



OFFICE OF THE UNIVERSITY REGISTRAR

Permission to Enroll Form Student User Guide

Student Information

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

1. All fields with a * are required.
2. Name, UID, Email, UMD College, and UMD Major are pre-populated.
3. Select Advisor or Approving Official.
4. Search or hand-enter Institution (see next page for search instructions).
 - a. Click the magnifying glass icon to perform an institution search. If using the search function, the name, address, state, city, and zip will be automatically filled.

		<i>Permission to Enroll at Another Institution</i>			
This form has not yet been approved.					
Student Information					
Last Name *	Sample	First *	Student	MI	J
UID *	123456789	Email			
UMD College *	Agriculture and Natural Resources	Advisor	Select Advisor v		
UMD Major *	AG&RESRC-BUS				
Institution where coursework is to be done *	Click the magnifying glass icon to search for the institution OR Fill in the information below if the institution is not listed.				
		Name			
		Address		City	
		State		ZIP	
When coursework is to be done *	Select v				
Are you in your final thirty credits at UMD? *	☐ Yes ☐ No If yes, please contact your advising college.				

Institution Search

1. Place an * before/after a word or phrase for which you are searching.
 - a. For example, enter Flor* for Florida State University.
2. If a large number of items are returned, only a limited number will display on the first page.
 - a. Choose Next to scroll through the pages or use search criteria to limit the list.
3. Click return value to select an institution to add to the form.

Search Tip: Place an * before/after a word or phrase for which you are searching.

Institution:	
State:	
City:	
Country Code:	
Institution ID:	
search clear cancel	

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]

Return Value	Institution ID	Institution	City	State	Country Code	Street
return value	334000	Adler Planetarium-Chicago		IL	US	
return value	354000	Alverno College	Milwaukee	WI	US	P.O. Box 343922
return value	334010	American Academy of Art		IL	US	
return value	33ARGO	Argosy University	Chicago	IL	US	
return value	334040	Art Institute of Chicago		IL	US	
return value	334050	Augustana College		IL	US	
return value	334060	Aurora University		IL	US	
return value	345150	Baker College-all campuses	Flint	MI	US	
return value	354BCN	Bellin College of Nursing	Green Bay	WI	US	P.O. Box 23400
return value	354010	Beloit College		WI	US	
return value	414834	Bethany Lutheran College		MN	US	
return value	334100	Black Hawk College		IL	US	
return value	334110	Blackburn College		IL	US	
return value	33BRCN	Blessing-Rieman College of Nursing	Quincy	IL	US	P.O. Box 7005
return value	334120	Bradley University		IL	US	
return value	35BSCM	Bryant & Stratton College-Milwaukee	Milwaukee	WI	US	Suite 500
return value	324640	Calumet College of Saint Joseph		IN	US	
return value	354020	Cardinal Stritch College		WI	US	
return value	334130	Carl Sandburg College		IL	US	
return value	354030	Carroll College		WI	US	
return value	354040	Carthage College		WI	US	
return value	334200	Chicago State University		IL	US	

Course Information

1. 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.
2. Advisor completes the Official Use Only section after student submits form. This section is not available to students.

Course Information				Official Use Only			
Student Completes This Section							
Course Number *	Course Title	Credit	Major Req.	UM Equivalent Course	Repeat Course	Course No. Level	Applicability Code
			☐		☐ Yes ☐ No	Select	Select
			☐		☐ Yes ☐ No	Select	Select
			☐		☐ Yes ☐ No	Select	Select
			☐		☐ Yes ☐ No	Select	Select

Course Search

1. Course Number is a combination of the subject code and number (e.g. MA110)
 - a. 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:
 - a. **Course Number** and **Title**
 - b. **UMD Equivalent** course as approved by the appropriate department
 - c. **GenEd** and/or Core designation code displayed if the course fulfills a GenEd requirement
 - d. **Diversity** indicates if the course satisfies UMD's diversity requirement for CORE
 - e. **Elective** indicates if a course is accepted for transfer as a general elective
 - f. **Footnotes** are important notations regarding how a transfer course will be accepted by UMD and could be applied to degree requirements
 - g. **Start/End Terms** important information about evaluation changes to courses in the transfer database
 - h. **Acceptability** will display "Y" (yes), "N" (no), or "X" (class will transfer ONLY if you are a new UMD student)

Search Tip: Place an * before/after a word or phrase for which you are searching.

Course Number:	M
Course Title:	
UMD Equivalent:	
Core:	
Diversity:	
Accepted:	
Institution Code:	52431A
search clear cancel	

509 items found. Please refine your search criteria to narrow down your search. There are no returnable items within the results. Please perform another search or click cancel or return with no value to return to the previous page.

200 items retrieved, displaying 1 to 100.[First/Prev] 1, 2 [Next/Last]

Return Value	Course Number	Course Title	UMD Equivalent	Institution Code	Gen Ed	Core	Diversity	Elective	Footnotes	Start Term	End Term	Accepted
return value	MA110	SURVEY COLLEGE MATH	MATH110	52431A	FSMA	FM		FM				Y
return value	MA112	SURVEY COLL MATH	MATH110	52431A	FSMA	FM		FM				Y
return value	MA112.1	SURVEY COLL MATH	MATH110	52431A	FSMA	FM		FM				Y
return value	MA113	INTRO PROBABILITY	MATH111	52431A	FSMA	MS		FM				Y
return value	MA113.1	INTRO PROBABILITY	MATH111	52431A	FSMA	MS		FM				Y
return value	MA115	MATHEMATICAL IDEAS	Elective	52431A	FSMA	FM		FM	MH, 17			X
return value	MA115A	MATHEMATICAL IDEAS	MATH110	52431A	FSMA	FM		FM				Y
return value	MA118	PRECALCULUS	MATH115	52431A	FSMA	FM		FM				Y
return value	MA118.1	PRECALCULUS	MATH115	52431A	FSMA	FM		FM			201301	Y
return value	MA118.2	PRECALCULUS	MATH115	52431A	FSMA	FM		FM				Y
return value	MA153	APPL CALC W/ TRIG	Elective	52431A	FSMA	FM		FM			201301	Y

Completing the Form

1. You must check the 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.

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, SEALED 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 not affect the UM G.P.A. Credits earned will be added to the 'credit level' in determining the academic levels defined by the Requirements for Satisfactory Academic Progress. - Grades earned must be 'C-' or better for transfer. 'D-' grades are transferable from public institutions in the Maryland State System except when the student's academic program requires a minimum grade of 'C-.' - Students must take their final 30 (thirty) credits prior to graduation at the College Park campus. - Course work taken elsewhere, other than specified on this form, will need to be evaluated for applicability to specific programs upon receipt of transcript. Courses taken at a community college are transferred as LOWER LEVEL CREDIT. Course level is determined by course numbering system at institution where course is taken. - Only credits from regionally accredited institutions are transferrable.	
Date *	04/08/2013 ☐ I understand the conditions under which the permission is granted.

Create Note			
Author	Date	Note	Action
Sample, Student	04/08/2013		save

Submit

Save

Cancel

After the Request is Submitted

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

1. The Route Log displays:
 - a. Action Taken is where the PTE request was
 - b. Pending Action Requests the PTE request is
 - c. Future Action Requests is where the PTE request is going

[action list](#) [doc search](#) Logged in User: jdittman [Login](#) [Logout](#)

Route Log [refresh](#)

ID: 1003025 [hide](#)

Title	Routing Document Type 'umd.edoc.PermissionToEnrollDocType'			
Type	Permission to Enroll Request	Created	08:14 PM 04/08/2013	
Initiator	Sample, Student	Last Modified	08:14 PM 04/08/2013	
Route Status	ENROUTE	Last Approved		
Node(s)	Advisor	Finalized		

Actions Taken [hide](#)

	Action	Taken By	For Delegator	Time/Date	Annotation
	COMPLETED	Sample, Student		08:14 PM 04/08/2013	

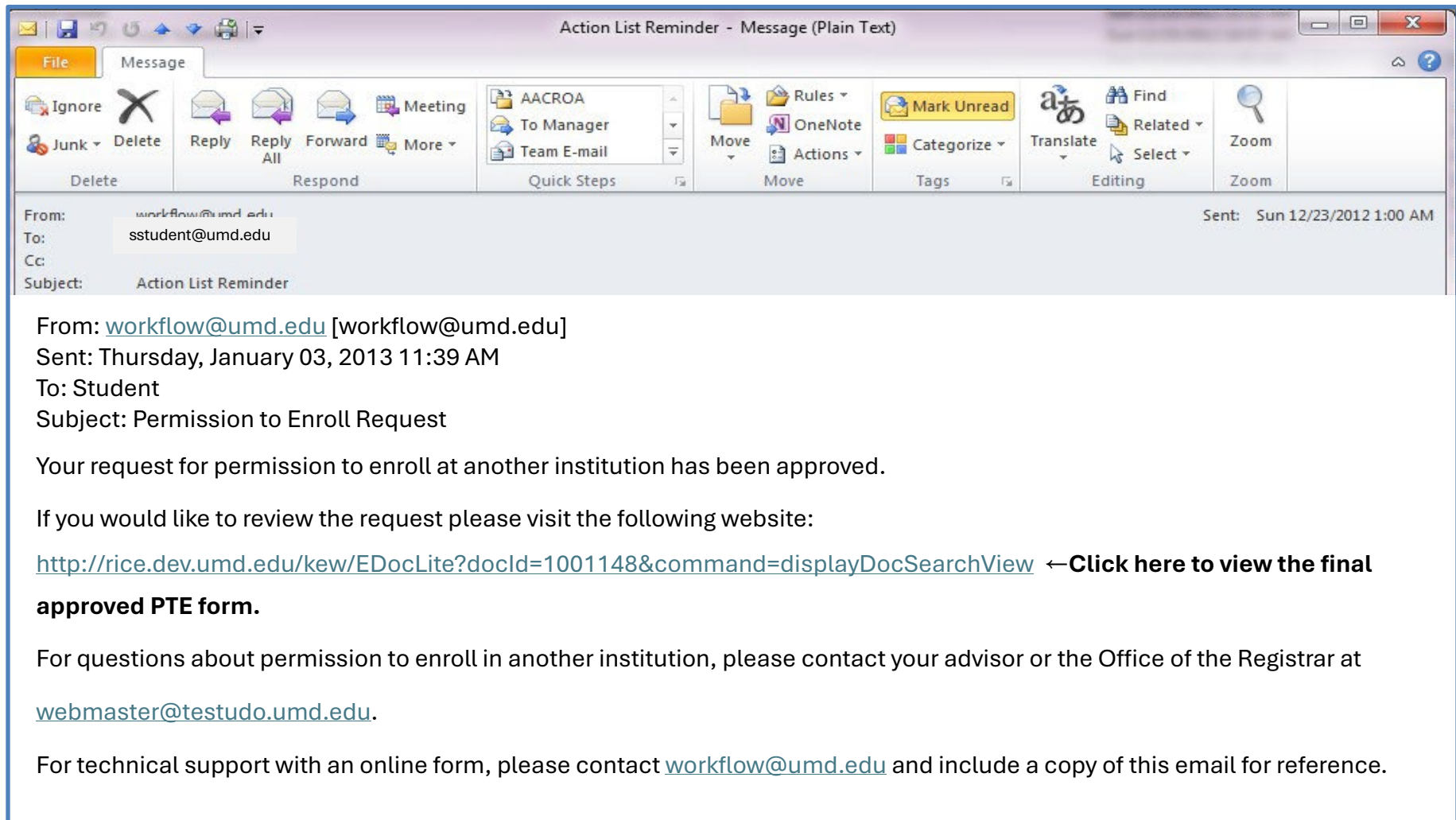
Pending Action Requests [hide](#)

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE	Unknown ANSC	08:14 PM 04/08/2013	

Future Action Requests [show](#)

Email Confirmation

After the form has been submitted, your advisor/approving official will receive an email notification. If your request has been approved your advisor/approving official, you will receive the email below. If the request is disapproved or returned to the 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.**



Final Approval

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.

Actions Taken		
Principal	Date	Action
Hayes, Shannon	01/07/2016 10:53:28	Approved
Froh, Jennifer	01/07/2016 10:53:48	Approved

You can print/save the final, approved PTE form directly from your browser. From most browsers (e.g. Chrome, Firefox):

1. Hit Control+P/Command+P or select "Print" from the menu
2. Change "Printer" or "Destination" to "Save as PDF" or "Adobe PDF"
3. Creates a formatted PTE form that you can save, print, or attach to an email

Help

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

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