INFORMATION FOR PROSPECTIVE APPLICANTS TO THE
UM SCHOOL OF ENGINEERING FROSTBURG COLLABORATIVE
PROGRAM - FALL 2014 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 UM financial aid/scholarships.

If you have questions about the program, please contact either:
• UM Collaborative Program Coordinator: Ms. Shannon Edward, sedward@umd.edu, (301) 405-9973
• FSU Collaborative Program Coordinator: Dr. Mohammed Eltayeb, msetayeb@frostburg.edu

PROGRAM OVERVIEW

The UM 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. UM 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 UM’s Mechanical Engineering major before junior year
• If admitted, complete the final two years as a UM student on the FSU campus taking both FSU courses and UM courses through Distance Education Technology and Services (DETS)

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

ADMISSION CRITERIA

To qualify for fall 2014 admission to the Collaborative Program at UM, you must meet the following criteria by the end of the spring 2014 semester:

• Completion of the Fundamental Studies English requirement (ENGL 101)
• 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 102 or CHEM 133 (Chemistry for Engineers or Chemistry II) with a minimum grade of C- or better*
• A minimum cumulative GPA of 3.0 on all college level coursework
• Completion of at least one Distributive studies course from the humanities or social sciences

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** for application is **March 1, 2014** for fall 2014. This is a fall admission program only (no spring entry). To apply to the Collaborative Program, FSU students must:

1. Submit a fall 2014 UM 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 also do not need to submit an essay and resume.
   - **You must submit an official transcript from each institution you have attended as well as official AP/IB/CLEP scores.**
     - Please send transcripts to 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 UM.
     - Additionally, UM 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 both Dr. Eltayeb and Ms. Edward via e-mail to let them know you have applied. Not contacting both representatives will result in an incomplete application, which will not be considered.

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 UM. The orientation is scheduled for **Wednesday, June 25, 2014** 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 UM tuition but you will continue to pay **FSU student fees** (not UM fees) because you will physically remain on the FSU campus.

- As a collaborative student, you will receive two bills- one from UM, reflecting the UM full time tuition rate at a 25% discount, and one from FSU for student fees.
- Any federal financial aid or scholarship money you receive will be applied to your UM bill. If there is any money left over after the UM bill is paid, it will be reimbursed to you to use towards your FSU bill or for any other educational expense.

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

- You may continue to receive private scholarships or MD prepaid tuition assistance and will need to forward that paperwork to our 3rd party billing office in August.

**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 2014 deadline, if you desire.

- Please submit your scholarship applications by the deadline, even if you have not heard from us - our Scholarship Office is OK with you submitting applications before your admission is official. For scholarship opportunities, visit:
  - [http://www.ursp.umd.edu/](http://www.ursp.umd.edu/)
  - [http://www.admissions.umd.edu/finaid/scholarshiptransfer.cfm](http://www.admissions.umd.edu/finaid/scholarshiptransfer.cfm)

**UM POLICIES**

If you are admitted to the Collaborative Program, you will be directed to the online 2014-2015 UM Undergraduate Catalog ([http://www.umd.edu/catalog/index.cfm](http://www.umd.edu/catalog/index.cfm)) which contains information regarding all UM 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 UM.
  - Once admitted to the Collaborative Program, all grades you earn through FSU and UM will factor into your UM GPA. All grades you earned at FSU and other non-UM institutions prior to entering the Collaborative Program will not factor into your UM GPA.
  - Any course taken at UM prior to entering the program will factor into your UM 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 UM GPA of a 2.0 in their major courses to graduate.
  - This is a combination of 12 credits total between FSU and UM courses.
- Students may attempt any UM 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 UM 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 UM GPA.
- You must submit a Permission to Enroll in Another Institution form through Shannon Edward if you wish to take a winter or summer course at FSU or any other non-UM institution.
- Please note that UM 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; UM courses will be administratively added to your schedule.
- If you make changes to your FSU and UM schedule after submitting your registration forms, you are to contact both Dr. Eltayeb and Shannon Edward to update your registration.