



UNIVERSITY SYSTEM OF MARYLAND  
Application for Inter-Institutional Registration

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ Home Institution Student ID number: \_\_\_\_\_  
Last name , First name Middle Initial

Permanent Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City State ZIP

Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ Gender: Male Female Non-binary

Last 4 digits of the Social Security Number: - \_\_\_\_\_

A. Are you Hispanic/Latino? (Choose only one)

B. What is your race? (Choose one or press "ctrl" to select more than one)

Student Classification at the home institution:

\_\_\_\_ Sophomore \_\_\_\_ Junior \_\_\_\_ Senior \_\_\_\_ ROTC Freshman \_\_\_\_ Graduate Student \_\_\_\_ First Professional

If a graduate student or a student in a first professional degree program, indicate the program: \_\_\_\_\_

Residency Status: In-State Out-of-State

**REGISTRATION INFORMATION:**

Have you ever before applied to or registered for a credit-bearing class at the host institution? YES NO

If yes, please provide your student ID number: \_\_\_\_\_

If yes, was your name the same - if not, please give the name you used: \_\_\_\_\_

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

<u>Home</u>	<u>Host</u>	<u>Home</u>	<u>Host</u>
		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 Global Campus*
		University of Baltimore	

\*Graduate programs only; all self-supporting programs are excluded.

Semester and Year of Desired Enrollment: \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer\*\* Year: \_\_\_\_\_

\*\*Summer Session - self-supporting programs may be excluded

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students must have permission from the host institution and home institution to participate. Please complete the table below

Host Institution Course Prefix	Host Institution Course Number	Section Number	Grading Option	Credit Hours	Home Institution Evaluation (course or requirement)	Home Institution Academic Approval
Total Credits Requested:						

HOST institutional approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature/Title

**FOR OFFICIAL USE ONLY- HOME INSTITUTION REGISTRATION APPROVAL**

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

\_\_\_ Inter-Institutional Registration      \_\_\_ Collaborative/Cooperative Program  
 \_\_\_ Other (specify): \_\_\_\_\_

Signature of Registrar or Designee:\*\*\* \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*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 host and home institution credits are combined) according to the home institution. Approval does not ensure availability of placement in the course at the host institution.

If needed, please complete the following:

Agency Code: \_\_\_\_\_ Program: \_\_\_\_\_ Fund: \_\_\_\_\_ Object Source: \_\_\_\_\_ Transaction Code: \_\_\_\_\_

**Procedural note: If this application is sent by email, it shall be sent with encryption, via a secure share process, or through use of an FTP site or by other secure means to protect student information.**

## **University System of Maryland Inter-Institutional Registration Procedures**

For the enrichment of students attending University System of Maryland Institutions, opportunities exist for students to augment their programs by taking courses for credit at other USM institutions (see Board of Regents' Policy on Student Concurrent Inter-Institutional Registration, BOR III 2.40; III 2.41). The following are the related procedures:

### **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) at the home institution 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 facilitates identifying students participating in IIR.
- C. The registrar of the home institution coordinates with the registrar of the host institution to register the student at the host institution; if no space is available in the host institution course, the host institution registrar informs the student and the home institution registrar.
- 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). If there are institution-associated fees linked to the course at the host institution, they are the responsibility of the student.
- E. Upon completion of the course, the host institution's registrar will forward a grade report or an official transcript 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 facilitate approvals at the host institution and, once approvals are secured, 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 with 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. At the student's request, disability accommodations will be facilitated through communication between the disability services offices of the home and host institutions. It should be noted, however, that some services available at the home institution may not be available at the host institution.