Permission to Enroll Form

Student User Guide
Log in using your Directory ID and password. This is the same login information you would use for Testudo.

1. Name, UID, Email, UMD College, and UMD Major are pre-populated.

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

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<th>State</th>
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<th>Street</th>
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<td>US</td>
<td>P.O. Box 343922</td>
</tr>
</tbody>
</table>

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]

1. Use search criteria to limit items retrieved. For example, enter Flor* for Florida State University.
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 criteria to limit the list.
4. Click return value to select an institution to add to the form.
1. Advisor completes this section after student submits form. This section is not available to students.

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 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

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

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/or **Core** designation code displayed if the course fulfills a requirements
   - **Diversity** indicates if the course satisfies UMD's diversity requirement for CORE
   - **Elective** indicates if a course is accepted for transfer as a general elective
   - **Footnotes** are important notations regarding how a transfer course will be accepted by UMD and could be applied to degree requirements
   - **Start/End Terms** 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)

Details about how to interpret course information in the Transfer Credit database can be found [here](#).
Completing the Form

**Conditional Permission Information**

**INSTRUCTIONS:**
- Students must obtain **APPROVAL** from the following:
  1. The College Park department offering comparable subject (not necessary for elective). Signature and stamp constitutes approval.
  2. The academic major departmental advisor or College advisor. Applicability code, signature and stamp constitutes approval.
  3. 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 SEALLED** 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 will be added to the ‘credit level’ in determining the academic levels defined by the University of Maryland. Course credits taken at public institutions in the Maryland State System except when the student’s academic program requires a minimum grade of C or better. Courses must be taken at the University of Maryland College Park campus.
- Grades earned must be ‘C’ or better for credits to be transferred.
- Students must take their final 30 (thirty) credits at the University of Maryland College Park campus.
- Course work taken elsewhere, other than the University of Maryland College Park campus, must be evaluated for applicability to specific programs upon receipt of transcript. Courses taken at a college not regionally accredited are not transferable.
- Only credits from regionally accredited institutions are transferable.

**Date**

<table>
<thead>
<tr>
<th>Date</th>
<th>I understand the conditions under which the permission is granted.</th>
</tr>
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<tbody>
<tr>
<td>04/08/2013</td>
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**Create Note**

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Note</th>
<th>Action</th>
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<tbody>
<tr>
<td>Sample, Student</td>
<td>04/08/2013</td>
<td></td>
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</tr>
</tbody>
</table>

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.
After the Request is Submitted

After you click submit, the following message will appear at the top of the form. At this point, the document status is “ENROUTE” which means it has been sent to you advisor/approving official for review and action must be taken (i.e. approval, disapproval, return with questions, etc.)

Your request for permission to enroll has been submitted 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.

Where it was.

Where it is.

Where it’s going.
After the form has been submitted, your advisor/approving official will receive an email notification. If your request has been approved by your advisor/approving official, you will receive the email below. If the request is disapproved or returned to you for any reason, you will receive an email informing you of a pending request that requires action. **Please read the email carefully as it contains important information.**

From: workflow@umd.edu
Sent: Thursday, January 03, 2013 11:39 AM
To: Student
Subject: Permission to Enroll Request

Your request for permission to enroll at another institution has been approved.

If you would like to review the request please visit the following website: [http://rice.dev.umd.edu/kew/EDocLite?docId=1001148&command=displayDocSearchView](http://rice.dev.umd.edu/kew/EDocLite?docId=1001148&command=displayDocSearchView)

For questions about permission to enroll in another institution, please contact your advisor or the Office of the Registrar at webmaster@testudo.umd.edu.
For technical support with an online form, please contact workflow@umd.edu and include a copy of this email for reference.
The final, approved PTE form will include an “Approved” notation at the bottom of the document with the name, date, and approved action for all advisors/approving officials who signed-off on the request. You can print the final, approved PTE form for your records or for institutions that may require documented permission for course registration.
Help

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

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