

Transfer Orientation

Summer 2017

THE OFFICE OF UNDERGRADUATE
ADVISING & ACADEMIC SUPPORT



A. JAMES CLARK
SCHOOL OF ENGINEERING

Mpact

ENGINEERING FEARLESS IDEAS
TO IMPROVE MILLIONS OF LIVES

clark.umd.edu/mpact



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www.youtube.com/watch?v=hUaOCdudnWE



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Goals for Today

- Learn about the Clark School of Engineering and Student Services
- Review UM and college policies
- Become familiar with engineering degree requirements
- Review math placement and AP/IB/Transfer credits
- Register for classes



Part I

Clark School Services and Academic Policies



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Clark School of Engineering

Engineering Majors:

- Aerospace
- Bioengineering
- Chemical & Biomolecular
- Civil & Environmental
- Computer
- Electrical
- Fire Protection
- Materials Science
- Mechanical

Engineering Minors:

- Computer Engineering
- Construction Program Management
- Engineering Leadership Development
- International Engineering
- Nanoscience and Technology
- Nuclear Engineering
- Project Management
- Technology Entrepreneurship

**Students who are undecided engineering are required to declare a major before entering their 4th semester.*



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Engineering Student Affairs

Clark School Student Services Units:

- Center for Minorities in Science and Engineering
- Engineering Co-op and Career Services
- International & Leadership Programs (Study Abroad)
- Women in Engineering
- Undergraduate Advising and Academic Support



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Undergraduate Advising and Academic Support (UA&AS)

Location: Suite 1131S in Glenn L. Martin Hall
www.eng.umd.edu/advising

About us:

- Advise undecided engineering students
- Answer General Education questions
- Interpret and assist with policies and procedures
- Maintain student records
- Silver Green Office Certified!
- All forms are available online



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Student Support Services

- **FACT: The transition to UMD will be challenging– but you are not alone! UMD offers free services to help:**
- Tutoring Services - <http://www.eng.umd.edu/advising/tutoring> specific to Engineering/Math/Science courses
- Counseling Center: Learning Assistance Service - <http://counseling.umd.edu/las/> provides Success Workshops (time management, study techniques, etc.), Guided Study Sessions (CHEM, PHYS161, CMSC131, BSCI courses)
- Student Health- <http://www.health.umd.edu/care>
- Wellness - <http://recwell.umd.edu/>
- Mental Health Services - <http://www.health.umd.edu/mentalhealth/services>
- Transfer and Off Campus Student Life - http://thestamp.umd.edu/transfer_and_off-campus_student_life



UNIV100

Section 0604

What: The Student in the University

Where: PHY 4222

When: Thursdays 3:00pm - 4:50pm

This course is designed to assist students in making a successful transition to the University of Maryland (UMD) and to serve as an extended orientation to campus living and learning.



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Professionalism

- **Active Listening**—face the speaker and give your full attention. Ask questions to ensure understanding and give feedback when appropriate
- **Speaking**—think and organize your ideas before you speak to communicate effectively
- **Integrity/Honesty**—integrity takes time to build but only a second to lose. Choose to do the right thing regardless if anyone is watching
- **Sociability**—be courteous and treat people the same as how you would like to be treated
- **Diversity**—works well with individuals from diverse backgrounds
- **Participates as Member of a Team** –contributes to group effort



Email Etiquette

When writing emails to faculty/staff members, do so in a professional manner:

- Include a professional greeting (e.g. Dear Dr. ____) and your full name and student ID at the end of the email.
- Include a brief description of the problem/topic about which you are writing and a subject heading.
- Avoid using short-hand abbreviations (e.g. OMG, LOL, TTYL, etc.).
- Proof-read and spell check, so that your email reflects you in a professional manner.



Academic Policies

It is your responsibility to know the following policies (including but not limited to):

- Academic Integrity Policy
- Grades and Course information
- Drop a Course and the University Repeat Policy
- Probation and Dismissal
- Taking classes at another institution
- Financial – Differential Tuition



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Academic Integrity



Student Honor Council

"I pledge on my honor that I have not given or received any unauthorized assistance on this examination (or assignment)"



Honor Pledge: "I pledge on my honor that I have not given or received any unauthorized assistance on this assignment."

- Be aware of what is considered an act of Academic Dishonesty
- Do not assume...ask your instructor!
- Typical sanction = XF on your transcript
- Student Honor Council



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Office of Student Conduct

If you have a question do not assume, ask an anonymous question

UNIVERSITY OF MARYLAND

OFFICE OF STUDENT CONDUCT | UNIVERSITY STUDENT JUDICIARY | CHARACTER AND ETHICS EDUCATION | STUDENT HONOR COUNCIL

Office of Student Conduct

Promoting Integrity, Character, and Ethics

Topic of the Month

Best of Luck on Midterms!

Ask Anonymously

Ask Us Questions Anonymously

The Office of Student Conduct now offers students a safe, anonymous space to ask about the Code of Academic Integrity, the Code of Student Conduct, or any conduct-related questions through our Anonymous Ask. To ask a question fill out the form, found [here](#) with your question and look out for the answer on our Facebook page: Student Conduct at UMD or on the [website](#)

1. Code of Academic Integrity: Make sure you know how it applies to you and all of your school work. Use this [tutorial](#) to help!

2. Sexual Misconduct Policy: Review the policy [here](#) so that you are informed of how the policy applies to students!

Home
Mission Statement
USJ Scholarship Fund
Staff Members
Resources
Student Forms
Environmental Efforts
Contact Us
INFORMATION FOR...
Referring a Case
Current Students
Off-Campus Jurisdiction

UMD Office of Student Conduct Anonymous Ask

The purpose is to inform students and give them a safe space to anonymously ask questions regarding the University of Maryland Code of Student Conduct and Code of Academic Integrity, as well as other conduct-related matters. The questions and answers will be posted to the Student Conduct at UMD Facebook page (<https://www.facebook.com/pages/ICE-at-UMD/199419400082700?ref=ts>) and the Office of Student Conduct Website (<http://osc.umd.edu/OSC/AnonymousAsk.aspx>). Duplicate questions will not be posted. Please check back soon for answers!

Please write your question and we will respond soon!



Grades and Courses

Grade	Quality Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0

- A “C-” or higher required in all major courses
- A “D-” or higher in all GEN ED courses is required to receive credit
- All degree-applicable courses must be regular grading method (no P/F)
- A minimum of a 2.0 G.P.A. in all major, minor, and certificates is required to graduate
- 120 credits minimum (124 credits minimum for Aerospace)



Drop a Course / Repeat Policy

General Repeat Policy:

- Students may repeat no more than 18 credits total.
- Any course may be attempted twice (repeated once). A 'W' counts as an attempt.
- Both attempts and grades earned will appear on transcript.

Grade replacement:

- The grade point average will include all attempts at a given course that result in a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. However, to help freshmen and transfer students adjust to the University of Maryland, the following two exceptions allow for the cumulative GPA to be calculated so that only the higher grade is included:

1) When the repeated course was taken within the students first semester at University of Maryland,
OR

2) When the repeated course was taken within the students first 24 credit hours attempted (including transfer credits) or within the semester during which the student reached the 24th credit hour attempted. Advanced Placement Exam credits do not count toward the 24 credit count.

To Drop a Course:

- Students can add and drop (standard) courses during the schedule adjustment period (the first 10 days of class). Non-standard courses such as MATH 206 have different drop/add dates. There may be financial implications of dropping a course.
- After the schedule adjustment period ends, **students can drop up to 4 credits** with a "W" up until the published deadline.
- In extenuating circumstances, students may withdraw from the entire semester – speak with an advisor for assistance.



Academic Probation/Dismissal

- Must maintain a minimum of a 2.0 cumulative GPA to remain in good academic standing
- Students who fall below a 2.0 cumulative GPA will be placed on Academic Probation for the following semester
- To get back in good academic standing and not be dismissed:
 - Students < 60 credits → earn a 2.0 **semester** GPA
 - Students > 60 credits → earn a 2.0 **cumulative** GPA



Differential Tuition Basics

- Billing based upon university classification, not standing within a program
- Only charged once if double major/double degree
- Study Abroad –Students will not be charged when on approved programs.
- If on Co-op students will not be charged unless students are enrolled for additional credits.
- For additional information please see:

www.admissions.umd.edu/costs/DifferentialTuition.php



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Taking Classes at Another School

- A 'Permission to Enroll' (PTE) form must be submitted and approved prior to registering at another institution
Transfers must complete 1 semester to establish at least a 2.0 UMD GPA before being approved for PTE
- Transfer Credit Services – View an online database of previously approved equivalencies: www.transfercredit.umd.edu
- A grade of C- or higher is required for all transfer courses taken at non-Maryland public institutions.
- Classes taken elsewhere will be reflected on your transcript, but will not be calculated in your GPA
- Request an official transcript to be sent to the Office of the Registrar



Part II

Advising



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Advising Services

- Every semester you are required to obtain advising
- **Departmental Advisor:**
For students with a declared major, the departmental advisor is your primary advisor
- **UA&AS Advisor:**
For students who are undecided engineering, the UA&AS advisory is your primary advisor until you have declared your major



Four-Year Graduation Plan

- Develop a four year academic plan for registration and progressing toward graduation
- Build in flexibility and adjust as needed
- Based on registration range between 14-17 credits per semester. *Register for 15 credits if you need to complete 30 credits a year to maintain any scholarships.*
- To be full time students must take at least 12 credits
- First semester engineering students can take a maximum of 17 credits. In future semesters, they may take up to 18 credits
- Students with financial support should ensure they meet scholarship/loan credit requirements



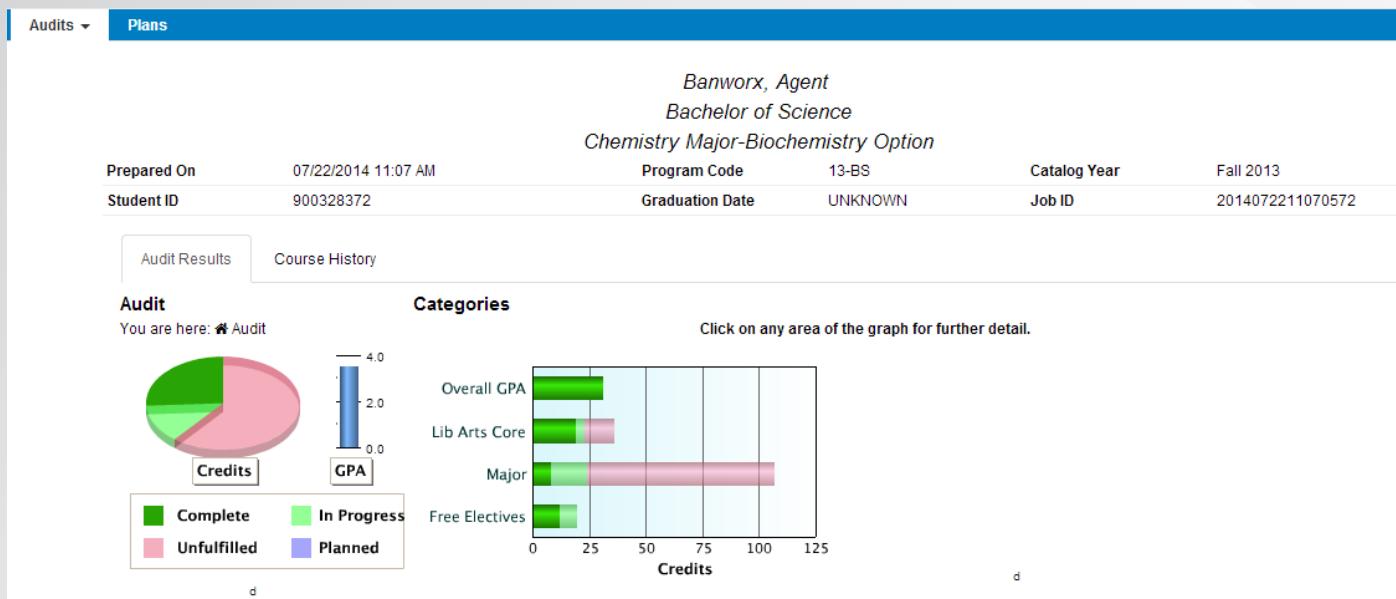
u.achieve (Degree Audit)

- On the top of each audit, general information will display. This includes your name, student id, date and time of audit request, and the major for the processed audit. The audit will list all degree requirements needed for graduation and whether or not they have been satisfied.

Here's the link: https://www.youtube.com/watch?v=dtt9_Cnx0Us

If you're interested, here's a link to a video explaining what if audits:

https://www.youtube.com/watch?v=tEkLi_OvQJM



Dates to Remember

- **August 25, 2017**- Last day to drop with 100% refund*
- **August 28, 2017**-1st day of classes, Mandatory Waitlist Check-in Begins
- **September 11, 2017**- Last day of Schedule Adjustment Period
- **September 12, 2017**- Last day of Mandatory Waitlist Check-in
- **November 6, 2017**- Last day to drop a class with a “W”
- **December 11, 2017**- Last day of classes & Last day to request a Complete Withdrawal from the University

**For the complete refund schedule please see:
<http://registrar.umd.edu/calendar.html>*



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TESTUDO.UMD.EDU



- Academic Calendar
- Registration drop/add
- Unofficial transcript
- u.achieve (auditing software)
- Registration date/blocks/advising information

All of these links can be found at:

www.testudo.umd.edu/



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Part III

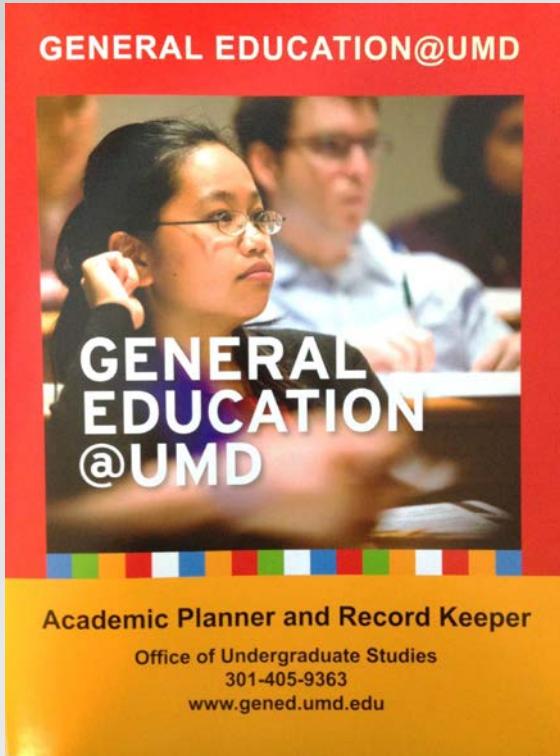
General Education



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General Education Folder

Please open your folder to **page 2**.



Have a writing utensil available and be ready to fill in coursework



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General Education

Fundamental Studies (15 credits/5 courses)

Requirement	Course
Academic Writing (FSAW), 3 credits Attempt by 30 credits, complete by 60 credits	ENGL101
Professional Writing (FSPW), 3 credits Students must have a min of 60 credits to register	ENGL393
Oral Communication (FSOC), 3 credits	
Math (FSMA), 3 credits	MATH140
Analytic Reasoning (FSAR), 3 credits	MATH140



General Education

Distributive Studies (25 credits/8 courses)*

Requirement	Course
Natural Sciences with Lab (DSNL), 4 credits	PHYS260 & 261
Natural Sciences without Lab (DSNS), 3 credits	PHYS161
History and Social Sciences (DSHS), 3 credits	
History and Social Sciences (DSHS), 3 credits	
Humanities (DSHU), 3 credits	
Humanities (DSHU), 3 credits	
Scholarship in Practice (DSSP), 3 credits MUST be outside of major requirements	
Scholarship in Practice (DSSP), 3 credits	ENES100



General Education

I-series (6 credits/2 courses)*	
Requirement	Course
I-Series (SCIS), 3 credits*	
I-Series (SCIS), 3 credits*	
Diversity (4-6 credits/2 courses)*	
Requirement	Course
Understanding Plural Societies (DVUP), 3 credits*	
Understanding Plural Societies (DVUP), 3 credits OR Cultural Competence (DVCC), 1-3 credits*	

*All students must complete two Distributive Studies that are coded as I-Series courses. The Understanding Plural Societies (UP) and Cultural Competence (CC) courses may also double count with Distributive Studies categories.



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DSXX Wildcard Classes

for students under General

Education ONLY!

- Transfer credits given a DSXX designation can satisfy any “Distributive Studies” requirement.
 - Cannot be used towards Fundamental Studies, I-series, Understanding Plural Societies, Or Cultural Competence.
- This applies only to transfer courses from Maryland public institutions

Please let an advisor know which requirement you would like to apply your DSXX to before you leave today.



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Have you satisfied all of your general education requirements?

- Consider the following:
 - Have you earned an Associate's degree or completed a general education package from a Maryland public institution?
 - Have you previously earned a bachelor's degree from a US regionally accredited institution?
- Send a final transcript to UM's Registrar Office for verification. Once received, send an email to registrar-help@umd.edu requesting they verify your associate or baccalaureate degree.



Associate Degrees

You may have satisfied all of your general education requirements, if:

You have completed your associate degree at a Maryland public institution AND the total number of general education requirements you transferred in adds up to 40 General Education credits (including ENGL393)



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Final Transcripts

- **If UM has not yet received your final transcript:**
 - You are responsible for having official transcripts and/or score reports (AP, IB) sent to UM's Office of the University Registrar. Prior learning reports/credits must be sent directly from College Board to UM regardless of acceptance by another institution.
 - Follow up with Clark School after your final transcript has been received by UM to update your record.
- **Permission for Engineering courses**
 - All courses taught in the Clark School are restricted and you need course permissions (a.k.a. “stamps”) in order to register.
 - See an advisor for permissions.



Follow-up Transfer Advising

- If we do not have your final transcript here today, we will do the best to advise you based on the information we have.
- You are strongly encouraged to follow-up with the Office of Undergraduate Advising & Academic Support after your final transcript has been received by UMD by emailing transfer_engr@umd.edu
- Please follow up before the end of Schedule Adjustment period.



Part IV

Registration



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Curriculum Packets

We will now distribute
your curriculum packet



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Curriculum Packet

1. UM transcript

- A list of all UM and non-UM credit (AP, IB, transfer) that the university has on record for you and has been evaluated for course equivalencies
- If a course says “Needs Syllabus” or “Needs Evaluation”, then send course description and syllabi to: transfercredit@umd.edu

2. Curriculum sheet

- A list of all of the courses required to earn a degree in your chosen major
- Transfer/AP credits are posted on your curriculum sheet to indicate which requirements have been satisfied
- **T2** = the requirement is satisfied by a course from a 2-year school
- **T4** = the requirement is satisfied by a course from a 4-year school
- **AP/IB** = the requirement is satisfied by AP/IB credit
- **AA, AS, ASE, Post-bac** = the requirement is waived by either an AA, AS, ASE or post baccalaureate degree



Curriculum Packet

- Degree Applicability
 - Only half of the credits used for your engineering degree can come from a two-year institution (approximately 60 credits).
 - You may apply 90 credits from a four-year institution toward your engineering degree.
 - If you exceed these limits, work with an advisor to select which credits to make 'non-applicable'.
- Basic Sciences Contract



Registration Drop/Add & Waitlist

[Insert Video Here]



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Waitlist vs. Hold File

What is the difference between a waitlist and a hold file?

- If a course no longer has available seats a **Waitlist** is an option if you meet the course requirements established by the department offering the course.
- The **Hold File** is a roster of students who wish to register for a course, but who do not meet the departmental restrictions. These students must be placed on the Hold File even though the course may have seats available. For courses with a hold file, students on the waitlist receive priority consideration over those on the hold file.



Seat Management

EDSP Education, Special [Department Site](#)

[Hide All Sections](#)

EDSP2891 Disability: From Stigma and Sideshow to Mainstream and Main Street

Credits: 3

Grading Method: Regular, Pass-Fail, Audit

General Education: DSHS, DVUP, SCIS



[▼ Hide Sections](#)

0101	Peter Leone Tu 12:30pm - 1:45pm Th 12:30pm - 1:45pm	Seats (Total: 6, Open: 1, Waitlist: 0 Holdfile: 19) SQH 1119 EDU 1121 Discussion	
0102	Peter Leone Tu 12:30pm - 1:45pm Th 12:30pm - 1:45pm	Seats (Total: 6, Open: 2, Waitlist: 0 Holdfile: 18) SQH 1119 EDU 2101 Discussion	
0103	Peter Leone Tu 12:30pm - 1:45pm Th 12:30pm - 1:45pm	Seats (Total: 6, Open: 2, Waitlist: 0 Holdfile: 17) SQH 1119 EDU 3233 Discussion	



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Registration

1. Complete and turn in your signed “Advising Record”
 - Register for courses using testudo.umd.edu
 - Use map.umd.edu to check walk times/routes
 - Have an advisor sign off on your “Advising Record”
2. We invite you to lunch
3. Obtain a UM photo ID in the Mitchell Building



FERPA Form

Family Educational Rights and Privacy Act (FERPA) a.k.a. Buckley Amendment

- You have the right to inspect your education records and seek to correct these records where appropriate
- You have the right to limit disclosure of your education records to others without your written consent
- It is *your choice* whether or not to sign/ click “yes”.
 - Signing gives UA&AS permission to discuss your academic records with your parent/guardian
- To access the form, visit: www.eng.umd.edu/advising/
 - Click on “forms” – last form listed
 - <http://ter.ps/5tb>



Welcome to the Clark School of Engineering Family!

