

Advising & Registration Information for Next Semester

The email address you gave us has been added to our listserve. Bev (in the main office) maintains the listserve and is responsible for sending information to you that I have sent to her. Please do not hit "Reply" and send it back to her as she has been instructed to trash those emails. It's important that you send all of your emails to me at dhyde1@umd.edu. -- always include your UID.

Each semester a few students lose out on an opportunity to get oversubscribed to a HLTH course because they didn't bother to check or read their emails from the department. Please keep in mind that it is each student's responsibility to make sure his/her email address is correct. If you don't want to take the time to read our emails, that's ok; just don't expect that we can still help you.

Some Important University Policies

Students are responsible for all public information and should become familiar with the policies, procedures and requirements as they are explained in the University's Undergraduate Catalog, Schedule of Classes, and the Departmental Handbook. Students are expected to know the policies and procedures and are responsible for their own program.

1) CORE Program... some information

- Fundamental Math (FM) and English completed within first 60 credits
- HA, HL, HO, SH, SB completed by 60 credits
- Advanced Studies completed after 60 credits
- Department recommendation, try to use: PSYC100 & SOCY100 to fulfill PHIL 100, 140 or 170 for the HO
- Advanced Studies: complete after 60 credits...
- EDHD, EDCP or FMST courses used in your program can double count.
- Professional Writing: required for all CH majors
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2) Final Thirty-Hour Rule: Students must take their final 30 hours on this campus. However, students may request an exception to this policy to complete 100 or 200 level courses if those courses are among the student's final 30 credits. To apply for this exception as well as others, go to www.sph.umd.edu/polexc/

3) Courses That Transfer to the U...

To look up courses at other institutions and check their transferability, go to the web: 'Testudo' > 'Transfer Credit Center' > 'Transfer Course Look Up'.

4) Credit Overload: Unless in their final semester of classes, the maximum number of credits students can register for is 16 credits during the spring or fall semesters; two courses or eight credits for a six-week summer session; and one course or three credits during a winter session. Students interested in a credit overload during any semester must have a cumulative GPA of at least 3.5. However, on the first day of classes (fall and spring semesters) students may add a course(s), registering for a maximum of 19 credits. Go to www.sph.umd.edu/polexc/.

5) "Chain of Command": Students having any type of problem in a course or with an instructor in a course should first try to resolve the problem with the instructor. Request an appointment during his/her office hours and tactfully state your case. Try to negotiate a solution. If you are not satisfied with the 'solution', contact the Undergraduate Program Director. If you are still not satisfied with the solution, the Department Chair, then the Associate Dean of Academic Affairs, and finally the Dean of the college. If the situation has not been resolved after seeing the Dean, he can provide you with information regarding a next step.

Undergraduate Program Coordinator	Dr. David Hyde	(301-405-2523)
Chairperson	Dr. Elbert Glover	(301-405-2543)
Associate Dean of Academic Affairs	Dr. Colleen Farmer	(301-405-2473)
Dean, College of HHP	Dr. Robert Gold	(301-405-2438)

Graduation Progress Benchmarks

The program “Benchmarks” are listed below as well as at the top of the Academic Plan you completed when you became a Community Health major. It is imperative that you are aware of those benchmarks and meet them on time, even if it means attending winter session and/or summer school during you first year as a PCH major. If you don’t, you’ll be asked to find another major

Students are expected to successfully complete the benchmarks indicated below or they may be asked to change their major.

By the end of the 2nd semester as a HLTH major...

completed FS Math & English, BSCI105, HLTH130 & 140

By the end of the 3rd semester as a HLTH major...

completed BSCI201 & 202

By the end of the 4th semester as a HLTH major...

completed Distributive Studies

Course Sequence and Pre-requisites

HLTH130... co/pre-requisite for 230 (At least a “C” before taking 391)

HLTH230... pre-requisite for 391 (At least a “C” before taking 391)

HLTH391... pre-requisite for 490 & 420 (at least a “C” before taking 420 & 490)

taken semester immediately before 490

must have completed with at least a “C” -- BSCI 105, 201 & 202

HLTH420... pre-requisite for 491 (need at least a “C” before taking 491)

taken semester immediately before 491

HLTH490 pre-requisite for 491 (need at least a “C” before taking 491)

taken semester immediately before 491

HLTH491 completed during final semester of school

no other courses may be taken with it

spring and fall semesters only

must have at least 2.0 GPA

all required courses completed with at least a “C”

Some Important Departmental and School Policies & Information

- 1) Unable to Register:** If you have met with your adviser and are unable to register, email Dr. Hyde (dhyde1@umd.edu) immediately. Include your name and UID number and the exact message you received when you tried to register. (Always include your UID)
- 2) Waitlists:** If you need help getting into HLTH classes (we can only help with HLTH classes) register as soon as you can and get on the waitlist. Then, immediately send Dr. Hyde (dhyde1@umd.edu) an email -- include your name, UID and the course, section and waitlist numbers. PLEASE send all of that information or we can’t help you. You will receive one of two emails. One that we have oversubscribed you and you need to add the course to your schedule ASAP **OR** that we have added your name (your email) to the waitlist we are keeping for CH majors only. When a seat becomes available we will email you to add it. You are encouraged check your email at least twice a week and to keep our email correspondence – in case there is a misunderstanding
- 3) Schedule HLTH Classes First:** When you register for next classes, schedule your HLTH classes (especially 130, 230, 391, 420 and 490) before any other classes. If there is an open section of a HLTH course, students are strongly encouraged to register for the open section. Students who get on a waitlist for a HLTH course, when there are other open sections of the same course, will not be oversubscribed into the course for which they waitlisted.
- 4) Reading Emails:** Each semester a few students lose out on an opportunity to get oversubscribed to a HLTH course because they didn’t bother to check or read their emails from the department. Please keep in mind that it is each student’s responsibility to make sure his/her email address is correct. If you need help getting a particular HLTH class, follow the direction in #2 above or in the emails from the department.
- 5) SPHL Courses:** Any undergraduate SPHL course may be used as a Health Elective.

6) **Federal Semester (UNIV348P & 349):** Whenever Undergraduate Studies offers courses that directly relate to public and community health, students can use those courses (maximum of 6 credits) as HLTH Electives. At this time (Fall 09) CH majors may use UNIV348P: Federal Semester Seminar: Federal Health Policy (fall) and UNIV349: Federal Semester Experiential Learning (spring). Check with your adviser if you plan to use these.

7) **Fundamental Math (FM):** Any math course that fulfills the Fundamental Math (FM) requirement. can be used in the CH health program. Minimum grade - "C".

8) **Fundamental English (FE):** CH majors need at least a "C".

9) **Junior English (Professional Writing):** All CH majors are expected to complete the Professional Writing (Junior English) requirement, even those who earned an "A" in Fundamental English (FE).

10) **Grades:** Students must earn a letter grade of a "C" or better in the following courses/areas: Fundamental Studies (Math and English); Professional Writing; Supportive Requirements; Health Electives; and Professional Preparation courses.

11) **Exceptions to Policy** If you want (or have) to do any of the following... take a course at another school; repeat a course more than once (register for it for a 3rd time); repeat more than 18 credits; cancel registration; credit overload, drop more than 4 credits after the schedule adjustment period; change a grading method; add a class late; retroactive drop; apply for graduation late or any other exception, go to www.sph.umd.edu/polexc/.

Permission to enroll at another school...	/	
Register for a course for 3 rd time...	/	<u>these are the most commonly</u>
Repeat more than 18 credits...	/	<u>requested exceptions</u>
Credit overload...	/	

12) **Important Reminders and Tips to Consider When Developing Your Academic Plan...**

- BSCI201 & 202 must be completed before taking HLTH 391
- EDMS451... can also use BIOM301, BMGT230, ECON321, GEOG305, MATH111, PSYC200, SOCY201, STAT100
- Must have at least a "C" in FM, FE, Professional Writing (Jr. English), and all Supportive Requirements, Health Electives & Professional Prep courses. (Can have a "D" in CORE courses and General Electives)
- HLTH498K: Conflict Resolution for College Students (can be used as HLTH Elective) – Winter only
- HLTH498T: Medical Terminology on-line course, winter & summer. (Health Elective)
- SPHL courses... can be used as HLTH electives
- HLTH498A: Massage Therapy... can **NOT** be used as HLTH elective
- EDHD/EDCP/FMST... can double count for Advanced Studies requirement if completed after 60 credits
- BSCI 105... must complete MATH110 with or before and is prerequisite for BSCI 201
- HLTH 391... complete BSCI 202 before taking; is prerequisite for HLTH 490
- HLTH 420... to be completed during the semester prior to the internship
- HLTH 490... prerequisite is HLTH391, scheduled semester before internship
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13) **Miscellaneous Information:**

- Math Problems... tutoring available at Shoemaker Hall
- PIN number... forgot what it was??? go to Mitchell Bldg., Room 1130
- Reminder... all coursework completed with at least a "C" before registering for internship
- Retro-Active drops... are NOT routinely granted just because student is failing... go to www.sph.umd.edu/polexc/
- Repeat Policy & Drop Policy... explained in the Undergraduate Catalog or go to www.sph.umd.edu/polexc/

14) **VENUS Program** (will help your get your classes)

Students might want to become familiar with the VENUS program on the web... go to the Testudo web page, click on "Records and Registration", under "24 Hour Access", click on VENUS!!! Simple! It is very easy to use, and can save you a lot of time and grief especially if you are registering late in the semester!!!

15) **Tentative Course Offerings for next 3 years:**

Fall:	106, 130, 140, 230, 285, 371, 377, 391, 420, 437, 471, 490, 491
Winter:	106, 377, 430, 471, 498K & 498T
Spring:	106, 130, 140, 230, 285, 377, 391, 420, 430, 471, 476, 490, 491
Summer	106, 140, 150, 498T, 377, 460, & 471