

# Cross-town Registration "How To"

## Towson

To register, contact Sally Rominski, 410-704-2007, [srominski@towson.edu](mailto:srominski@towson.edu) or Susan Hyman , 410-704-2097, [shyman@towson.edu](mailto:shyman@towson.edu) at the Enrollment Services Center (phone # (410) 704-2701.)

They will have you use **University System of Maryland Application for Inter-Institutional Enrollment**. Get it signed by your advisor and return it back to Enrollment Services Center, RM 223. Once form is approved, the class will be added to student's schedule. Fax or mail to the registrar's office at UMD.

Public Transportation - MTA Bus #48 - MTA Bus #120 - Camden towards Washington, D.C.,  
Then take the university Shuttle

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## College of Southern Maryland

To register, contact James Spence, Coordinator of Transfer Services and Articulation, 301-934-7574, [james@csmd.edu](mailto:james@csmd.edu) Advisement, Career and Transfer Services (La Plata Campus).

He will help you provide you with a Letter of Verification of Enrollment and documentation of your permission to enroll at UMD to submit with your ROTC registration form (received during application). You will then return all signed, completed forms to:

MAIL: 1113 Mitchell Bldg.

IN PERSON: College Park, MD 20742

FAX: 301-314-9568

EMAIL: [interinstitutional@umd.edu](mailto:interinstitutional@umd.edu)

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## Anne Arundel Community College

Students at Anne Arundel Community College register for AFROTC at the Office of the Registrar on 101 College Pkwy SSVC 140. Nanci Beier [nabeier@aacc.edu](mailto:nabeier@aacc.edu) 410-777-2834 SSVC 142 is the POC. Use the **ROTC Registration Form**. Obtain a letter of verification of enrollment at AACC and a letter from your AACC academic advisor allowing you to attend ROTC. Return to the UM Registrar (directions upper left corner of the form).

Public Transportation - MTA Bus #14 - MTA Light Rail #1200 - Camden toward Washington D.C., Then take university Shuttle

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## George Mason University

To register, contact Louise Murray, (703) 993-2439/2467 [lmurra3@gmu.edu](mailto:lmurra3@gmu.edu) at the GMU Consortium Office, North Chesapeake module, Room 3, 4342 Chesapeake River Way. She will have you fill out a **Consortium Registration Form**. You must also get a form signed from your academic advisor who will state that you are academically eligible to participate in the program.

Depending on your ARSC year, you will need to sign up for that respective class and year (ex. AS100 would be ARSC 100). These classes can be found at [www.testudo.umd.edu](http://www.testudo.umd.edu) under the ARSC listing.

Registration will usually be immediate, but can take up to a month to be fully processed.

Transportation - Getting to UMD will vary on where you live.

-Take I-66 toward Washington  
-Get off at exit #64B/Baltimore toward I-495 N toward Washington.  
-Continue toward I-495 E, toward Bethesda East  
-Take exit #29 University Blvd/Langley Park to UMD  
Carpooling: You would want to talk to fellow students GMU/AFROTC students about car pooling to UMD. GMC nights would be the best place to do this.

Public Transportation: Using the DC metro from GMU, you would want to start at Vienna/Fairfax-GMU station and starting on orange line, then transfer at Gallery PI-Chinatown on the red line, take that until you hit Fort Totten, get on the green line until you reach College Park Maryland. (<http://www.wmata.com/rail/maps/map.cfm>). Metro buses are also available.

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## Northern Virginia Community College

Registering from NOVA is difficult due to the fact that much of the faculty are unaware of our cross-town agreement. <http://www.nvcc.edu/current-students/services-to-students/locations/>

To register for the classes from NOVA, use the **ROTC Registration Form**. Get a letter from Student Services verifying enrollment and a letter from your NOVA academic advisor that you can take AFROTC here.

Fax or mail the three as listed on the upper right hand corner of the ROTC registration form.

If you have any problems registering, contact **UMD Registrar for help: Shawn M. Grove 301 314 8239, [interinstitutional@umd.edu](mailto:interinstitutional@umd.edu)**

The general information that is needed for NOVA:

- Full Name
- Home Institution
- Student's contact information, SSAN
- School Year(Sophomore, Junior, etc)
- Classes for registration (ARSC 100,200, etc.)
- Signed letter stating that you are academically eligible for the current semester (with the above information).
- Have the letter addressed to the UMD registrar;  
Shawn M. Grove  
1113 Mitchell Building  
College Park MD, 20742

Talk to your Academic Advisor, or Dean of Students(varies by campus).

Type up a request form containing your student information (Full Name, Address, Contact information, courses you want to register for [ex. ARSC 100, section#], etc). Get the form signed by your academic advisor or Dean of students. This form is to state that you are academically eligible to participate in the program. After it is signed, send it to the UMD Registrar and register for the classes through them.

Depending on your AS year, you will need to sign up for that respective class and year (ex. AS100 would be ARSC 100). These classes can be found at [www.testudo.umd.edu](http://www.testudo.umd.edu) under the ARSC listing.

Transportation - Getting to UMD will vary on where you live.

-Take I-66 toward Washington

-Get off at exit #64B/Baltimore toward I-495 N toward Washington.

-Continue toward I-495 E, toward Bethesda East

-Take exit #29 University Blvd/Langley Park, and you should hit UMD

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

Carpooling: You would want to talk to fellow students GMU or NOVA AFROTC students about car pooling to UMD. GMC nights would be the best place to do this.

Public Transportation: DC metro. (<http://www.wmata.com/rail/maps/map.cfm>). Metro buses are also available.

POCs: McElfresh, Allison [[amcelfresh@nvcc.edu](mailto:amcelfresh@nvcc.edu)] Student Services Specialist, Reston Center 703-948-7733

## UMBC

Register at the Office of the Registrar on 1000 Hilltop Circle. Contact Lori de Thomas [dethomas@umbc.edu](mailto:dethomas@umbc.edu) 410-455-8163

Use the **University System of Maryland Application for Inter-Institutional Enrollment**.

Form must be signed by student's advisor and then turned into the Office of the Registrar. Once approved, the class will be added to student's schedule and the form must be faxed or delivered to the registrar's office at UMD.

Public Transportation - MTA Bus #61 - MTA Bus #120 - Camden toward Washington D.C. - Then take University Shuttle

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## UMUC

To register, go to 1616 McCormick Dr Upper Marlboro, MD 20774 to the Largo UMUC campus, where the staff will assist you in filing the permission form, or talk to your academic advisor.

For active-duty or veteran students: Military and Veterans Advising x2105

For civilian students (1st semester at UMUC): New Student Recruitment and Advising x2101 (undergraduate) x2102 (graduate)

For civilian students (2nd semester and beyond: Undergraduate Advising x2104 or Graduate Advising x2103

You may dial the extension from the toll free number : 1-800-888-8682 or local number: 240-684-2100.

UMUC staff POC is Calynn Offer 800-888-UMUC ext. 2534

Register with the **ROTC Registration Form**. Obtain a letter of verification of enrollment and a letter from your advisor allowing you to attend ROTC. As I understand it, UMUC students may log in and print Enrollment Verification Letters at the following site:

<https://www.umuc.edu/myumuc/>

“If you have students needing signed Form 48s, please let me know that our audit team has requested those forms are submitted no less than 2 weeks before they are needed.”

Before a UMUC student can transfer AFROTC credits from UMD to UMUC they have to fill out a Letter of Permission (LOP), a document basically granting permission for the student to take courses outside UMUC. Also LLAB, ARSC 100, 101, 200, and 201 will not count toward any credit at UMUC, only ARSC 300, 301, 400, and 401. An LOP is not necessary for a GMC cadet. As a POC, they have to fill one out 6 weeks in advance and send it to UMUC so ARSC credits will transfer and count toward their degree. It should also be noted they will have to register for ARSC at UMD as well.

In addition to Air Science class, student will need to register for LLAB, which is ARSC059.

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## Prince George's Community College

To register, please contact Dr. Clifford R. Collins, Director of Advising and Transfer Services at PGCC: 301-336-6000 ext 0828 [collincl@pgcc.edu](mailto:collincl@pgcc.edu). He is in Bladen Hall Room 124 C, 301 Largo Road, Largo MD 20774 Dr. Collins will provide the **ROTC Registration Form** as well as a letter verifying enrollment and allowing you to join.

## Montgomery College

Contact Dr. Hollis Williams [Hollis.Williams@montgomerycollege.edu](mailto:Hollis.Williams@montgomerycollege.edu) (240-567-4129) and use the **ROTC Registration Form**. Obtain a letter



of verification of enrollment and a letter from your advisor allowing you to attend ROTC.

## Catholic University

To register, contact Veronica Benton, [benton@cua.edu](mailto:benton@cua.edu) 202-319-5511 in the McMahon Building, Rm 10. She will give you the **Consortium Registration Form**. You will need your academic advisor's and the dean's signatures on the form.

The advisor will register you for the class.

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## Embry-Riddle Aeronautical University

The prospective cadet needs to talk to Mike Kelly at 301 735 6340 in the office at ERAU, which is on Andrews AFB in the education center. Students use the **ROTC Registration Form**. Fill out the form and get a "letter of enrollment verification" and "permission to study at another institution" on the ERAU letterhead. Then send the form and the two letters to Mr. Shawn M. Grove at UMD inter-institutional programs (not AFROTC).

Once those three items are completed and Lt. Mayer approves the cadet to enroll in their respective air science classes the process should be complete. It seems simple in theory, but proves more complex in reality.

## Shepherd University

Must meet with Student Advisor to fill out 3 forms. **ROTC Registration Form**, Enrollment verification form, and Permission to enroll in another institution form. These forms should be provided by student's academic advisor

The general information that is needed for Shepherd:

- Full Name
- Home Institution
- Student's contact information, SSAN
- School Year(Sophomore, Junior, etc)
- Classes for registration (ARSC 100,200, etc.)
- Signed letter stating that you are academically eligible for the current semester (with the above information).
- Have the letter addressed to the UMD registrar;

**Shawn M. Grove**  
**1113 Mitchell Building**  
**College Park MD, 20742**  
**301 314 8239**

Shepherd University: General Number 301-876-5000

These forms must be brought to the UMD Registrar, Shawn M. Grove, at 1113 Mitchell on the UMD Campus.

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## Stevenson Univeristy

Register with the **ROTC Registration Form**. Contact -334-2206

## Loyola College

Loyola College Registration phone # (410) 617-2000. POC is Melaina Valentine-Gresko 410-617-2482 [mvalentinegresko@loyola.edu](mailto:mvalentinegresko@loyola.edu)

Register with the **ROTC Registration Form**. Obtain a letter of verification of enrollment from Loyola and a letter from your advisor allowing you to attend ROTC and fax it to the number on the form (which is the UMD Registrar, not the AFROTC detachment).

Public Transportation - MTA Bus#11 - MTA Bus #120 - Camden toward Washington D.C. - Then take University Shuttle

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## Fredrick Community College

To register for AFROTC at FCC, please contact Martha Mason-Sowell, 301-846-2475 [MMason-Sowell@frederick.edu](mailto:MMason-Sowell@frederick.edu) Student Development - Learning Support, Transfer Services Counselor. She will have you fill out the **ROTC Registration Form**. With the ROTC Registration form, you also must obtain two things: 1) a letter of verification of enrollment and 2) a letter from your advisor allowing you to attend ROTC.

The link to our catalog online is [http://www.frederick.edu/courses\\_and\\_programs/catalog/Catalog.html](http://www.frederick.edu/courses_and_programs/catalog/Catalog.html) If you search for Air Force, it will take you directly to the section on the AFROTC agreement.

## Notre Dame College

Register at Notre Dame Express. Use the **ROTC Registration Form**. With the ROTC Registration form, you also must obtain two things: 1) a letter of verification of enrollment and 2) a letter from your advisor allowing you to attend ROTC.

Notre Dame Express phone # (410) 532-5327

Public Transportation - MTA Bus #11 - MTA Bus #120 - Camden toward Washington D.C., Then take university Shuttle

Students can register at the ND Express. The phone number is 410-532-5327. The public transportation route to get there is MTA Bus #11- MTA Bus #120- Camden toward Washington, DC- Take university Shuttle.

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## Johns Hopkins

Register at Homewood Registration Office

Homewood Registration Office phone # (410) 516-8080. POC is Trish Tierney, **410-516-7070**, [ttierney@jhu.edu](mailto:ttierney@jhu.edu)

Use the **ROTC Registration Form**. Obtain a letter of verification of enrollment from JHU and a letter from your advisor allowing you to attend ROTC.

Students must obtain both their faculty advisors signature and a representative from the Student Advising Office. Once the CI form is complete, it must be submitted to the Homewood Registration Office and approved.

Public Transportation - MTA Bus #61 - MTA Bus #120 - Camden toward Washington D.C., Then take University Shuttle

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## University of Baltimore, Kim Daniels, 410-837-4825, [records@ubalt.edu](mailto:records@ubalt.edu)

## University of Maryland at Baltimore Nadine House

410-706-7480    [nhouse@umaryland.edu](mailto:nhouse@umaryland.edu)

Use **University System of Maryland Application for Inter-Institutional Enrollment**.

## UMCP

Register at [testudo.umd.edu](http://testudo.umd.edu).

Go to left column. Under the "schedule of classes" tab, find course listings. Find the ARSC tab and choose your respective Air Science course.

In addition to Air Science class, student will need to register for LLAB, which is ARSC059.

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

## Bowie State University

Register at the Administration building - inside find the Office of the Registrar. Contact Ms. Crystal Brown - [cbrown@bowiestate.edu](mailto:cbrown@bowiestate.edu), 301-860-3730. She will have you fill out **University System of Maryland Application for Inter-Institutional Enrollment** form - you will need your advisor's help in filling out the form. The advisor will sign the form. Once the form is complete, bring the form



back to the administration building at Bowie State University. Then you must bring the form to the Office of the Registrar on the first floor of the Mitchell Building at UMCP.

Parking at UMD - Visit [transportation.umd.edu](http://transportation.umd.edu), or go to Regents Parking Garage on Regents Drive on the UMCP campus. Go to the second floor and ask for a temporary commuter's pass.

Speak with our advisor to make sure that you have enough room in your schedule to take the 2-4 credits required

A- **If you are taking over 21 credit hours** (including the 4 credits from AFROTC) in one semester, and you have less than a 3.5 GPA, you need to get permission from the chair of your department to take that many credits.

The permission needs to be submitted to the registrar in the form of a letter on University stationary. The letter is typically written by your advisor then submitted to your department chair. After the letter is signed by the chair, YOU are responsible for taking it to the registrar's office. The representative to see is Ms. Crystal Brown, she will tell you everything you need to do and get to complete the process start to finish.

The letter needs to state:

- you are allowed to take 21 or more credit hours
- your past semester and cumulative GPA
- why you are taking this many credits
- why you are taking credits at another university

B - If you are taking less than 21 credit hours, you only need to have your advisor sign the inter-institutional registration form.

**Approval Here**

*Looks Like This*

Semester and Year of Desired Enrollment:  Fall  Spring  Summer Year: \_\_\_\_\_

Course Prefix	Course Number	Section Number	Grading Option	Credit Hours	Home Equivalent	Academic Approval
ARSC 059	0101	P/F	1			
ARSC 401	0102	REG	3			
						Total Credits Requested:

Other institution approval as appropriate<sup>3</sup>: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature/Title

Once the inter-institutional form is signed by your advisor, call the UM registrars office at (301-314-8239) to speak with the inter-institutional representative and fax the form to the UM registrar at 301-314-9568.

Confirm with your COC and ARSC instructor that you are properly registered. You should also receive a "Welcome" email from UMD a few minutes after you have been entered into the system.