



UNIVERSITY *of* MARYLAND
SCHOOL OF NURSING

NURSING INFORMATICS

Student Welcome Packet 2014

(Admission Prior to Spring 2014)

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WELCOME FROM THE PROGRAM DIRECTOR

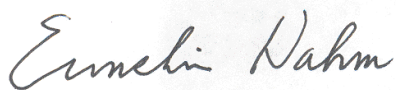
Welcome to the Nursing Informatics program at the University of Maryland School of Nursing (UMSON). Although we may be separated by distance, our faculty, staff, and students form a close community. We are delighted that you are now one of us.

Whether you have been working in nursing informatics or are new to the field, your time in the program will be one of transition. You will acquire new perspectives on the uses of knowledge and information in nursing practice and on the information technologies that support those uses. You will be moving to a higher level of professional practice as you master the knowledge, skills, and roles of the informatics nurse specialist. You will become a contributing member of the nursing informatics community in our program, nationally, and internationally.

The UMSON faculty and I are committed to helping you to succeed and grow professionally. We will demand a great deal from you, and we will support your efforts to reach your goals. We hope you will contact us when you have questions or concerns, not only about your courses, but also about your career and your professional life. We know that life circumstances and work obligations sometimes pose challenges to adult learners. Please let us know if situations arise that might require special consideration.

We have prepared this packet to help you get acquainted with our program and to provide information and resources for getting started. There is much more information on UMSON's website. If you can't find the answers you need, please ask one of us.

With best wishes for a fulfilling student experience,

A handwritten signature in black ink that reads "Eun-Shim Nahm". The signature is written in a cursive, flowing style.

Eun-Shim Nahm, PhD, RN, FAAN
Professor and Program Director
Nursing Informatics
Department of Organizational Systems & Adult Health
University of Maryland School of Nursing

UNIVERSITY OF MARYLAND SCHOOL OF NURSING

NURSING INFORMATICS FACULTY MEMBERS



Eun-Shim Nahm, PhD, RN, FAAN, professor and program director, conducts research in geroinformatics, developing and evaluating technology-based interventions for the management of the health of aging adults and their caregivers. She has conducted various studies in this field, including qualitative, measurement, theory testing, and usability studies, as well as developing and implementing online interventions using various Web components. Dr. Nahm is a recipient of multiple grant awards from the National Institutes of Health. She is currently a principal investigator for an R01 study, “Dissemination of a Theory-Based Bone Health Program in Online Communities” (08/2009–05/2014), funded by the National Institute of Nursing Research. She has published more than 55 peer-reviewed journal articles and four book chapters in the field. Dr. Nahm has mentored many doctoral students and teaches graduate-level informatics courses.



Arpad Kelemen, PhD, associate professor, has expertise in biomedical informatics; Electronic Health record and health care database development, optimization, and evaluation; health care software and game development; human-computer interaction; intelligent patient care technologies with artificial intelligence; and data mining of large healthcare data. Dr. Kelemen has published more than 50 peer reviewed papers and two books, *Computational Intelligence in Bioinformatics* and *Computational Intelligence in Medical Informatics*. He was the principle investigator on a Health Resources and Services Administration grant, "Nursing informatics program focused on diversity and the underserved". In addition, he has received funding from National Science Foundation, National Institutes of Health, NYSTAR- Empire State Development, and the U.S. Navy. He developed a large-scale intelligent software agent that makes human-like decisions regarding job assignments and job satisfaction.. He develops models, algorithms, and intelligent systems for large-scale biomedical data, including health care, genomic, and clinical data. He currently leads development of educational and patient-centered online health care games.



Charlotte Seckman, PhD, RN-BC, assistant professor, is a board certified informatics nurse with a research background focused on translating evidence into health care practices; exploring design efficiencies in computerized provider order entry; evaluating the usability of the electronic medical record to include system implementation, training, and user satisfaction; and developing community and cognitive engagement techniques related to Web-based learning modalities. She is currently working in conjunction with the National Institutes of Health and the National Library of Medicine to develop, refine, and evaluate an evidence-based practice system, “EBP InfoBot.” This system is designed for automatic searching and delivery of patient-specific information from evidence-based resources that directly integrates with an electronic medical record.



Ernest Opoku-Agyemang, MA, MS, RN, is a clinical instructor with expertise in supporting and implementing information systems in health care, finance, e-business and e-commerce. His most recent experience was working as a systems analyst on the Defense Health Administration Designated Provider Program where he was responsible for testing, requirement analysis, and design. Mr. Opoku also served as a senior systems test engineer on the Community Health Automated Medicaid Processing System, which is the Medicare Management Information System for the state of Michigan. Prior to that, he worked in the financial industry as a consultant on the Order Audit Trail System for the NASDAQ stock market. Mr. Opoku was the recipient of the prestigious British Drummond Wolff award while earning his master’s degree in Developing Area Studies and was awarded the Excellence in Nursing Informatics award from the University of Maryland School of Nursing, in 2012. As an RN, Mr. Opoku-Agyemang has practical experience in direct patient care in multiple acute care settings. His areas of interest include electronic health records and barcoded computerized medication administration. He is currently a PhD student at UMSON with a research focus on using mobile applications in managing chronic diseases.



Ronald Piscotty, PhD, RN-BC completed his Bachelor of Science in Nursing degree at Wayne State University in 1998, his Master of Science in Nursing Business and Health Systems at the University of Michigan Ann Arbor in 2006, and his PhD. in Nursing at the University of Michigan Ann Arbor in 2013. His research interest centers around the impact that healthcare information technologies have on nursing practice and quality and safety in hospital settings. Dr. Piscotty is specifically interested in examining the relationship between electronic nursing care reminders and missed nursing care in acute care settings. He has 16 peer reviewed publications and one book chapter in press, and has 30 peer reviewed presentations at the local, regional, national, and international level. Dr. Piscotty has received both internal and external funding for his research. He has taught nursing courses at the undergraduate and graduate level. Dr. Piscotty is board certified in nursing informatics from the American Nurses Credentialing Center. He is a member of several prominent nursing organizations including, Midwest Nursing Research Society, American Medical Informatics Association, American Organization of Nurse Executives, and Sigma Theta Tau.



GRADUATE PROGRAMS IN NURSING INFORMATICS VISION AND MISSION

VISION

The University of Maryland School of Nursing (UMSON) will be a leading academic program in nursing informatics and renowned for its educational programs and research focused on the use of informatics solutions to optimize health outcomes.

UMSON will be recognized for leadership and excellence in education, health information technology policy, research, and health informatics applications on the national and international levels.

MISSION

Our mission encompasses education, research, health information technology policy, and application.

Education

- UMSON will offer exceptional and rigorous educational programs for nursing informatics practice, scholarship, and research.
- All nursing informatics graduates will have knowledge and skill in the foundations for contemporary health informatics practice.

Research

- UMSON will support research conducted by nursing informatics faculty members, and students will advance knowledge and practice in the informatics domain.
- Success and excellence in research among nursing informatics faculty members and students will be demonstrated by external funding and scholarly activities.

Health Information Technology Policy

- Nursing informatics faculty members and students will use informatics resources to further social and informatics-related policies by collaborating with professional, government, and non-governmental organizations.
- Nursing informatics faculty members and students will participate in the development, advocacy, and evaluation of health information technology policy on the local, national, and international levels.

Application

- Nursing informatics faculty members and students will apply informatics solutions in support of quality, safety, outcomes, and evidence-based practice.

BECOMING A NURSING INFORMATICS PROFESSIONAL

NURSING INFORMATICS: SCOPE AND STANDARDS OF PRACTICE

As a nursing informatics student, you should purchase *Scope of Standards of Nursing Informatics Practice*. This booklet will be required in some of your classes. More information on purchasing this booklet is available on the American Nurses Association website (<http://nursingworld.org>).

CERTIFICATION IN NURSING INFORMATICS

Certification in nursing informatics is not required to practice. It does, however, attest to your expertise and may provide an advantage in employment and advancement. There are currently two organizations offering certification for informatics nurse specialists:

- American Nurses Credentialing Center
<http://www.nursecredentialing.org/>
- Health Information Management and Systems Society (HIMSS)
http://www.himss.org/ASP/certification_cphims.asp

Your program faculty members respect both organizations and do not endorse either in preference to the other.

NURSING INFORMATICS PROFESSIONAL ORGANIZATIONS

As a nursing informatics student, you may want to consider joining the following organizations:

- American Medical Informatics Association (AMIA) - NI Working Group
<http://www.amia.org>
 - AMIA's Nursing Informatics Working Group provides excellent professional development and networking opportunities.
 - AMIA offers a low student membership rate of \$40 per calendar year (for students living within the U.S.) with proof of full-time matriculation.
 - AMIA offers student discount rates to AMIA meetings and discounts to special non-AMIA meetings. (<http://www.amia.org/about-amia/membership-categories>)
- American Nurses Informatics Association (ANIA)
<http://www.ania.org>
 - ANIA membership gives you access to a network of over 2,200 informatics professionals in all 50 states and 32 counties.
 - The organization has an active e-mail list and job bank with employee-paid postings.
 - ANIA offers several student membership options, which start from \$15 for 3 months.
<https://www.ania.org/membership>

- Healthcare Information and Management Systems Society (HIMSS)
<http://www.himss.org>
 - The national organization and state chapters provide excellent professional development and networking opportunities.
 - HIMSS awards seven scholarships to select HIMSS student members who have demonstrated academic achievement. (<http://www.himss.org/foundation/schlr.asp>)
 - HIMSS offers a low student membership rate of \$30 with proof of full-time matriculation.

- Alliance for Nursing Informatics (ANI)
<http://www.allianceni.org/>
 - The member organizations are the many nursing specialty organizations that recognize informatics as an important dimension of, or influence upon, nursing practice.
 - Sponsored by the AMIA and HIMSS, the alliance provides a unified voice for nursing informatics and an organizational home for the Technology Informatics Guiding Education Reform (TIGER) initiative, <http://thetigerinitiative.org/>.
 - The alliance is an organization of organizations and does not have individual memberships.

GETTING STARTED

ORIENTATION: FACE-TO-FACE AND VIRTUAL

Attending the face-to-face orientation is highly recommended for students living in the Baltimore area. The orientations cover various aspects of registration and provides a checklist of items you will need.

- Face-to-Face (FTF) Orientation: The information about the FTF orientation can be found in the admission materials sent by UMSON.
- Virtual Orientation: If you are unable to attend any of the face-to-face orientation sessions, please visit our Virtual Orientation Center.

<http://nursing.umaryland.edu/admissions/accepted>

POLICIES, PROCEDURES, SERVICES, AND RESOURCES

The UMSON *Student Handbook* is accessible online at <http://nursing.umaryland.edu/student-resources/student-handbook>. This book includes the policies followed in all UMSON courses, as well as in-depth information about UMSON procedures, services, and resources.

The UMSON *Student Life* webpage (<http://www.nursing.umaryland.edu/student-life/>) is a resource for students and has information about campus services and resources.

THE UNIVERSITY OF MARYLAND NURSING INFORMATICS LISTSERV

All students in the Nursing Informatics specialty must subscribe to the NI listserv. This is our main line of communication. Students, faculty members, and alumni belong to the listserv. We post questions, exchange ideas, and provide information about job opportunities.

To subscribe to the son_nilist:

- Send an e-mail to sympa@lists.umaryland.edu from the address you want to subscribe to the list.
- In the subject line, put: Subscribe son_ni <Your Name>

To unsubscribe from the son_nilist:

- Send an e-mail to sympa@lists.umaryland.edu from the address you want to unsubscribe from the list.
- In the subject line, put: Unsubscribe son_ni

OBTAIN YOUR myUMB ID ACCOUNT

The myUMB ID is a single sign-on system designed to allow access to multiple University systems. Some of the systems that use the myUMB ID include:

- myUMB Portal
- myUMB Mail (*this is required in order to e-mail faculty*)
- Blackboard
- SURFS
- Campus Wireless System
- iTunes University

For information on how to obtain a myUMB ID account, please visit <https://www.nursing.umaryland.edu/admissions/accepted/registration/>. If you need further assistance, please visit the IT Helpdesk information page at: <http://www.umaryland.edu/helpdesk/>. The IT Helpdesk is able to assist you with UM One Card services, myUM email accounts, User IDs and passwords, and SURFS (Student User Friendly System).

SURFS: STUDENT USER FRIENDLY SYSTEM

SURFS is a Web-based companion to UMB's Student Information Management System. The SURFS Web page provides current students with online, real-time information about their student records. Students can review their registration, grades, academic record, accounts receivable, and financial aid information. SURFS is located at <http://www.umaryland.edu/surfs/>.

BLACKBOARD ACCESS FOR WEB-BASED COURSES

Go to the UMB Blackboard site, <http://blackboard.umaryland.edu/>, and log in using your myUMB ID. Select the Web-based course(s) for which you are officially registered.

If you have trouble logging into Blackboard, e-mail tech support at help@umaryland.edu or call 410-706-HELP (4357). If you are unfamiliar with Blackboard, review the Student Blackboard FAQ's at <https://www.umaryland.edu/blackboard/student-topics/>.

Please note that Web-based courses are not open for student access until the first day of classes each semester.

OBTAIN YOUR UMB ONE CARD (STUDENT ID)

Face-to-face and distance learning students can also get a student ID card. This card is useful to access University facilities online and on campus, as well as for obtaining student discounts for conferences, professional memberships, and educational materials. Please visit the UMB One Card website for instructions on how to obtain the ID card at <http://www.umaryland.edu/onecard/>.

OBTAIN A PARKING PERMIT

The student parking lot is located at the Lexington Garage, 680 W. Lexington Street. Parking permits are processed through the parking website at <http://www.umaryland.edu/parking/student-parking/>.

PURCHASING TEXTBOOKS

You can access the bookstore homepage via the UMB homepage, <http://umb.bncollege.com/>. To order textbooks, enter the term, department, course number, and section. You can order books for delivery or on-campus pick-up.

ACCESS TO HS/HSL RESOURCES

Internet access to library resources, including e-journals, e-books, electronic reserves, and databases, requires you to use your myUM ID and password to log onto the Health Sciences and Human Services Library (HS/HSL) resources from off-campus. Previously students were required to enter their barcode found on their UMB One card and their last name.

Students must be enrolled in a credit course to have access to online resources. Those enrolled in continuing education classes are not eligible. More information is available on the library's website, <http://www.hshsl.umaryland.edu/>.

This guide is intended to help students taking online courses at UMB to use services and access resources at the HS/HSL from a distance: <http://guides.hshsl.umaryland.edu/distancestudents>.

PLANNING YOUR ACADEMIC PROGRAM OF STUDY

WEB-BASED LEARNING

Web-based courses are designed as "anytime, anywhere" learning environments offered via the Internet using a Web browser. You will engage in course content and communicate with peers and instructors online. Therefore, you must have access to a computer with Internet connectivity, and you will need to plan your learning time as it fits your schedule. Each online course is a different experience, implementing various instructional strategies best suited for varying content and learning styles. Students taking a three-credit course spend at least six hours online each week in order to:

- View online lectures and presentations with audio/video
- Explore course-related Internet sites
- Engage in discussions and post messages
- Collaborate with other students during group projects
- Participate in research using electronic library resources
- Complete and submit course assignments

The main benefit of distance education is convenience - the freedom to take courses where you want on a more relaxed schedule than in a traditional course. Course content is divided into modules, which students are expected to digest on a set schedule. However, students choose when and where to complete each module before the deadline. Although you have more freedom in completing assignments, there may be occasions when you are required to interact with your instructor or classmates at pre-scheduled times.

The other benefit of distance education is flexibility in communicating with the supporting organization and instructor. Options include using both asynchronous (i.e. bulletin boards) and synchronous (i.e. chat rooms) communication modes, e-mail, fax, and telephones. Students also have access to a number of online services, including completing administration functions and accessing library resources. With this freedom comes responsibility. Since you will be interacting with others remotely and will be more responsible for your schedule than a traditional student, online students must be able to:

- Develop and maintain their own schedules for completing coursework
- Write clearly and effectively
- Adapt to working in a new learning environment
- Learn new computer skills to complete assignments

It is important to reiterate that as an online student you have more freedom and convenience in completing coursework. However, with more flexibility, you have more responsibility in completing assignments on your own within a Web-based learning environment.

ONLINE LEARNING SUGGESTIONS

If you are an online nursing informatics student, consider the following suggestions:

- 1. Explore the UMSON website and familiarize yourself with online education.** Visit <https://www.nursing.umaryland.edu/student-life/current-students/> OR <http://nursing.umaryland.edu/lt/student> where you will find links to University resources.
- 2. If you live in a state other than Maryland or in another country, discuss your potential practicum site with Dr. Eun-Shim Nahm early in your program.**
- 3. Remember that you must subscribe to the NI listserv, our program's listserv.** This is our main line of information exchange and communication, especially if you are a distance/online student. *See Page 7 for subscription instructions.*

COURSE SCHEDULING AND SEQUENCING: MS PROGRAM AND POST-MS OPTION

The **nursing core courses and electives** may be taken in any sequence:

Course	When Offered
NURS 622 Systems and Populations in Health Care	Fall, Spring, Summer
NURS 659 Organizational and Professional Dimensions of Nursing Practice	Fall, Spring, Summer
NURS 701 Science and Research for Advanced Nursing Practice	Fall, Spring, Summer
Two electives	

The **management courses** may be taken in any sequence:

Course	When Offered
NURS 690 Managerial Health Finance	Fall, Spring
NURS 691 Organizational Theory: Application to Health Services Management	Fall, Spring

In general, the **informatics courses** must be taken in the sequence shown. However, NURS 784 and NURS 786 may be taken concurrently, and NURS 785 may precede or follow those two:

Course	When Offered
NURS 736 Technology Solutions for Generating Knowledge in Health Care	Fall, Spring
NURS 786 Systems Analysis and Design	Spring
NURS 784 Information Technology Project Management	Fall
NURS 785 Health Care Database Systems	Summer
NURS 737 Nursing Informatics Concepts and Practice in Systems Adoption	Fall
NURS 738 Practicum in Nursing Informatics	Spring

Some courses have prerequisites.

NURS 737 prerequisites:	NURS 736, NURS 786, NURS 701
NURS 738 prerequisites:	NURS 736, NURS 737, NURS 785, NURS 701, NURS 690, NURS 691, NURS 622, NURS 659
NURS 738 co-requisites:	NURS 784 and two electives may be taken before or concurrently with NURS 738, but not after.

PLANS OF STUDY

The plans of study for the Master of Science (MS) Program offer full-time or part-time study with spring or fall matriculation. Military and international students require plans of study that meet regulatory requirements; others may select the military or international student option with their advisor's consent.

The plans of study for the Nursing Informatics Certificate program offer both part-time and full-time study with spring or fall matriculation (19 credits).

**MS IN NURSING INFORMATICS
PLAN OF STUDY MILITARY OR INTERNATIONAL STUDENT
FALL MATRICULATION**

Semester I (Fall)

NURS 622	Systems and Populations in Health Care	3
NURS 701	Science and Research for Advanced Nursing Practice	4
NURS 736	Technology Solutions for Generating Knowledge in Health Care	3
NURS 659	Organizational and Professional Dimensions of Advanced Nursing Practice	3

Semester II (Spring)

NURS 691	Organization Theory: Application to Health Services Management	3
NURS 786	Systems Analysis and Design	3
NURS 690	Managerial Health Finance	3
XXX	Elective or course from an additional specialty	3

Semester III (Summer)

NURS 785	Health Care Database Systems	3
XXX	Elective or course from an additional specialty	3

Semester IV (Fall)

XXX	Elective or course from an additional specialty	3
NURS 784	Information Technology Project Management	3
NURS 737	Concepts in Nursing Informatics*	3
NURS XXX	Elective or course from an additional specialty	3

Semester V (Spring)

NURS 738	Practicum in Nursing Informatics*	3
XXX	Elective or course from an additional specialty	3
XXX	Elective or course from an additional specialty	3
XXX	Elective or course from an additional specialty	3

Total Credits **55**

* Denotes courses that must be taken in this program. No waivers or transfer credit accepted.

Military students and international students who are in the U.S. on a student visa are required to take at least 12 credits in each spring and fall semester and at least six credits in each summer semester. Students may accumulate the additional credits by choosing electives or by applying to enroll in the post-master's program of an additional specialty. The post-master's work may be taken simultaneously with the informatics master's degree work. In all cases, military and international students are required to complete their studies in five semesters, and they matriculate in the fall.

REGISTERING FOR COURSES

When you are admitted, **develop your plan of study by consulting with your advisor**. Each semester, **review the plan of study with your advisor during the advisement period to determine the courses for which you should register in the upcoming semester.**

To begin the registration process, go to <http://www.umaryland.edu/surfs> and click on the **Class Schedule**.

To register online, go to <http://www.umaryland.edu/surfs> and click in the box labeled **Login to SURFS**.

- Follow instructions to login.
- Click **Student Records**.
- Click **Registration**.
- Click **Select Term** and choose the desired semester. (Only one semester can be registered for at a time).
- Click **Submit**
- Click **Register, Add/Drop Classes** and then scroll down to the **Add Classes Worksheet** section.
- Enter the CRN number(s) for your desired course(s) and section(s). (If you are unsure of the CRN numbers, use the **Class Search** option to find your desired classes. You may either a.) copy down the CRN number and enter to the Add Classes Worksheet or b.) Select the box next to the CRN number and choose **Register** or **Add to Worksheet**.
- Click **Submit Changes** and your courses will appear in the **Student Detail Schedule** area.

You might encounter the following registration errors:

- Time conflict – You have selected classes that meet at the same time.
- Closed Section – Course is full and closed for further registration.
- Class Restriction – You are not eligible to register for the course.
- Holds – Student Health, Foreign Student, and Student Accounts place holds. Contact the appropriate office to have holds removed.
- Course Pre-requisites – You have not met the requirements to register for this course.

Don't forget to print your schedule. Click "Student Schedule by Day and Time" for a quick table format, or click "Student Detail Schedule" for a more detailed version.

If you have questions, call the registration hotline at 410-706-2799.

CHOOSING COURSES FROM UNIVERSITY OF MARYLAND INSTITUTIONS

COURSES OF INTEREST TO NURSING INFORMATICS STUDENTS

- Choose your electives based on your interest, knowledge, experience, and career goals. Carefully review whether the selected course requires any prerequisite courses.
- Courses must be graduate-level courses.
- Consult with your advisor about electives that interest you. Your advisor must approve the elective before you can register.
- Courses listed below are some examples; course numbers and names are subject to change. You are welcome to explore other classes.

University of Maryland School of Nursing

Course descriptions/schedule: <http://www.umaryland.edu/surfs/>

NRSG 720 The Changing World of Informatics in Healthcare
NURS 770 Human Factors and Human-Computer Interaction

University of Maryland, Baltimore County, Catonsville (UMBC)

Course descriptions/schedule: <http://informationsystems.umbc.edu/home/graduate-programs/graduate-course-listing/>

IS 603	Decision-Making Support Systems	(3 credits)
IS 629	Human Factors in Information Systems	(3 credits)
IS 760	Human-Computer Interaction	(3 credits)

(or other appropriate courses at the 600 level or higher)

Contact the registration office to confirm that your inter-institutional enrollment form has been received:
Tel: 410-455-2500 / Fax: 410-455-1141.

University of Maryland, College Park (UMCP)

Course descriptions/schedule: <http://www.testudo.umd.edu/ScheduleOfClasses.html>

Contact the registration office to confirm that your inter-institutional enrollment form has been received:
Tel: 301-314-8240 / Fax: 301-314-9568.

University of Maryland University College (UMUC)

Course descriptions/schedule: <http://www.umuc.edu/students/catalogs/>

IMAT 639	Internet Multimedia Applications	(3 credits)
INFA 610	Computer Security, Software Assurance, Hardware	(3 credits)
INFA 620	Network and Internet Security	(3 credits)
ISAS 630	Systems Analysis and Design	(3 credits)
ISAS 640	Decision Support Systems and Expert Systems	(3 credits)
OMDE 601	Foundations of Distance Education	(3 credits)
OMDE 610	Teaching and Learning in Online Distance Education	(3 credits)
PMAN 634	Foundations of Project Management	(3 credits)
DBST 651	Relational Database Systems	(3 credits)

(or other appropriate courses at the 600 level or higher)

UMUC Admissions Information

Contact the registration office at 1-800-888-8682 to confirm that your inter-institutional enrollment form has been received. The UMUC registration office's fax number is 301-985-7364.

Once your inter-institutional enrollment form has been processed, you will receive your self-service (MyUMUC) login information via e-mail.

UMUC Financial Information

UMUC tuition and fees must be paid directly to UMUC only (**not through UMB**). If you have any additional questions regarding financial information, please contact UMB Student Accounting at 410-706-1334.

INTER-INSTITUTIONAL ENROLLMENT PROCESSING INSTRUCTIONS

1. Obtain the carbon copy Inter-Institutional Enrollment form from the UMSON Office of Registration Services.
2. Complete the top portion of the form.
3. Select your home and host campus.
4. Select the semester and insert the year.
5. Provide Course Prefix, Course #, Section #, and Grading Option (R-Regular, A-Audit, P/F-Pass/Fail, and Credit Hours).
6. Have advisor sign in space labeled “Home Institutional Academic Approval.”
7. Make a copy for your records and attach the completed form to your registration form. Take the completed registration and inter-institutional forms to the Office of Registration Services located at 655 W. Lombard St., Room 108. (Distance students: Please e-mail the completed form to your advisor, who will be happy to assist you.)

Important Information

1. The Office of Registration Services will be responsible for faxing your inter-institutional request to the host institution.
2. You will be responsible for verifying with the host institution (registrar’s office) that your enrollment has been processed. If after five business days the registration is not processed, you must contact the Office of Registration Services at 410-706-2799 or e-mail pumphrey@son.umaryland.edu.
3. You will be responsible for requesting an official transcript to be forwarded to the Office of Registration Services at the end of the term (once grades have been posted). Any grades posted as an NM will be changed to an F within a semester, so it is very important that the transcript is forwarded to this office for a change of grade.