



The Complete Guide to Air Force ROTC (ARSC) Class Registration Detachment 330

Quick Guide Steps to Register:

1. Figure out Which Classes to Take
2. Figure out your Home Institution and follow the registration process for that school
3. Get required paperwork together
4. Turn in required paperwork to UMD or host institution (if Consortium or Inter-Institutional)
5. You will receive an email that you are registered
6. If you do not receive an email then you need to follow-up weekly
7. You will not be allowed to attend classes past the 2nd week of school if you are not registered!!!

First, figure out which classes to take.

First go to the University of Maryland - Office of the Registrar - Schedule of Classes website, <https://ntst.umd.edu/soc/>. Select the appropriate term from the drop-down menu (e.g., "Fall 2020") then find and click on "ARSC Air Science". This will bring you to the course list for the Air Science Department (Air Force ROTC) where you can find all the course numbers, titles, and sections for AFROTC classes.

Once you have found the courses, most students can easily figure out which ones to take and when*. 100-level courses are for freshmen, 200-level for sophomores, and on up. In addition, all AFROTC cadets must take ARSC 059 Section 0101 every single term - this is your leadership lab where you will engage with guest speakers, learn and practice Air Force customs and courtesies, drill and ceremony, and skills from basic followership through advanced leadership. Although you register for this class every semester, your experience will differ each time as you progress through different phases of the program.

Classes you should register for:

- Freshman starting in the Fall: ARSC 059, ARSC 100
- Freshman starting in the Spring: ARSC 059, ARSC 101
- Sophomore starting in the Fall: ARSC 059, ARSC 100, ARSC 200
- ****You can not start as a sophomore in the Spring. You will start as a freshman and we can figure out your degree plan once you get started
- If you are farther than your sophomore year then contact the detachment at afrotcdet330@umd.edu to see what plan you need to be on.
- All upper level classes (ARSC 300, 301, 400, and 401) are taken by upper level cadets and cannot be registered for until you are admitted into the program.

Then, figure out which registration process applies to you and get registered!

If you attend University of Maryland, College Park, then follow UMD Process

If you attend George Mason University or The Catholic University of America, then follow DC Consortium Process

If you attend Bowie State University, Towson University, University of Baltimore, University of Maryland at Baltimore, University of Maryland Baltimore County, or University of Maryland Eastern Shore, then follow Inter-Institutional Process

If you attend any other school (e.g., AACC, MC, NOVA, PGCC, UMUC, or another approved crosstown school not listed), then follow Crosstown Process

UMD Registration Process

Your process for AFROTC registration is exactly the same as for all your other academic classes at UMD. Follow the UMD registration steps located here:

<http://registrar.umd.edu/current/registration/registration.html#regsteps>

DC Consortium Registration Process

Your process for AFROTC registration is managed for you by a consortium office at your home university. Contact the appropriate office and provide them your ARSC course information; they will help you with the rest of the paperwork.

If you attend George Mason University, work with the [Mason Consortium Coordinator](#)

If you attend The Catholic University of America, work with the [CUA Consortium Coordinator](#)

University System of Maryland Inter-Institutional Enrollment process

Your process for AFROTC registration is managed for you by an inter-institutional registration coordinator at your home university. Contact your registration office and ask to speak to the inter-institutional registration coordinator. They will help you with the paperwork.

For reference, the UMD website for inter-institutional enrollment is listed below. On this page you will find instructions for UMD students wishing to register for classes at other USM institutions, including a common USM IIE registration form.

<http://www.registrar.umd.edu/current/registration/inter-institutional.html>

Crosstown Registration Process

1. This is the process with the most forms. First, get a copy of the [UMD ROTC Registration Form](#).
2. Read the instructions on this form carefully and fill out the first page as required. Ensure your course registration information in section 11 is correct! If you do not put your section number then they will not register you.
3. Then complete the second page, the [UMD Official Transcript Request](#). Note that this is your request TO UMD for them to send your transcript TO YOUR HOME COLLEGE after you complete the courses for which you are registering. If this is your first time registering, do not worry about your student identification # (SID) because you don't have one yet. Also, do not worry about the Date(s) Degree(s) awarded section. Simply sign, and in the grey box at the bottom, write your telephone number and the name and mailing address of the registration office for your home college (e.g., AACC, NOVA, etc.).
4. Next, visit an academic advisor or counselor at your home college. Request from them 1) a letter of verification of enrollment, and 2) a letter of permission to enroll at UMD***.

***Some advisors may combine these two requirements into a single letter, and that is acceptable. Some advisors may have standard forms for you to fill out in lieu of these letters, and that is acceptable. Also, as of January 2017, NOVA does not provide a letter of permission to enroll at UMD, and that is acceptable. Each school has its own processes.

5. Once you have all four of these forms (or three if a NOVA student), make copies and then submit them to the UMD Registrar's Office. You can walk them into the office (preferred), fax them in (what's that?), or email them. The office information is listed below:

1113 Mitchell Bldg. College Park, MD 20742

Fax: 301.314.9568

Email: interinstitutional@umd.edu