ACADEMIC ADVISING, REGISTRATION
AND ACADEMIC POLICIES

Academic Advising
College of Public Affairs: 410.837.5359
Merrick School of Business: 410.837.4944
Yale Gordon College of Arts and Sciences: 410.837.5351

The University is committed to academic excellence and student success; therefore, a professional staff of academic advisers is available in the College of Public Affairs, in the Merrick School of Business and in the Yale Gordon College of Arts and Sciences. Students should meet with an adviser before each registration period to ensure that they are making proper academic decisions and progressing toward their degree. For some students, an adviser’s signature is required for registration. It is important that students become familiar with their adviser and take advantage of these experts’ in-depth knowledge of the various academic programs and policies.

Students should make an appointment to see an adviser before withdrawing from the University, even if they expect the withdrawal to be temporary.

COLLEGE OF PUBLIC AFFAIRS ADVISING
College of Public Affairs
Tel: 410.837.5359

All new students in the College of Public Affairs must meet with the director or adviser of their degree program prior to registration for their first semester. Program directors and advisers assist students in planning their academic careers and in selecting appropriate courses to satisfy degree requirements. Students new to a degree program are required to have an adviser’s permission to register for any course and to make any changes to the previously approved registration by adding or dropping a course. Other students are strongly encouraged to meet with a program adviser on a regular basis. Those continuing students who must obtain advisement and a departmental and/or dean’s office signature before registering are:

- students changing their degree program or specialization
- probationary students
- reinstated or readmitted students
- nondegree students
- students registering for an independent study or internship
- students requesting to take more than 9 credits during a regular semester or 6 credits during a summer session (requires permission from the dean; please see the Course Load section of this catalog)
- students requesting to take a course at another college or university.
Students are responsible for reviewing carefully the requirements for their chosen degree program and for seeking clarification from a program director or adviser if necessary. Academic advisers are also available in the Office of the Dean, Liberal Arts and Policy Building, Room 111, to provide information and clarification about public affairs programs, policies and procedures.

MERRICK SCHOOL OF BUSINESS ADVISING
Merrick School of Business
Tel: 410.837.4944

Academic advisement is available in the Merrick Advising Center, located in the William H. Thumel Sr. Business Center, Room 142. The center offers both day and evening hours. Scheduled appointments are recommended; to make an appointment, call 410.837.4944. Advisers provide information on School of Business programs, policies and procedures. All new candidates will receive a guide to graduation containing a program guide and must meet with an adviser prior to registering for their first semester. Students in online programs and who do not have access to the campus will be advised electronically. Academic advisers assist students in selecting appropriate courses to satisfy degree requirements. Students are advised that any deviation from their program of study must be approved. Department chairs and School of Business faculty are also available to assist students in planning their academic program and to discuss career goals.

Continuing students in good academic standing can register without an adviser’s signature and are responsible for following their program guide. Continuing students who must obtain advisement and/or permission to register are:

• students changing their program or specialization
• students on academic probation
• readmitted students
• nondegree students
• students registering for an internship, independent study or practicum course
• students requesting to take more than 9 credits during a regular semester or 6 credits during a summer session (requires permission from the Office of the Dean; please see the Course Load section of this catalog)
• students requesting to take a course at another college or university
• students reinstated from suspension.

Although the academic adviser will assist the student in planning a program, each student must assume responsibility for knowing curriculum requirements and seeing that these requirements are met.

YALE GORDON COLLEGE OF ARTS AND SCIENCES ADVISING
Yale Gordon College of Arts and Sciences
Tel: 410.837.5351

All new students in the Yale Gordon College of Arts and Sciences must meet with the director or adviser of their degree program prior to registration for their first semester. Program directors and advisers assist students in planning their academic careers and in selecting appropriate courses to satisfy degree
requirements. Students new to a degree program are required to have an adviser’s permission to register for any course and to make any changes to the previously approved registration by adding or dropping a course.

Other students are strongly encouraged to meet with a program adviser on a regular basis. Those continuing students who must obtain advisement and a departmental and/or dean’s office signature before registering are:

- students changing their degree program or specialization
- probationary students
- reinstated or readmitted students
- nondegree students
- students registering for an independent study or internship
- students requesting to take more than 9 credits during a regular semester or 6 credits during a summer session (requires permission from the dean; please see the Course Load section of this catalog)
- students requesting to take a course at another college or university.

Students are responsible for reviewing carefully the requirements for their chosen degree program and seeking clarification from a program director or adviser if necessary. Academic advisers also are available in the Office of Advising, Learning Commons, Room 103, to provide information and clarification about the college’s programs, policies and procedures.

**Registration**

Office of the University Registrar
Tel: 410.837.4825
Fax: 410.837.4820
Email: records@ubalt.edu
Web: www.ubalt.edu/records

**SCHEDULE OF CLASSES**

The schedule of classes, posted in MyUB and as a PDF online at www.ubalt.edu/records prior to registration each semester, is the official record of the class offerings for the semester. It reflects current academic information necessary for students, faculty and staff to plan for the semester. The schedule of classes, along with registration dates and the academic calendar, can be found on the University’s website.

Students should be aware that the University does not cancel any student’s registration for nonpayment. Students must withdraw from class(es), and failure to do so will create a financial obligation to the University even if the student does not attend class(es). Please review the appropriate policy in the Tuition and Fees section of this catalog or at www.ubalt.edu/bursar.