

Registration for Spring 2015

Online advance registration for spring 2015 will begin on November 3, 2014.

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. Include the class number in your email.)

Registration is a three step process:

Registration Process Overview

1. Advising - All students must request and receive academic advisement every semester.
2. Authorization - Authorization to register is entered by Program Coordinator Renee Eisenhuth
3. Registration- Student registers for class online

Process Details

1. Advising – All students must complete their academic advising form and contact Dr. Chuck Hodell Hodell@umbc.edu to receive academic advising. This ensures that students don't waste time or money by taking the wrong course. Advising may be completed through email. Please note it may take 7 - 10 days to review and approve courses. Be sure to review the schedule and send your finalized form only.

The advising form and instructions are at <http://www.umbc.edu/isd/advising.html>

2. Authorization Process – After Dr. Hodell approves your course selection, we will enter your authorization into the registration system and you will be able to register according to the dates below. More authorizations than total number of spaces in a course may be entered.

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

Registration Schedule

Advance Registration - November 3, 2014 - for current graduate students

New Student Registration - TBD - for new Master's and Certificate students

Non-degree Registration - January 19, 2015 - for Non-Degree students

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.

The ISD department cannot prioritize the wait list, nor can we override the wait list. You are advised to register immediately after receiving authorization.

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:

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.

Notes:

- 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.
- Some courses are restricted to students who are in the plan of study that requires that course. If you can't register for a course it may be possible you never applied for that plan of study.
- Advising forms sent from October 30th to November 8th may take longer to process.
- Renee will be out of the office starting November 5th, returning November 11th. Authorizations will not be entered during this time.
- Be sure to review the spring 2015 academic calendar and be aware of important dates, <http://registrar.umbc.edu/files/2014/10/Spring-2015.pdf>

Read the Pre Advising Hints that were previously sent,
<http://www.umbc.edu/isd/studentcommunication.html>