which the permission is granted.

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.

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.

Create Note			
Author	Date	Note	Action
Dittman, Joshua John	04/08/2013	<input type="text"/>	<input type="button" value="save"/>

After the Request is Submitted



After you clicks 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.

action list doc search Logged in User: jdittman [Login](#) [Logout](#)

Route Log [refresh](#)

ID: 1003025 [hide](#)

Title	Routing Document Type 'umd.edoc.PermissionToEnrollDocType'		
Type	Permission to Enroll Request	Created	08:14 PM 04/08/2013
Initiator	Dittman, Joshua John	Last Modified	08:14 PM 04/08/2013
Route Status	ENROUTE	Last Approved	
Node(s)	Advisor	Finalized	

Actions Taken [hide](#)

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Dittman, Joshua John		08:14 PM 04/08/2013	

Pending Action Requests [hide](#)

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST APPROVE	Unknown ANSC	08:14 PM 04/08/2013	

Future Action Requests [show](#)

Where it was.

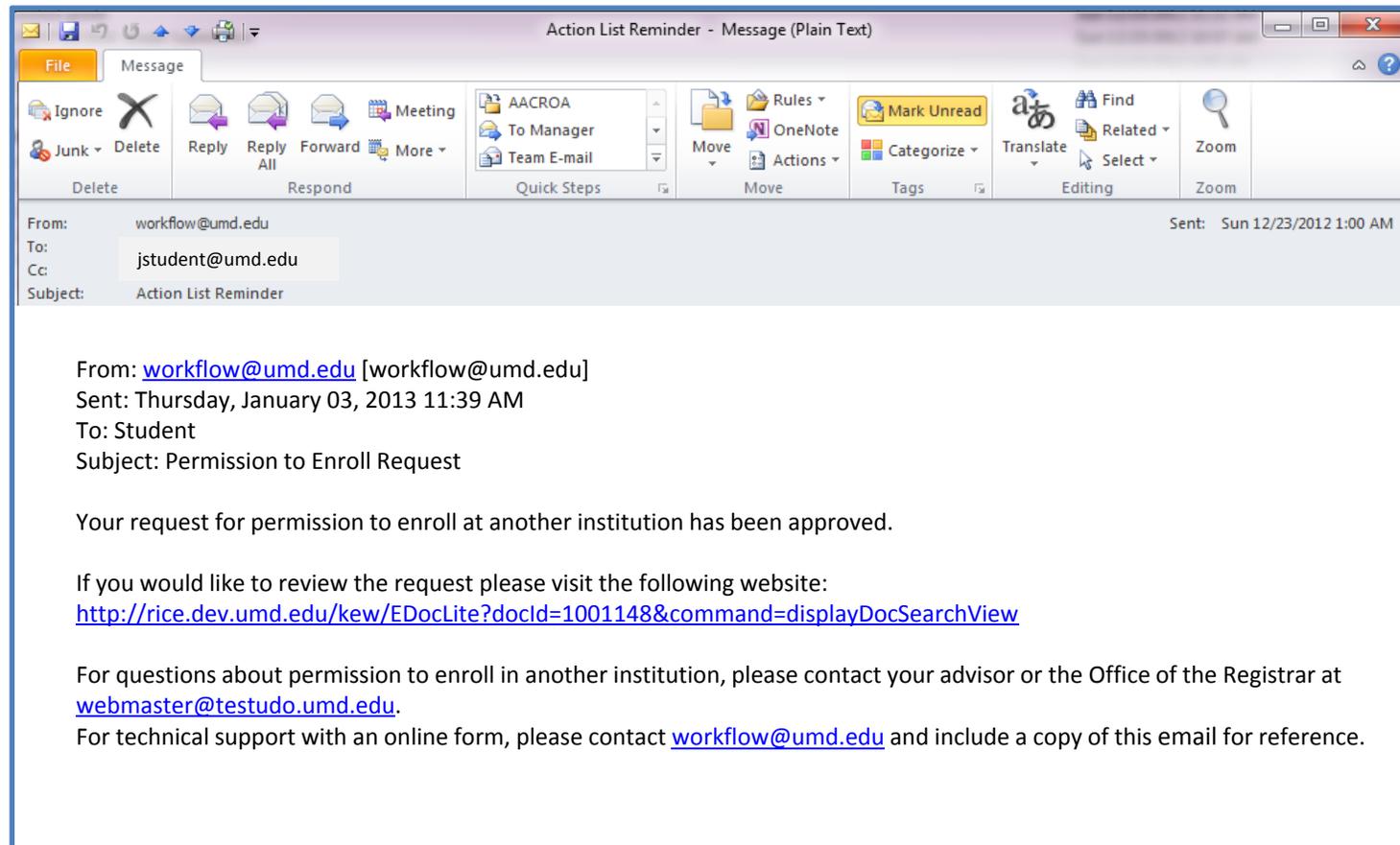
Where it is.

Where it's going.

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 the you for any reason, you will receive an email informing you of a pending request that requires action.



Help



If you experience any technical difficulties, please contact ptehelp@umd.edu.

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