

FREQUENTLY ASKED QUESTIONS

ROBERT H. SMITH SCHOOL OF BUSINESS UNDERGRADUATE PROGRAM

The Undergraduate Program at the Robert H. Smith School of Business is recognized for outstanding students and faculty and for the richness and integrity of our academic programs. We have designed policies to ensure that all members of the Smith Community have fair and equal access to all of our programs and opportunities. Here are some answers to commonly asked questions among BMGT students.

Q: If I am waitlisted—or on a holdfile—for a course which is full, do I get enrolled automatically if a space opens up?

A: No. While waitlists and hold files are a wonderful tool for students to enroll in classes which are heavily demanded, they require careful monitoring on your part to make sure you do not make mistakes with your registration. **Correct registration is your responsibility.** Here's how it works:

- **Waitlist:** A **waitlist** is an online queue that compiles the names of students who meet the restrictions of a closed course section. If you place your name on a waitlist at the time of registration, your place "in line" is preserved. You **must** check in daily on Testudo (<http://www.testudo.umd.edu/apps/cilive/>) during the schedule adjustment period in order to remain on the waitlist. For detailed waitlist instructions, visit <http://registrar.umd.edu/current/registration/registration.html>.
- **Holdfile:** A **holdfile** is a separate queue for students who wish to take a restricted course for which they are not eligible. Courses are restricted by major, college, credit level, and special programs. If you don't meet the restriction, you will be added to the holdfile. Like the waitlist, you must check in daily during the schedule adjustment period. On the first or second day of classes, the holdfile lists are merged to the end of the waitlist, allowing all open sections to be filled by students first from the waitlist and then from the holdfile.

You should avoid getting on a hold file or waitlist for sections that conflict with other courses you need or are currently registered for. You should also take time during the schedule adjustment period to "clean up" your schedule, deleting any courses which you do not want and making sure that you have confirmed those that you do want. **Mistakes in registration are your responsibility, and exceptions to the drop/add deadlines will not be made for your errors.**

Q: If a BMGT professor gives me a note, will I be allowed to add a full section or late register for a course?

A: No. BMGT Professors cannot authorize over-subscriptions or late registration.

Q: The deadline to withdraw from a class 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 their permission. Will my late withdrawal be approved?

A: Probably not. Professors cannot authorize late course withdrawals. You may withdraw from a course after the deadline only for demonstrated extenuating circumstances. Doing poorly in class is not an extenuating circumstance. If you have concerns about a course, please make an appointment to see your academic advisor so we can help you as soon as possible.

Q: How can I register for Honors courses?

A: Lower level (100-200 level) honors courses are restricted to the students in the University's Honors College.



Q: If I want to double major, can one of my majors be in another school? Is there anything extra I have to do as a double major other than taking the requirements of the two majors?

A: Yes, you can double-major in business and in a major in another school or college. If you plan to attain 150 credits and two majors, you will be able to declare yourself as “double degree” instead of “double major.” In accordance with University policy, a double-major (even if both are in BMGT) must be declared prior to the last 30 credits in your primary major.

Q: I'd like to take some classes back home during the summer or a winter term. What do I have to do to get these courses approved to count in my degree requirements?

A: It is possible to take courses at a community college or 4-year college. Once you have begun your studies at UMCP, **all courses taken elsewhere must be approved in advance** in order to be accepted into your program. Please direct your browser to go.umd.edu/PTE to obtain permission to take a course outside of UMD. Only courses which are offered by AACSB-accredited Business Schools will be accepted in fulfillment of 300-400 level business requirements.

Q: When I am in my senior year, 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 automatically audit your student record once you reach 86 credits—and then send you a copy of the audit via email to provide you with a list of remaining requirements. Once you receive your audit, please check it carefully, and make an appointment to meet with your advisor if you have any questions. It is your responsibility to submit an online application for graduation which can be found on Testudo. The application deadline is the end of drop/add in the semester in which you are graduating.

Q: 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?

A: If you are closed out of a required course and do not have alternatives, we will do our best to find a place for you in a section of that course **in the semester in which you are to graduate**. If this is the case, please meet with an academic advisor in the Undergraduate Program Office and submit a **request to oversubscribe** form during the registration period, and we'll attempt to oversubscribe you, if necessary, to make sure you can fulfill your requirements. We ask that you add yourself to as many waitlists as possible before you submit your request. We may open another section or find a place for you in a class which is full.

Q: How do I get internship credit through the Smith School?

A: If you wish to receive academic credit for an internship experience that you have recently accepted, you will need to formally gain approval in advance to enroll in a BMGT internship course. (Note: You must be enrolled in the course while you are performing the internship in order to receive academic credit.) For more information, visit: go.umd.edu/intern

Q: 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?

A: If you drop from full-time to part-time after the first 5 days of the semester, you will not receive a refund, and to guarantee a full refund, you must adjust your schedule prior to the first day of classes. For more details on this policy visit:

<http://registrar.umd.edu/current/registration/Schedule%20Adjustment.html>

Q: How do I apply for scholarships?

A: Students must apply online for all scholarships awarded by the Smith School of Business. The deadline is always set for the last day of classes in the spring semester. You will be considered for all scholarships for which you meet the criteria. To learn more, visit:

<http://www.rhsmith.umd.edu/programs/undergraduate-programs/academics/scholarships>

