

The online registration process for summer session 2015 will begin on March 24, 2014. **Student Authorization requests may be sent starting March 13, 2015.**

Online Registration Begins: March 23, 2015

Last Day to Add a Course: May 29, 2015

Summer Twelve Week Session Dates: May 26, 2015 - August 15, 2015

Review the [Semester Schedule](#) Prior to sending Authorization requests.

Multiple semesters may be listed, make sure you are viewing the correct semester. (Do not send authorization requests if you have not looked at the schedule. Course offerings may change.)

Registration is a three step process:

Registration Process Overview

1. Advising - All students must complete advisement every semester
2. Authorization - Authorization to register is entered by Program Coordinator Renee Eisenhuth
3. Registration- Students registers for class online

Process Details

1. Advising – All students must contact Dr. Chuck Hodell Hodell@umbc.edu to receive academic advising. Advising should be completed through email. Please allow Dr. Hodell 7 - 10 days to review and approve your course selections. Be sure to send your finalized form only. Requesting changes after submitting your advising form will move your request to the end of the list.

The advising form and instructions are at <http://www.umbc.edu/isd/advising.html>. Be sure your form is completely filled out. Blank forms have been sent in the past because students do not have the necessary program to save changes to a PDF form. The form is available in both a PDF and Word format for this reason. **Make sure you are using the most recent advising form available on the website. Student Advising forms and Authorization requests may be sent starting March 13, 2015.**

2. Authorization Process – After Dr. Hodell approves your course selection, we will enter your authorization into the registration system. Continuing students will be able to register March 23, 2014. Non-Degree students may begin to register one week prior to the start of the session. More authorizations than total number of spaces in a course may be entered. (Renee will send an email when your authorization has been entered.)

3. Registration – After students are authorized, they may register online via myUMBC on March 23, 2014. Authorization does not guarantee a seat in the course. You must register online and are advised to do so immediately. (Online registration instructions may be found here, <http://registrar.umbc.edu/services/registration/>)

Wait List:

The ISD courses have a wait list held automatically by the Student Administration (SA) System. If a course is full, you may place yourself on the wait list through SA. When a space becomes available in the course, the SA system will automatically enroll the next eligible student from the wait list. (You must check the box to place yourself on the wait list, if a course is full. See online registration instructions link above)

The ISD department cannot prioritize the wait list, nor can we override the wait list.

The SA system will auto-enroll students from the wait list into a course up until the 5th business day of classes. If you decide you no longer want to be on the wait list prior to the 5th business day of classes, you must remove yourself. The wait list will be purged after the 5th business day of courses.

If you are automatically enrolled an email will be sent to your UMBC email address by the system.

Please contact Program Coordinator Renee Eisenhuth at reisen@umbc.edu with any questions.

Authorization Information and Notes:

The ISD Department will give authorizations to students who request them and are approved. This will result in some courses having more authorizations issued than available seats in a course. We will also continue to give authorizations to courses that are full.

Authorization does not guarantee a student a seat in the course. Students must register online through their myUMBC account to have a space in the course.

Your Authorization will not expire but if you wait to register there may no longer be a seat in the course. If you opt to put yourself on the wait list for a course that is full, be sure to read about wait lists above.

Put your legal name and campus ID in the body of the email with your authorization request. It is harder to enter an authorization for the correct individual if we cannot look them up.

Make sure Renee Eisenhuth (reisen@umbc.edu) was copied on your authorization email from Dr. Hodell. If she doesn't receive the email she will not enter the authorization. Only forward to Renee if reisen@umbc.edu was not included.

Students interested in courses EDUC 792T and 794 should contact Dr. Greg Williams directly at gregw@umbc.edu prior to requesting authorization to discuss their internship or final project. You must include in your email to Dr. Hodell, for registration, that you have spoken to Dr. Williams before Dr. Hodell will approve.

If you are looking to received authorization to take a course at another institution, please contact Renee for the process. Inter-institutional requests do not get sent to Dr. Hodell.

The UMBC Campus will be closed on Monday, March 16th and Tuesday March 17th during spring break.