How to Register For Classes

1. **Review your Program Requirements**
   Each program has a set of requirements that must be completed in order for a degree to be awarded. Before you begin the registration process, familiarize yourself with these requirements. Pay special attention to any “Core” classes required by your program.
   - If you are part of HCIM, visit: [http://ischool.umd.edu/content/hcim-extended](http://ischool.umd.edu/content/hcim-extended).
   - If you are part of MIM, visit: [http://ischool.umd.edu/content/mim-curriculum](http://ischool.umd.edu/content/mim-curriculum).
   - If you are part of MLS, visit: [http://ischool.umd.edu/content/mls-more-information#Requirements](http://ischool.umd.edu/content/mls-more-information#Requirements).

2. **Get your Program Requirements Checklist**
   To help you plan out the courses you will need to take, each program has a Program Requirement Checklist. These checklists make it easy to see what you should be taking and when. The checklists can be found here: [http://ischool.umd.edu/content/program-requirements-checklists](http://ischool.umd.edu/content/program-requirements-checklists)

   **Make sure to look at the checklist that corresponds to your program and specialization (if applicable).**

3. **Find out when the iSchool Plans to offer your required courses**
   The iSchool 2 Year Course Plan outlines which classes we intend to offer over the next 2 years. [http://ischool.umd.edu/content/course-schedules](http://ischool.umd.edu/content/course-schedules). You can use this to with course planning.

4. **Look at the University Schedule of Classes**
   The schedule of classes can be found at: [http://testudo.umd.edu](http://testudo.umd.edu).

5. **Register for Classes**
   Detailed instructions follow.

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If you have questions at any point, please contact an academic advisor by:
- Calling: 301-405-2038
- Emailing: [ischooladvisors@umd.edu](mailto:ischooladvisors@umd.edu)
- Stopping by the office: Room 4110, Hornbake Building, South Wing
Viewing the Schedule of Classes

1. Go to testudo.umd.edu and click on the “Schedule of Classes” tab on the top of the screen.

2. Select the term for which you wish to register.
3. Select the appropriate department. Students in the iSchool will find their classes in the following departments:

- **INFM (Information Management)**
  *These are mainly MIM & HCIM courses, but MLS and PhD students are permitted to take them if the courses are of interest and they meet perquisite or approval requirements.*

- **INST (Information Studies)**
  *These are courses for ALL iSchool students.*

- **LBSC (Library Sciences)**
  *These are courses designated for MLS students, but MIM, HCIM, and PhD students are permitted to take them if the courses are of interest and they meet perquisite or approval requirements.*

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<th>Code</th>
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<td>Lesbian Gay Bisexual Transgender Studies</td>
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<td>LING</td>
<td>Linguistics</td>
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4. There are several things to take into account in selecting your classes:

1) Make sure there are no Restrictions or Prerequisites that make you ineligible for a class. If you are a student in the iSchool, then you already have “Permission of INFO-College of Information Studies.” You do NOT need to contact anyone for this permission.

2) Make sure you are allowed to register for a particular section. A section with the designation “MLXX” is ONLY available to students in an online cohort.

3) Make sure the day of the week and the time the class is offered do not interfere with another class, a job, or other commitment.

4) Be sure to write down the course number, section number, and number of credits for future reference.

5. For the above example, if you want to take the section offered at Shady Grove, you would record:

- Course Number: LBSC602
- Section Number: SG01
- Number of Credits: 3
Registering for Classes

1. Go to my.umd.edu and login using your University of Maryland username and Password.

2. Choose the tab “Academics & Testudo.”

3. In the “Registration Time and Blocks” section:
   1) Select the semester for which you wish to register.
   2) Confirm that there are no registration blocks that prevent your registration.
   3) Select “Take me to Registration Drop/Add” hyperlink.

Note: Registration opens for the Summer and Fall semesters around the end of March and for the Spring and Winter semesters around the end of October.
Step 5: Registering for Classes (continued)

4. Now you’ll be taken to the “Drop/Add Schedule Adjustment” page to enter your courses.

   1) For each course you wish to take, enter the course designation and course number, as shown in the points marked “1” in the diagram below.

   2) You will also enter the section number for each course, marked as “2” below.

   *Note: Sections listed as 0101, 0201, etc. are taught at College Park, sections beginning with “SG” are taught at Shady Grove, and the sections beginning “ML” are courses available only to the online-cohort-based students."

5. Select “ENTER” to save any changes you make to your schedule.

6. Select SIGN OFF

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*Diagram of schedule adjustment page with points marked 1 and 2 for entering course information.*