

# Academic Cooperation Agreement/Baltimore Student Exchange Program

## Rules and Guidelines

*Please read before completing the attached form.*

### **Rules:**

1. You must be a student in good standing and already enrolled in 12 or more credits (or full-time equivalent).
2. You must be a Sophomore or higher.
3. Graduate students may only enroll in graduate level courses unless permission is received in advance from the instructor of the course (this can be in the form of an email) and your advisor.
4. You may only enroll in one Co-op(BSEP) class per semester. You may list more than one class on your request; however, the first class listed is considered your first choice.
5. Credit will not be given for private music lessons or dance classes. Additionally, students are responsible for any fee incurred by enrolling in private instruction classes.
6. You must abide by all policies, procedures, and deadlines of the Registrar's Office at the host institution. These policies, procedures, and deadlines can often be found on the host institution's website along with the schedule of classes.

### **Guidelines:**

1. The Co-op(BSEP) programs is a privilege, not a right. Therefore, your behavior on both campuses should reflect such thought.
2. Please fill out the Co-op(BSEP) form in its entirety and neatly. DO NOT drop a form off if there is no one at the front desk, our office is not responsible for lost or stolen forms.
3. Students at the host campus have priority over visiting students; therefore, you may not receive a response regarding your request until the week classes start.
4. Please leave the day and time of the requested class open on your MICA schedule. Co-op classes will not be added if there is a time conflict.
5. Repeated calls or emails to the host or home registrar, or your advisor, will not speed up the process. If you have not received a response by the week before classes start at the host institution, you may contact our office and we can check the status of your request. (410-225-2234)
6. If you have not received a response and the class does not appear on your MICA schedule, DO NOT just go to the class. The only time you should go to the first class is if you are instructed to do so by either the home or host registrar to obtain a professor's permission (signature).
7. Check your MICA email account often. Important information regarding your status, from both the home and host institution, is often sent via MICA email.

If you have any questions regarding the Co-op program and what institutions are participating members, please call or email the Office of Enrollment Services or ask your advisor.

**\*\*\* If you cannot abide by these rules and guidelines, please do not fill out a form\*\*\***

**Note:** Home Institution = School granting your degree    Host Institution = School which you are visiting



## Enrollment Services

# ACADEMIC COOPERATION AGREEMENT

**PLEASE CHECK BELOW THE APPROPRIATE CO-OP SCHOOL**

*For more information about the Collegetown Network, visit: [www.colltown.org](http://www.colltown.org).*

- |  |   |
|--|---|
| <input type="checkbox"/> Baltimore Hebrew <a href="http://www.bhu.edu/">www.bhu.edu/</a><br><input type="checkbox"/> Coppin State <a href="http://www.coppin.edu/">www.coppin.edu/</a><br><input type="checkbox"/> Goucher College <a href="http://www.goucher.edu/">www.goucher.edu/</a><br><input type="checkbox"/> JHU <a href="http://www.jhu.edu/">www.jhu.edu/</a><br><input type="checkbox"/> Loyola College <a href="http://www.loyola.edu/">www.loyola.edu/</a><br><input type="checkbox"/> Morgan State <a href="http://www.morgan.edu/">www.morgan.edu/</a> | <input type="checkbox"/> Notre Dame <a href="http://www.ndm.edu/">www.ndm.edu/</a><br><input type="checkbox"/> Peabody Institute <a href="http://www.peabody.jhu.edu/">www.peabody.jhu.edu/</a><br><input type="checkbox"/> Towson University <a href="http://www.towson.edu/">www.towson.edu/</a><br><input type="checkbox"/> UMBC <a href="http://www.umbc.edu/">www.umbc.edu/</a><br><input type="checkbox"/> Univ. of Baltimore <a href="http://www.ubalt.edu/">www.ubalt.edu/</a><br><input type="checkbox"/> Villa Julie College <a href="http://www.vjc.edu/">www.vjc.edu/</a> |
|--|---|

Semester: \_\_\_\_\_

SS#: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Local or Cell Phone: \_\_\_\_\_ MICA E-Mail: \_\_\_\_\_

Local Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Level (circle one):    Freshman        Sophomore        Junior        Senior        Post-Bac.        Graduate

	Course/Catlog #	Course Title	Host Registrar Use Only Registered?
1			
2			
3			

**MICA Student or Advisor:** Which elective is this course fulfilling? (Circle the appropriate course designation)

NOTE: If course is fulfilling a major requirement, a course substitution form must be signed by the department chair.

AH    FA(Studio)    HST    L    LA    PHIL    PSY    SCI    SOC    Other: \_\_\_\_\_

**AUTHORIZING SIGNATURES:**

\_\_\_\_\_  
Student Signature **Required**

\_\_\_\_\_  
MICA Registrar Signature **Required**

\_\_\_\_\_  
Instructor of Course Signature **if required**

\_\_\_\_\_  
Co-op Registrar Signature **Required**

**TO THE HOST REGISTRAR:**

*When the MICA student has been officially registered at your school, please return form to Enrollment Services, Bunting Center, 2<sup>nd</sup> fl., fax to 410-225-2548 or mail to MICA, 1300 Mount Royal Avenue, Baltimore, MD 21217.*