

**FREQUENTLY ASKED QUESTIONS
THE R. H. SMITH SCHOOL OF BUSINESS**

**USM Shady Grove Center (Universities at Shady Grove)
Smith School Undergraduate Studies Office
2009-2010**

Student Services Questions:

1. As a Smith School Student can I use services at College Park and Shady Grove?

- A. As a UM, Smith School student studying at the Universities at Shady Grove (USG) you have access to all services provided by the USG Office of Student & Academic Services. The USG student services include: financial aid, accounts payable, student activities, food service, study areas, computer labs, bookstore and a library. For a list of all services please visit the USG web page at <http://www.shadygrove.umd.edu/>.
- B. As a UM, Smith School you also have access to all R.H. Smith School of Business academic and student services. This includes academic and career advising, Smith School scholarships, all Smith School student organizations (at USG and at College Park), Smith school faculty and the Smith School Office of Career Management.
- C. In addition, as a UM student studying at USG, you have access to all UM College Park services that are covered by your tuition (e.g. health center, counseling center, libraries, disability support services, career center). For example you can use the University Career Center in Hornbake Library, the University job database, aka, TERP On-Line, and McKeldin Library. The only time we foresee your having to go to College Park may be for on-campus interviews with the top companies recruiting Smith School students, for graduation ceremonies, the annual scholarship luncheon, the Annual Awards Banquet, and if you want to use the McKeldin Library or the University Career Center. (**Note:** students can access the McKeldin library on-line.)
- D. UM students enrolled in an undergraduate program at USG also have the **OPTION** of purchasing **ALL additional UM Student Services covered by the UMCP Mandatory Fees**. Some of the additional services covered by the Mandatory Fees are the UMCP recreation center, athletic tickets, club sports, all UM student organizations, etc. For more information about what is covered by the UMCP Mandatory Fee please see the most recent UM Schedule of Classes or talk to a counselor in the USG Student Services Office. Students interested in purchasing the additional UMCP Student Services covered by the UMCP Mandatory Fee should visit the USG Student Services Office and complete the appropriate form. ***Please keep in mind that this fee is optional. Students that CHOOSE to purchase these services will pay the same Mandatory Fees as students enrolled in an undergraduate program at College Park.*** The fee is subject to change each academic year. (**Note**-the UM Mandatory Fee does not take the place of the USG student & facility fees.) Also keep in mind that ALL services necessary for a high quality educational experience are offered at USG.

- E. International students: like all Smith School students you will have an academic and career advisor at Shady Grove, in addition, you will also have an immigration advisor with the UM Office of International Education Services (IES). You may contact your IES advisor by calling 301-314-7740 or visiting the College Park IES Office. All International Students (F-1 and J-1) must attend the International Orientation in addition to the New Student Orientation. *(Please check the IES website for the dates and times of the IES Orientation for the Fall 2008 incoming class. <http://international.umd.edu/ies/3170>).*
- F. Disability Support Services: if you have a documented disability you should talk to your Smith School academic advisor right away. Your Smith School advisor will work with you to set up an appointment with UM Disability Support Services (DSS). DSS will then work with you, your advisor, and the faculty to provide appropriate accommodations.

DSS Main Office
0126 Shoemaker Building
University of Maryland
College Park, MD 20742
Office: 301-314-7682
www.counseling.umd.edu/DSS

2. Can I study abroad?

The Smith School at Shady Grove is a full-time two-year cohort-based program in which your degree requirements are offered in only one semester of your 4-semester sequence. The expectation is that you will complete all of your degree requirements at Shady Grove. Students who wish to take part in study abroad should plan to participate in a short-term winter or summer program, or arrange for a semester exchange AFTER you have completed your 4-semester sequence. Your advisor can help you plan.

3. If I meet all criteria, am I eligible to apply for the scholarships listed on the Smith School web page?

Absolutely. All Smith School students are encouraged to apply for the scholarships for which they are eligible. For more information you can visit our web page. **Be sure to submit your FAFSA application well before the April 1 deadline each year to be considered for need-based scholarships.**

4. Do I have to go to College Park to buy my books? And how can I find the books I need for my courses?

- A. USG has an on-site bookstore, located on the first floor in Building III, that sells and buys back books at USG at beginning and end of each semester. The on-site bookstore at USG is the University Book Center (UBC)/Barnes & Noble...the same vendor as on the College Park Campus.

- B. In addition to getting your books from the UBC @ USG many of our faculty also place orders with the Maryland Book Exchange. Keep in mind that the Book Exchange and the UBC bookstores as well as many other vendors sell textbooks on-line, over the phone and offer book delivery.
- University Book Center (on the UMCP campus): www.ubc.umd.edu
 - Maryland Book Exchange (on Rt. 1 in College Park): www.marylandbook.com
- C. Some courses may also require a “course reading packet.” The majority, if not all, of your course packets will be offered through the UM Copy Center, which has an office at USG as well as several offices on the CP campus. (If for some reason the Copy Center does not carry your course packet please ask your faculty member which vendor carries the packet.)
- D. Some syllabi may differentiate between required and supplementary books or readings. If you are having a hard time financing all the books, we recommend checking with the library to see if they have the supplementary readings or books on reserve.
- E. There are several ways to identify the books for your courses. ***If you choose to purchase your books before the start of the semester it is highly recommended that you keep your receipts and that you DO NOT write or highlight in the book until you confirm you have the correct book on the first day of class and that you are not going to drop the course.***
- The Shady Grove Bookstore has all of your textbook needs. In addition, there is a wide selection of sportswear and merchandise for all campuses and even USG apparel. You can find great gifts and even books for your downtime as well: <http://www.shadygrove.umd.edu/about/facilities/bookstore/>
 - Most course books are listed on Testudo a few weeks before the start of the semester. Go to www.testudo.umd.edu. Click on “Schedule of Classes”. Click on “Course Listings” for the appropriate semester. Click on the appropriate department (i.e. BMGT, ECON, ENGL, COMM, HLTH). Scroll down and find the section of the course for which you are registered. (It is important you identify the right sections as different sections often have different book requirements.) Click on “books” for your corresponding section.
 - Go to the first class. Usually the first day of class you will meet your instructor, review the syllabus, and get an overview of the semester ahead. A great time and place to ask questions and get clarification about the syllabus, books, etc.

Registration & Drop/Add Questions:

1. How will course registration work at Shady Grove?

- A. All new students will register for their fall courses at summer orientation. The Smith School at Shady Grove is a full-time two-year cohort-based program, in which your degree requirements are offered in only one semester of your 4-semester sequence. The expectation is that you will complete all of your degree requirements at Shady Grove. You will meet with a Smith School academic advisor to discuss and register for your fall courses. Because all students will be entering with approximately the same number of credit hours, the registration order during orientation is random.

- B. Your registration date for your second semester (spring) and for the following year will be determined by your cumulative credit hours and entering cohort. Registration for spring begins in the preceding November.
- C. You will receive an email once registration dates are set with a time and date at which you can begin registration on Testudo. In order to register on time you must have completed your **mandatory advising appointment**, taken care of all outstanding bills and submitted all immunization and medical forms. We will provide you with additional information about registration dates and procedures in early October for spring registration and early March for fall registration. When registering for classes, you **must** follow the “required course sequence” which assures you a timely graduation.

2. If I am waitlisted—or on a hold file—for a course that is full, do I get enrolled automatically if a space opens up?

- A. It depends on the course, your approved course sequence and course availability. The only time we foresee you having to use the UM/Testudo automated waitlist & holdfile system is:
- ✓ If your preferred section of a course in your approved course sequence is full. **Note:** you cannot be in one section of a class and on a waitlist for another section. Also keep in mind that while we guarantee all your required courses if you follow your approved course sequence, we can not guarantee specific sections or times.
 - ✓ If you need to repeat a course. Your advisor can add you to the waitlist for all sections that fit your schedule. **Note:** being on the waitlist does NOT guarantee future enrollment in the course. If out of sequence, you may need to work with your advisor to find available courses at another university in summer.
 - ✓ You want to take a Smith School program course at Shady Grove from another BMGT major or outside of your approved course sequence. Depending on the situation and if addition to the course will not adversely affect your future semesters you may be permitted to get on the appropriate waitlist. **Note:** You will not be approved to enroll in a substitute course out of your required sequence. If you are able to substitute an elective within your sequence, your advisor will work with you to add you to the waitlist, and adjust your schedule to substitute fulfillment of the appropriate requirement.

3. What is the Schedule Adjustment period? What do you mean drop with and without a “W”?

- A. The schedule adjustment period (otherwise known as the add/drop period) is the first two weeks (10 days) of classes. The schedule adjustment period is the time when you can add or drop courses and the changes that you make to your schedule do not show on your official transcript. If you drop a course during the schedule adjustment period, a withdrawal (W), is NOT noted on your transcript.
- B. Once the schedule adjustment period ends, you can no longer add courses. However, you can still drop a course with a “W” noted on your transcript up until the date listed in the

Schedule of Classes as the last day to drop with a “W.” (Under UMCP policy, students may only drop one course unless special permission is granted for extenuating circumstances.) **You must meet with your Smith School academic advisor before dropping any course so you can plan when you will make up the dropped course. Smith School majors at Shady Grove follow a set-sequence and dropping even one course could significantly delay your graduation.**

4. Can I take courses at other institutions?

It all depends. The Smith School at Shady Grove is a full-time two-year cohort-based program, in which your degree requirements are offered in only one semester of your four-semester sequence. The expectation is that you will complete all of your degree requirements at Shady Grove. The only time we foresee you having to take a course at another institution is if you are missing a required lower-level core course which is not offered in your program sequence at Shady Grove or if you must repeat a course which you failed to complete with a “C” or better. You must have prior approval from your Smith School academic advisor before taking any (fall, spring, summer or winter-term) classes at another institution. (This includes taking courses at College Park.) Depending on where you are taking class, you will need to complete the appropriate forms.

5. I’d like to take some classes back home during the summer or a winter-term. Is there anything I have to do to get these courses approved to count in my degree requirements?

Yes. It is possible to take courses at a community college or 4-year college or even during study-abroad trip to fulfill unmet lower-level core requirements. Once you have begun your studies at the Smith School at the University of Maryland, **all courses taken elsewhere must be approved in advance** in order to be accepted into your program. You should meet your Smith School advisor and fill out either the “**Permit to Study/Permission to Enroll**” form or the “**Application for Inter-Institutional Enrollment**”. Should you need to repeat an upper-level requirement in your sequence, keep in mind that only those business courses which are offered by AACSB-accredited Business Schools will be accepted in fulfillment of 300-400 level business requirements. Also, keep in mind that you must complete 60 credits at a four-year school and your last 30 credits must be completed at the University of Maryland.

6. Since I was admitted to the University of Maryland, Smith School at Shady Grove can also take classes at College Park?

A. The Smith School at Shady Grove is a full-time two-year cohort-based program, in which your degree requirements are offered in only one semester of your 4-semester sequence. The expectation is that you will complete all of your degree requirements at Shady Grove. When students are admitted to the Smith School they are admitted to a specific program location; College Park or Shady Grove. We have provided the resources to fulfill all of your course requirements at Shady Grove. Because the BMGT major is an impacted program with limited capacity at both Shady Grove and College Park, you cannot go back and forth between the two program locations. So, how can you take classes at College Park?

- Summer and Winter sessions at College Park are open to all students. Summer School at College Park has a brief application separate from the regular UM admissions application. (Current University of Maryland students do not have to complete the application; this includes students in UM programs at Shady Grove.) Students can take any course for which they are eligible over the summer or winter at College Park. Summer school registration is first-come-first-served; there are no course restrictions in winter or summer. **Note:** Be sure to meet with your Smith School advisor to discuss all the consequences of taking certain courses at College Park over the summer or winter. The Smith School at Shady Grove program is not responsible for finding you another class to help you maintain full-time enrollment in the fall or spring if you choose to take your fall or spring courses over the summer at College Park.

7. Can I take classes through another program or institution at Shady Grove (USG)?

Registration for a course in the fall or spring semester offered by another institution or program at Shady Grove is considered a special exception. Decisions are made on a case-by-case basis by the Director of the BMGT @ SG undergraduate program, the Assistant Dean of BMGT Undergraduate Programs and the program/institution offering the course.

8. I am worried that with so many different academic programs offered at Shady Grove that students in other academic programs could take Smith School BMGT courses and therefore block me out of courses I need to graduate?

- A. This will not happen. All Smith School BMGT and required courses are reserved for students enrolled at the Smith School at Shady Grove. Even Smith School students at College Park cannot pre-register for BMGT courses offered at Shady Grove.
- B. Registration for all courses offered by the Smith School at Shady Grove is for Smith School at Shady Grove students only! Since your courses are offered in a set sequence, registration basically entails selecting your preferred course times.

9. It is the first week of classes and I am already feeling a bit overwhelmed with 16 credits. Can I drop one class and maybe take a lighter load?

- A. First, you must have permission from your Smith School academic advisor to drop or add any course at anytime. Next, you need to make sure that you are still within the University deadlines for dropping and adding. Requests to add or drop courses past the deadlines can only be approved only for demonstrated extenuating circumstances beyond your control. Your advisor will work with you to assist in the event of serious extenuating circumstances which prevent you from completing your full course load at Shady Grove.
- B. Once the schedule adjustment period ends, you can no longer add courses. However, you can still drop a course with a “W” noted on your transcript up until the date listed in the Schedule of Classes as the last day to drop with a “W.” (Under UMCP policy, students may only drop one course unless special permission is granted for extenuating

circumstances.) **You must meet with your Smith School academic advisor before dropping any course so you can plan when you will make up the dropped course. Smith School majors at Shady Grove follow a set-sequence and dropping even one course could significantly delay your graduation.**

- 10. The deadline to withdraw from a class with a “W” has passed, but I wanted to wait until I took an exam to see whether I needed to drop the class, and now I am afraid of getting a bad grade in the course. The professor says I should drop, and gave me his permission. Will my late withdrawal be approved?**

You may withdraw from a course after the deadline only for demonstrated extenuating circumstances beyond your control. Doing poorly in class is not an extenuating circumstance. Being in an accident and hospitalized for a few days would be considered an extenuating circumstance. If you are experiencing such serious problems, please make an appointment to see your academic advisor so we can help you as soon as possible. (**Note:** dropping a class after the deadline is an exception to academic policy and requires meeting with your advisor and completing the Request for exception to academic policy form—otherwise known as the special exception form. Professors cannot authorize late course withdrawals.)

- 11. If my classes are dropped by the Bursar’s Office/Accounts Payable, will I be able to register for the same courses later on, once I have paid my bill and cleared the financial block?**

Not necessarily. Again, making sure you meet the tuition payment deadlines is your responsibility. If the section of the course is still open, and if registration is still ongoing—i.e., the deadline for adding classes has not passed—you would be able to re-register in the same section. If that section is full, you will have to register in another open section. If the all sections are full or if the deadline to add courses has passed, you will probably **not** be able to register—even if you continue to attend, turn in assignments, and take exams. (**Note:** Professors **do not** have authority to override registration deadlines.)

- 12. If a BMGT professor gives me a note, will I be allowed to add a full section or late register for a course?**

No. Professors cannot authorize over-subscriptions or late registration.

- 13. I am on track to graduate this semester; however, I am closed out of a course I need to take in order to graduate. How can I get into this course?**

This situation should not occur at Shady Grove if you register for your recommended “sequence” each semester. Dropping a required course, earning less than a “C”, or not following your approved major sequence could require repeating or making up a course. The first line of defense is to register for the courses in your recommended track each semester, have a degree audit, make sure you meet with your advisor each semester, and make sure you do not have any registration blocks so that you can register on time. In the event of this situation, your Smith School academic advisor will work with you to help you complete your graduation requirements. (**Note:** You must pay your Bursar bill; the primary reason

graduating students are closed out of required courses is having registration blocked because of a financial hold.)

14. Help! I originally registered full-time, but then found out I needed to drop back to part-time. Now the University tells me that I don't get a refund. Is this true?

We are sorry to tell you, yes, it's true. You need to decide whether you will be full-time or part-time **BEFORE** the first day of classes, in order to avoid losing tuition money. The difference between full-time and part-time tuition will **not** be refunded.

Other Academic Policy Questions:

1. As a Smith School student at Shady Grove, what academic calendar will I follow?

As a Smith School student you will follow the University of Maryland academic calendar and deadlines. UM academic calendars and deadlines can be seen in the UM Schedule of Classes (hard copy available in BMGT administrative assistant's office) or on-line at <http://www.testudo.umd.edu/ScheduleOfClasses.html>

2. How do I get an internship in the Business School?

Internships may be formal or informal and paid or unpaid. Many companies will hire students as interns. There is no university requirement that you sign up for an internship course for academic credit. Internships are about professional experience and will help you land your first job upon graduation. Internships are highly recommended regardless of earning credit. Departmental formal internship courses are not offered at Shady Grove at this time. However, you will still be able to do internships. Please work with your Smith School academic advisor, career advisor, and TERP On-Line to identify possible internship opportunities.

3. I had a bad semester and received a "D" in one of my required BMGT courses. Can I repeat the course? Do I follow UM or Shady Grove academic policies?

A. It depends. Students can attempt a course twice. (A drop with a "W" from a course is considered an attempt.) If you have already attempted the course twice and need to repeat the course for a third time you will need to complete a "Third Time Repeat Contract" with your advisor. (Also keep in mind that under the UM repeat policy a student can only repeat up to 18 credits. Re-taking a course for which you received a "W" is counted as a repeat.)

B. ***As a Smith School student you will be subject to University of Maryland/Smith School Academic Policies.*** For more information about the repeat policy or any UM academic policy please see the UM undergraduate catalog at <http://www.inform.umd.edu/ugradcat/> and/or talk to your Smith School academic advisor.

C. ***Any exception to academic policy*** requires meeting with your advisor and completing the "exception to academic policy" form (otherwise known as the "special exception form").

Requests for exceptions to academic policy are not guaranteed and are considered on a case-by-case basis.

4. I have had a very bad semester, and fear that I will fail all of my classes. What can I do?

Students may make a complete withdrawal from all classes by filling out a form in the Registrar's Office-no later than the last day of classes. (Shady Grove students do not have to go to College Park; they can work with their advisor at SG to complete the form.) If your cumulative grade point average is 2.0 or above, you will be permitted to withdraw once without the prior approval of the Associate Dean. If your cumulative GPA is lower than 2.0, or if you are enrolled in your first semester at Maryland, you must obtain written approval from the Associate Dean before you can withdraw.

5. My grades for this past semester were very low, and I'm afraid of being dismissed. What will happen next?

University policy defines "satisfactory academic performance" as a cumulative grade point average of 2.0 or better. If your cumulative GPA falls below 2.0, you will be placed on academic probation and face possible dismissal from the University at the end of the next semester. You should meet with your advisor immediately to address your academic difficulties.

6. I've been dismissed from the university, but am now reinstated. Will I be able to re-register for my business classes?

No. Students who are dismissed from the university are not readmitted to the R. H. Smith School of Business, even if they are reinstated to the University of Maryland. If readmitted to the University, you will need to choose another major.

7. If I receive an incomplete in a course, how long do I have to complete it and receive my grade? What if I don't finish it?

An incomplete can be granted by your faculty **if** you are passing the course and **if** a substantial amount of the coursework is already completed—i.e., for this reason you probably would not be granted an incomplete at the beginning of the semester. You would fill out an incomplete contract with your professor (*you can get a copy of this contract from your academic advisor*), who will indicate the deadline and work remaining, and the grade you will receive if you don't complete it. Incompletes must be finished within one calendar year, or the grade indicated on the contract will be applied to your academic record.

8. Can I double major?

The Smith School program at Shady Grove is not designed to accommodate double-majors, due to scheduling and resource constraints. However, it is possible to complete requirements for a second major at College Park by enrolling in course requirements for your second major in summer- or winter-sessions, and/or by finishing a 5th year at College Park to complete your 2nd degree requirements after completing all of your required BMGT course sequence at Shady Grove.

9. I began my studies in Marketing and would now like to switch to Accounting. Can I switch my major?

That may or may not be possible, as each BMGT major at Shady Grove has limited capacity. The Smith School is committed to ensuring course availability at Shady Grove. Only if the major you wish to switch to is not full and you are able to complete all the course prerequisites for the upcoming semester would you have an opportunity to change majors. Do keep in mind that a switch of major could postpone your graduation significantly. This is something you should discuss carefully with your Smith School academic advisor.

10. I should graduate in May. How can I check to make sure I've completed all the requirements and am enrolled in the right classes this semester?

- A. We will be able to monitor and track your degree progress automatically on the web using Degree Navigator after the end of your first semester in the BMGT program @ USG: <http://www.testudo.umd.edu/Registrar.html> The academic advising staff will review and adjust your academic records, including transfer course work during the first semester so that by January you can review your degree audit on Degree Navigator and it should be up to date with your academic progress. (Remember, if you complete the required sequence each semester at Shady Grove you will complete all courses necessary for graduation within two years.) The Degree Navigator is an advising tool to help students and advisors to evaluate degree progress and to identify any missing lower level CORE, diversity, or elective credits as well as all major and college requirements. Please check your degree audit carefully, and make an appointment to meet with your advisor to discuss any “surprises” or discrepancies. It is **your responsibility** to submit an application for graduation to the Diploma Office—which you can do on Testudo on the Web! The application deadline is at the end of the drop/add period in the semester in which you are graduating. Please check with your Smith School academic advisor on how to apply for graduation.
- B. Check the published requirements for completing your degree. One requirement is that you **must** earn a “C” or better in all of your BMGT requirements **which includes:** BMGT301, 340, 350, 364, 367, 380, 495 and all BMGT major requirements and required upper level Economics—in order to earn your degree. If you know you have a “D”, repeat it over the summer/winter sessions to avoid disappointment!

Note: You must meet with your Smith School academic advisor to register every semester—or to drop any course. In addition, all Permits to Study and Exceptions to Academic Policy forms must be approved by your Smith School academic advisor!

- Permission to Enroll Forms can be picked up in the form rack located in the BMGT Office of Undergraduate Programs on the 5th floor Building III or your Smith School academic advisor.
- Exception to Academic Policy forms, Incomplete Contracts and Third Time Repeat Contracts must be picked up from your Smith School academic advisor.
- All forms can be turned into the BMGT Undergraduate Studies Office. Please give your advisor 2-3 business days to process forms, at which time you can pick up your copy from the BMGT Undergraduate Studies Office, 5th floor Building III.