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 MIM, visit: http://ischool.umd.edu/content/mim-curriculum.
   • If you are part of MLS, visit: http://ischool.umd.edu/content/mls-more-information#Requirements.

② Find your Program Requirements Checklist
   To help you plan out the courses you will need to take, each program has a Program Requirement Checklist. These are a helpful tool that you can use to help create a course plan. The checklists can be found here: http://ischool.umd.edu/content/program-requirements-checklists

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. You can use this to help with course planning.

① Look at the University Schedule of Classes
   The schedule of classes can be found at: http://testudo.umd.edu

② Register for Classes
   Detailed instructions follow.

If you have questions at any point, please contact an academic advisor by:
   Calling: 301-405-2038
   Emailing: ischooladvisors@umd.edu
   OR
   Stopping by the office: Room 4110, Hornbake Building, South Wing
① Go to [testudo.umd.edu](http://testudo.umd.edu) and click on the “Schedule of Classes” tab.

① Select the term for which you wish to register.
Select the appropriate course designation. Students in the iSchool will find their classes listed under the following headings:

- INFM (Information Management)
- INST (Information Studies)
- LBSC (Library Sciences)
Viewing the Schedule of Classes (continued)

④ There are several things to take into account in selecting your classes:

1) Verify that 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) Note the course number, section number, and number of credits for future reference.

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

1. Course Number: LBSC602
2. Section Number: SG01
3. 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.

⑤ Select SIGN OFF