

# **INFORMATION FOR PROSPECTIVE APPLICANTS TO THE UMD / FROSTBURG COLLABORATIVE ENGINEERING PROGRAM - FALL 2017 entry**

Thank you for your interest in applying to the University of Maryland A. James Clark School of Engineering Frostburg Collaborative Engineering Program! We are excited that you are considering completing your undergraduate education in the Clark School's Mechanical Engineering program. This handout is intended to give you a brief overview of the Collaborative Program, admission criteria, the application process, and UMD financial aid/scholarships.

If you have questions about the program, please contact either:

- FSU Coordinator for Special Programs: Ms. Linda Steele, [lsteale@frostburg.edu](mailto:lsteale@frostburg.edu)
- UMD Office of Undergraduate Advising & Academic Support: [transfer\\_engr@umd.edu](mailto:transfer_engr@umd.edu) (301) 405-9973

## **PROGRAM OVERVIEW**

The UMD Clark School of Engineering Frostburg Collaborative Program was created to offer FSU students the opportunity to earn a Bachelor of Science degree in Mechanical Engineering. UMD collaborated with FSU to design a program that would allow students to:

- **Complete the first two years of an engineering curriculum at FSU**
- **Apply for transfer admission to UMD's Mechanical Engineering major before junior year**
- **If admitted, complete the final two years as a UMD student on the FSU campus taking both FSU courses and UMD courses through Distance Education Technology and Services (DETS)**

Once FSU students are admitted to the Collaborative Program at UMD, they are governed by UMD academic policies, procedures, and deadlines. After successful completion of degree requirements, students earn a UMD Bachelor of Science degree in Mechanical Engineering.

## **ADMISSION CRITERIA**

In order to be eligible for fall 2017 admission to the Collaborative Program at UMD, students must meet the following criteria by the end of the spring 2017 semester:

- **A minimum cumulative GPA of 3.0 on all college level coursework**
- Completion of **MATH 237 (Calc II)** with a minimum grade of B- or better\*
- Completion of **PHYS 261 (Physics I)** with a minimum grade of B- or better\*
- Completion of **CHEM 202 or CHEM 133 (Chemistry for Engineers or Chemistry II)** with a minimum grade of C- or better\*

### *Admission notes:*

- Only one of the above listed "gateway" courses may be repeated to earn the required grade, and that course may only be repeated once.
- Students with more than 60 credits may still apply. Regardless of your credit level at transfer, this program is designed to be completed in a minimum of three full-time fall/spring semesters.
- Students on F-1 or J-1 Visas are not eligible to this program.
- Completion of ENES100 is not a requirement for admission. However, it is encouraged.

## APPLICATION PROCEDURES

The **deadline** to apply is **March 1st**. This program only accepts students for fall admission (no spring entry). To apply to the Collaborative Program, FSU students must:

1. Submit a fall 2017 UMD Transfer Application, which can be found online:  
<http://www.admissions.UMd.edu/apply/>
  - You do not need to pay the application fee.
    - When you arrive at the area asking for an application fee, please select that you will be mailing a check. Once your application is received, the fee is waived.
  - You do not need to submit an essay and resume (please simply note that you are applying to the Collaborative Program in the essay section).
  - **You must submit an official transcript from each institution you have attended as well as official AP/IB/CLEP scores.**
    - Please send transcripts to the Office of Undergraduate Admissions, Mitchell Building, University of Maryland, College Park, MD 20742-5235.
    - Transcripts and scores submitted to Frostburg are not automatically forwarded to UMD.
    - Additionally, UMD will not necessarily transfer coursework from other institutions in the same way as FSU. Please plan ahead and ask questions as needed so as not to delay your application review.
2. **Once your application is submitted, students MUST contact Linda Steele [lsteale@frostburg.edu](mailto:lsteale@frostburg.edu) and the Office of Undergraduate Advising & Academic Support at UMD: [transfer\\_engr@umd.edu](mailto:transfer_engr@umd.edu) via e-mail letting them know you applied. Not contacting both representatives will result in an incomplete application, which will not be considered for this program.**
3. There are **2 possible outcomes** from the review of your application:
  - You are approved for fall admission to the Program because you have met the admission criteria. (“**Admitted**”)
  - You are not approved for fall admission because you have not met the admission criteria as of the end of the spring semester. (“**Denied**”)
4. All admitted students are required to attend a one-day orientation program at UMD. The orientation will be held on June 28<sup>th</sup> at University of Maryland College Park campus.

## MONEY MATTERS

**How does the billing work?** Once you are admitted to the Collaborative Program, you will begin paying UMD tuition; however, you will continue to pay FSU student fees (not UMD fees) because you will physically remain on the FSU campus.

- As a collaborative student, you will receive two bills- one from UMD, which will be paid in full through Frostburg and UMD, and one from FSU, which you will be responsible to pay.
- Any federal financial aid or scholarship money you receive will be applied to your UMD bill. The money left over after the UMD bill is paid will be reimbursed to you to use towards your FSU bill or for any other educational expense.
- In order to receive your financial aid reimbursement directly into your bank account, sign up for Direct Deposit at [www.bursar.umd.edu](http://www.bursar.umd.edu) under the “Online Services” tab.

### **Waive of the application and confirmation fee**

If you are admitted to the Collaborative Engineering Program the \$400 confirmation fee as well as a \$65 application fee will be waived.

- If at any time you decide to move to College Park after being admitted, these fees will be charged to your UMD account and you are responsible for the full payment.

### **You will no longer receive financial aid through FSU but will be eligible to apply for aid at UMD.**

Interested students should complete the FAFSA and enter UMD's school code (002103). If you have already filed a FAFSA, please update it with UMD's school code.

- You may continue to receive private scholarships or MD prepaid tuition assistance and will need to forward that paperwork to our 3<sup>rd</sup> party billing office in August.
- Please complete the Free Application for Federal Student Aid (FAFSA) by January 1 of the academic year prior to the year that you plan to enroll at UMD.

### **Scholarship Information**

We will make every effort to notify you of your admission decision by the end of May so that you may apply for engineering scholarships by the May deadline, if you desire. Please submit your scholarship applications by the posted deadlines, even if you have not heard from us. For scholarship information, visit:

- <https://www.admissions.umd.edu/finance/transferscholarships.php>
- <http://www.ursp.umd.edu/scholarships/new-transfers>. *Please note that the scholarship application posted on this website can and should be completed by May 31 of the year before you plan to enroll at UMD. Even if you have not received your admissions decision, please complete this application by the posted date. Also note that the application is typically updated in March or early April of the academic year.*
- <http://www.ursp.umd.edu/scholarships/additional-scholarships>

### **Differential Tuition**

Students who are enrolled in the Robert H. Smith School of Business and Management, the A. James Clark School of Engineering, or who are declared majors in the Department of Computer Science, will be charged differential tuition beginning in Fall 2015. Please refer to the following links for details:

- <https://www.admissions.umd.edu/finance/differentia tuition.php>
- [https://financialaid.umd.edu/osfa/Differential\\_Tuition\\_FAQ.pdf](https://financialaid.umd.edu/osfa/Differential_Tuition_FAQ.pdf)

### **UMD POLICIES**

If you are admitted to the Collaborative Program, you will be directed to the online 2017-2018 UMD Undergraduate Catalog (<http://www.UMd.edu/catalog/index.cfm>) which contains information regarding all UMD policies and procedures. Here are some of the most relevant policies for Collaborative students:

- Students must maintain **at least a 2.0 cumulative grade point average (GPA)** to maintain satisfactory academic standing at UMD.
  - Once admitted to the Collaborative Program, all grades you earn through FSU and UMD will factor into your UMD GPA. All grades you earned at FSU and other non-UMD institutions prior to entering the Collaborative Program will not factor into your UMD GPA.
  - Any course taken at UMD prior to entering the program will factor into your UMD GPA.
- Students must achieve **a grade of C- or better in all individual major requirements (i.e. non-CORE or general education)** and have a cumulative UMD GPA of a 2.0 in their major courses to graduate.
- Students must enroll in **12 or more credits to be considered full-time status**.
  - This is a combination of 12 credits total between FSU and UMD courses.

- Students may **attempt any UMD course twice and may repeat no more than 18 credit hours.**
  - A withdrawal 'W' counts as an attempt. Grades from both attempts factor into your UMD GPA.
- Students must have a cumulative GPA of 2.0 across all courses required for the major in order to graduate.
- Students must complete a **minimum of 120 credits** with at least a 2.0 cumulative UMD GPA.
- You must submit a **Permission to Enroll in Another Institution form** through the Transfer Coordinator at UMD (in the college advising office) if you wish to take a winter or summer course at FSU or any other non-UMD institution.
- Please note that **UMD and FSU have different academic (and final exam) calendars** and you must adhere to both calendars.

### **Advising is mandatory for all Engineering students each semester**

- You will be assigned an FSU advisor to meet with for pre-registration advising.
- All registration forms will go through the FSU Program Coordinator for review.
- Students register for FSU courses; UMD courses will be administratively added to your schedule.
- If you make changes to your FSU and UMD schedule after submitting your registration forms, you are to contact both Linda Steele, the Department of Mechanical Engineering and the Office of Undergraduate Advising (in the College Advising office) to update your registration.