

# **CARROLL COMMUNITY COLLEGE**

## **2011 – 2012 Guide to Transfer**

Carroll Community College is committed to providing the highest quality education to Carroll County citizens. Carroll offers:

- *Better value*
- *Better class size*
- *Better technology*
- *Better learning support*

This guide has been developed to facilitate transfer from Carroll Community College to four-year colleges and universities. The goal is to ensure that students planning to transfer are able to do so without loss of time, credit, money, or duplication of courses.

If you would like transfer assistance, you may visit the Advising and Transfer Center, room A-102, or call 410-386-8435 to speak with an academic advisor. Center hours are: Monday through Thursday 8:30 a.m. to 7:00 p.m. and Friday 9:30 a.m. to 4:00 p.m.

*For more information about transfer, please visit us on the web:  
[www.carrollcc.edu/transfer](http://www.carrollcc.edu/transfer)*

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## ***ADVISING AND TRANSFER CENTER***

The Advising and Transfer Center in room A-102 serves as a valuable resource for all students planning to transfer. The center provides extensive information for students, including college catalogs; applications; college search resources; ARTSYS information; transfer seminars and workshops.

Academic advising is available on a walk-in basis during the following hours:  
Monday through Thursday, 8:30 a.m. to 7:00 p.m.  
Friday 9:30 a.m. to 4:00 p.m.

### **The Transfer Tool: ARTSYS**

Students transferring from Carroll Community College to any of the Maryland State colleges, Capitol College, the College of Notre Dame, Goucher College, Hood College, McDaniel College, Mount Saint Mary's University, Stevenson University or Washington College should use ARTSYS, a computerized articulation system <http://artweb.usmd.edu> to select appropriate courses. See page 16 for more information about ARTSYS. In addition, students should talk to an academic advisor to ensure that selected courses contribute toward academic goals. The University System of Maryland maintains an informative website for transfer students. Please visit <http://mdtransfer.usmd.edu> for more information.

***ARTSYS***

***<http://artweb.usmd.edu>***

***Maryland Transfer Portal***

***<http://mdtransfer.usmd.edu>***

## ***TWO-YEAR AND FOUR-YEAR COLLEGES AND UNIVERSITIES***

A four-year school is either a college or a university. A four-year college is a school of higher learning that grants the bachelor's (baccalaureate) degree in liberal arts or science or both. A university comprises more than one college (such as the College of Liberal Arts and the College of Agriculture) and also grants the bachelor's degree. Usually the bachelor's degree is a Bachelor of Arts (B.A.) or a Bachelor of Science (B.S.).

Community colleges are often referred to as "two-year" schools because full-time students may be able to complete an Associate of Arts degree in two years. If you complete about 30 credits per year, it will take you about two years to get your associate's degree. If you need to improve your skills, more time may be required. Many college students take developmental courses to prepare for college credit courses. If you take fewer than 15 credits a semester, you may consider taking summer or winter courses to speed up your progress.

Associate of Arts programs at Carroll Community College are equivalent to the freshman and sophomore years of study at a four-year institution. **With proper planning, your A.A. program will match the requirements of your intended transfer institution.**

A bachelor's degree requires a total of about 120 credits.

Your 60 credit associate's degree **can be** about half of your bachelor's degree.

***If you don't know  
where you're going,  
it may take more credits  
to get there.***

## ***THE IMPORTANCE OF PLANNING***

**Carroll Community College courses transfer!** Carroll makes every effort to maintain current and accurate transfer information; however, students should always verify information with the intended transfer school. Please consult an academic advisor to plan a program of study at Carroll that will transfer to the college of your choice. Unless students take advantage of the advising services offered, they can expect to lose credits in transfer. Make an appointment with a Carroll Community College academic advisor during any term.

- Every college degree program, whether an associate program or a baccalaureate degree program, has three components: general education, program requirements, and electives.
- Each college and major have these components in slightly different proportions.
- Carroll Community College's general education requirements have been selected to accommodate the widest possible range of general education criteria.
- In Maryland, satisfying the general education requirements at a community college guarantees that all those credits transfer into the general education requirements of the University System of Maryland institutions.
- Most private colleges also accept these “gen. eds.” into their core requirements.
- Note, however, that there may be program requirements specific to your major which vary from institution to institution.
- Since each college or university, public or private, has different requirements, even within the University System of Maryland, the sooner you choose a direction, the more accurate your course selections will be.
- **Choose your transfer institution before completing 30 credits.**

**A bachelor's degree requires about  
120 credits.**

**Without a transfer plan, some  
Carroll credits may not transfer into  
your baccalaureate program.**

***Plan your courses for maximum  
transferability!***

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# **CARROLL COMMUNITY COLLEGE MAJORS**

Carroll Community College is a two-year institution which offers degrees in the Associate of Arts (A.A.); the Associate of Arts in Teaching (A.A.T); the Associate of Science (A.S.); the Associate of Applied Science (A.A.S.); and the Associate of Science in Engineering (A.S.E.)

## **Associate of Arts in Teaching (A.A.T.)**


Early Childhood Education/Early Childhood Special Education  
Elementary Education/Elementary Special Education  
Secondary Education -- Chemistry, English, Mathematics, or Spanish

## **Associate of Science (A.S.)**

Nursing--R.N.

## **Associate of Arts (A.A.) -- TRANSFER PROGRAMS**

Arts and Sciences  
Business Administration  
Computer Engineering  
Criminal Justice  
Dental Hygiene  
Diagnostic Medical Sonography\*  
Education  
Electrical Engineering  
Exercise Science  
Forensic Studies  
General Studies  
Health Science  
Legal Studies  
Music  
Nuclear Medicine Technology  
Nursing  
Paralegal Studies  
Psychology  
Radiography  
Sociology, Anthropology, and Social Work  
Theatre  
Visual Art



**Start any  
bachelor's  
degree at  
Carroll  
Community  
College**

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**Associate of Applied Science (A.A.S.)**

Accounting  
Cardiovascular Technology\*  
Computer-Aided Design  
Computer Information Systems  
Early Childhood Education  
Emergency Medical Services  
Graphic Design  
Health Information Technology  
Law Enforcement  
Multimedia Design  
Nuclear Medicine Technology\*  
Physical Therapist Assistant  
Radiography\*  
Respiratory Care\*  
Surgical Technology\*  
Technical and Professional Studies

**Associate of Science in Engineering (A.S.E.)**

Computer Engineering  
Electrical Engineering

**Certificates and Letters of Recognition**

Accounting  
Administrative Assistant  
Art History  
Cardiovascular Technology\*  
Computer-Aided Design  
Computer Information Systems  
Criminal Justice  
Early Childhood Education  
Emergency Medical Services\*  
General Education  
Graphic Design  
Health Information Technology  
Legal Secretary  
Medical Transcription  
Multimedia Design  
Nursing - Practical  
Office Technology  
Surgical Technology  
Visual Art-Studio

\*Degrees or certificates awarded by Frederick Community College; Howard Community College; or the Johns Hopkins Hospital Medical Imaging program.

## **CHOOSING A MAJOR AT CARROLL COMMUNITY COLLEGE**

Many students begin at Carroll Community College with plans to transfer to earn baccalaureate degrees at other colleges and universities. Carroll offers many majors for transfer students (see previous pages). You may ask, “**How can I start at Carroll Community College if Carroll does not offer my major?**”

- Many transfer students use Arts and Sciences or General Studies as their Carroll Community College major and take classes to satisfy the first 60 credits of their bachelor’s degree requirements.
- Arts and Sciences and General Studies have been designed to be flexible and to accommodate a variety of classes. With an eye on the larger goal of transferring to a four-year institution and earning a baccalaureate degree, students select courses within the framework of Arts and Sciences or General Studies in preparation for transfer into bachelor’s degree programs in almost any other area.
- Business majors may choose Carroll’s Business degree. If you are planning to major in Education, you should follow the appropriate AAT program in the catalog.

**If you are planning to transfer, please consult an academic advisor for the most appropriate program of study for your particular situation.** Academic advisors will recommend the use of ARTSYS to assist in the course selection process within the University System of Maryland institutions.

***Begin any bachelor’s at Carroll Community College***

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## **MAKING A MAJOR DECISION**

For many students, the process of choosing a college starts with a decision about what they want to do with their lives! What career or occupation have you chosen for yourself? Although this is not usually an easy decision, enrolling in college demands that a decision be made – preferably **before 30 credits** are completed. Studies have shown that students with a career plan are more likely to do well academically and graduate. A variety of services and programs provide opportunities for students to explore at Carroll.

### **Career Counseling: Career Center A-118**

Visit the Career Center, or call 410-386-8253 to schedule an appointment to talk about career choices. The Director of Career Development may discuss your interests, skills, and personality preferences as they relate to career and major selection. The office provides computerized career guidance, as well as many other occupational resources.

### **CAR-100, Career Development as a Life Process**

Take the career development course, offered every semester. This course is designed to help you get an in-depth look at yourself and the world of work. Successful completion can assure good career decisions--and you earn three credits!

### **Workshops**

Offered every semester career development topics are presented in a small group setting. Topics include: resume, social networking and choosing a major, to name a few. Visit [www.carrollcc.edu/services/career](http://www.carrollcc.edu/services/career) to get a current listing of topics and dates.

### **Advice and a Slice**

Each semester, a panel is scheduled highlighting a career interest area. Come grab a slice of pizza and hear what it is really like to work in a particular field.

On **October 4, 4:30-6 pm** in K-100, we will have Social Workers and Social Work transfer schools on hand to answer your questions.

### **Website**

Visit [www.carrollcc.edu/services/career](http://www.carrollcc.edu/services/career) for information about self-assessment; “What can I do with a major in..”; and other online services including College Central Network – an online job board designed to connect students with local employers. Students can register and post resumes and portfolios online, as well as research employment listings.

### **DISCOVER®**

Discover is a computer-based assessment of interests, abilities, and values. Contact the Director of Career Development at 410-386-8523 to receive a login code.

### **Career Café**

Several times during each semester Career Café will be open in the K Bldg Café' to provide information on specific topics related to careers. Watch the menu board or just drop in! Check the web page for dates [www.carrollcc.edu/services/career](http://www.carrollcc.edu/services/career).

### **Opportunities Fair**

An Opportunities Fair is scheduled every fall to provide students with an opportunity to learn about majors, academic communities, internships and service learning opportunities. **September 29, 2011**

### **Commit To Complete**

Faculty and Student Affairs Administrators are available at this event held each spring during priority registration for fall, to discuss associate degree options that prepare students for steps. **Wednesday, April 19, 2011**

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# **CHOOSING A COLLEGE**

When choosing a transfer institution, consider.....

## **Programs of Study**

Is your major offered at the college(s) you are considering? Not all colleges offer all majors. In addition, some colleges are better known for certain programs of study than others.

## **Degree Type**

A.A. (Associate of Arts), B.A. (Bachelor of Arts), B.S. (Bachelor of Science), M.S. (Master of Science), or M.A. (Master of Arts). Researching occupations, both in the Career Development Center, The Occupational Outlook Handbook, <http://www.bls.gov/oco/> or in the employment section of the help wanted ads, will help you determine what major you will need for particular careers.

## **Cost**

While cost is certainly a primary consideration, do not automatically eliminate a choice before talking to one of the admissions counselors, who specializes in transfer services if possible, at your intended transfer institution. You may discover scholarships and other sources of financial aid.

## **Size**

Do you prefer a small college or can you fit in comfortably at a large university?

## **Location**

If you will be a commuter student and are seeking a bachelor's degree, your choices are narrowed to one of the many local colleges. Carroll students are fortunate to have the following colleges within driving distance:

- Bowie State University
- Capitol College
- College of Notre Dame of Maryland
- Coppin State University
- Goucher College
- Hood College
- The Johns Hopkins University
- Loyola University
- Maryland Institute College of Art
- McDaniel College
- Morgan State University
- Mount Saint Mary's University

Continued on next page...

- College of Notre Dame of Maryland
- Sojourner-Douglass College
- Stevenson University
- Strayer University
- Towson University
- University of Baltimore
- University of Maryland at Baltimore
- University of Maryland Baltimore County
- University of Maryland College Park
- University of Maryland University College
- Washington Adventist University

Additionally, many Carroll students plan to transfer to other local community colleges to complete an associate's degree in a career field. Carroll has joined an Allied Health Consortium with Howard and Frederick Community Colleges to allow for students to participate in specific programs at home-county rates. Participating programs are:

- Cardiovascular Technology: Howard Community College
- Emergency Medical Services: Howard Community College
- Nuclear Medicine Technology: Frederick Community College
- Physical Therapist Assistant: Carroll Community College
- Respiratory Care: Frederick Community College
- Surgical Technology: Frederick Community College

Other local options:

- Diagnostic Medical Sonography, Nuclear Medicine Technology, and Radiologic Technology: The Johns Hopkins Hospital
- Radiography: Hagerstown Community College

... and many more. Please ask an academic advisor to help you investigate transfer requirements so that you can select appropriate classes at Carroll.

If you plan to move away from home, you have a wider range of options. What region of the country do you prefer? Would you like to live in a city or the country? This is your chance to consider many options. Don't let apprehension about an unknown area stop you from investigating.

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## **CHOOSING A COLLEGE, PART 2: WHERE TO GO FOR INFORMATION ABOUT TRANSFER COLLEGES**

### **Advising and Transfer Center**

Start your college search online: The **DISCOVER®** database has information you need to help you prioritize preferences such as majors, cost and location. This computer program can be used to develop a list of local or national colleges that meet your specifications. Call 410-386-8523 for a login code.

Many guides to choosing a college are available as well. Peruse Peterson's Four-Year Colleges or the College Board's College Handbook. Although most information is online, the Advising and Transfer Center has paper catalogs from Maryland, Delaware, Pennsylvania, Virginia, and West Virginia as well as selections from other states. Applications, pamphlets and brochures from local colleges are usually available. Most colleges supply brochures that explain financial aid, housing, student life, majors, services, or transferring. Read what colleges say about themselves.

### **Virtual Visits**

Try a virtual visit! Check the college's web site to find out more about student life and programs at potential colleges. This *Carroll Community College Guide to Transfer* contains many internet addresses. Additionally, [www.carrollcc.edu/transfer](http://www.carrollcc.edu/transfer) provides easy access to colleges via virtual links.

### **Recruiter Visits**

Some colleges make special visits to Carroll to meet with groups of interested students. The Advising and Transfer Center posts a current list of these scheduled visits. See the Transfer Calendar at: [www.carrollcc.edu/transfer](http://www.carrollcc.edu/transfer).

### **Transfer Fairs**

Every fall and spring semester, Carroll Community College sponsors a Transfer Fair, where representatives from approximately 40 colleges and universities are available to meet with students in the Great Hall. This year, the Fall Transfer Fair will be held on **Tuesday, October 4, 2011**. The Spring Transfer Fair will be held in early March 2012. Look for detailed information as the time nears.

After you have collected reference information... compare! Do some of these colleges offer everything you are looking for? Do some sound really perfect? Now that you know something about prospective colleges, it is time to check them out first hand.

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## **COLLEGE VISITS**

The most valuable information is the information you gather yourself. Choosing your college is like choosing a home. Select one that feels comfortable. The best way to test the match is to talk to representatives of the college and to visit the campus for a closer look.

Visiting a college of your choice can give you an intuitive feel for the suitability of a particular college. Colleges frequently sponsor open houses for visitors and potential students during which faculty, admissions personnel, and students offer information. Open House dates are scheduled for the academic year by each institution. Please check with your receiving institution or the Carroll website at [www.carrollcc.edu/transfer](http://www.carrollcc.edu/transfer) for visit dates.

Carroll Community College arranges several **Transfer Road Trips** each semester. Beginning September 1, sign up for a trip at the Cashier's Office. Sample trips:

***\*Stevenson University: Friday, October 7, 2011***

***\*University of Maryland, Baltimore County: Tuesday, October 18, 2011***

***\*University of Baltimore: Friday, October 21, 2011***

***\*University of Maryland, College Park: Friday, November 11, 2011***

***\*Coppin State University: Friday, November 18, 2011***

**Check out the complete list of open houses and transfer road trips on the transfer website**

**\*For details, visit the Cashier's Office after August**

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# THE APPLICATION

After you have selected potential transfer colleges, start the application process. It is a good idea to apply to more than one college; if you are not selected for one, or if you change your mind, you will have a back-up plan.

Review the application process online and apply online, as requested by the receiving institution. Applicants apply for admission either as "Transfer" or "Native" students. Transfer status is awarded to students who have achieved a minimum number of credits, ranging from 12 to 60, depending on the institution.

Each college sets its own standard for the minimum grade point average for transfer students. The Maryland Higher Education Commission (MHEC) has set the minimum standard for community college students with at least 56 credits at 2.00 to be acceptable at public four-year schools.\* Some programs of study are classified as Limited Enrollment Programs or Selective Admissions and may require a higher grade point average, certain prerequisite coursework, or an additional application. Admission to the college or university does not guarantee admission into a particular program of study.

Submit your application and required documents **before** the published application deadline. **Towson University requires that applicants for the fall semester apply by February 15. Some scholarships are available only to students who apply for early admission – sometimes as early as November.** Be prepared to submit references and transcripts as requested. Some colleges require an essay. Consult the Advising and Transfer Center; the Academic Center; or the Library for advice on writing an essay. Have a trusted mentor or teacher look it over before you submit it. Application fees range from \$30.00 to \$50.00 or more. Some colleges offer application waivers to students that visit their campus.

Arrange for official Carroll transcripts to be sent, as well as transcripts from any other college(s) you may have attended. Complete a Transcript Request Form in the Records Office. Each transcript from Carroll Community College costs \$2.00. Only you can request that transcripts be sent; parents cannot make the request for you because of the signature requirement. If you have an incomplete transcript sent before finishing, which is often a requirement of the application process, **remember to have a final transcript sent when you have completed your courses.**

## The Common Application

Many institutions are utilizing what is known as the common application. The transfer common application may be completed and submitted on-line or printed and mailed. College officials need to complete a portion of this application to verify academic standing and judicial records. This portion of the transfer common application can be submitted to the Integrity and Judicial Affairs Advocate in room A-117.

## ***FINANCIAL AID***

In order to apply for student financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). File online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A web worksheet is available online or in the Financial Aid Office, A-114. The FAFSA is good for only one academic year; a renewal application must be filed each year beginning on January 1.

The priority deadline for consideration for Maryland Higher Education Commission (MHEC) need-based grants is March 1 each year. Some MHEC programs require additional applications besides the FAFSA. For more information about MHEC programs, visit online at [www.mhec.state.md.us](http://www.mhec.state.md.us).

It is recommended that all federal income tax returns be completed by the March 1 deadline in order to avoid estimating and later submitting changes to family income figures. Keep copies of all tax documents used to file the FAFSA; your school may ask for them later.

Contact the Financial Aid Office at each potential transfer college to find out if additional forms are required. Each institution participates in different financial aid programs with different priority deadlines for best consideration. Check out the colleges' websites and catalogs.

Many public libraries offer scholarship resources that may be useful in your search for options. The Advising and Transfer Center offers several financial aid resources. You may also inquire about Phi Theta Kappa (PTK) transfer scholarships.

**NOTE:** For best consideration for any type of student financial assistance, respect deadlines and apply early!

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## **ARTSYS** <http://artweb.usmd.edu>

Carroll Community College participates in the University System of Maryland's computerized articulation system known as ARTSYS. This system offers transfer guidance, including Recommended Transfer Programs (RTP's) to the following schools:

Bowie State University  
Capitol College  
College of Notre Dame of Maryland  
Coppin State University  
Frostburg State University  
Goucher College  
Hood College  
McDaniel College  
Morgan State University  
Mount Saint Mary's University  
Saint Mary's College of Maryland  
Salisbury University  
Stevenson University  
Towson University  
University of Baltimore  
University of Maryland at Baltimore  
University of Maryland Baltimore County  
University of Maryland College Park  
University of Maryland Eastern Shore  
University of Maryland University College  
Washington College

The University System of Maryland web site, <http://mdtransfer.usmd.edu>, features tools to assist students in the college selection process. The site offers links to participating institutions, search-for-majors tools, financial aid information, and developments at each institution.

ARTSYS stands for Articulation System. ARTSYS enables students to check course equivalencies and provides Recommended Transfer Programs which list suggested courses within the first 60 credits for particular majors at receiving institutions.

Samples of these **Recommended Transfer Programs** (RTPs) follow. Notice that there are different requirements for each college and each major. An advisor can show you how requirements at Carroll mesh with requirements at your receiving institution. In this way, students work toward transfer/bachelor's degree requirements and Carroll graduation requirements with each course.

**ARTSYS** © The Articulation System

## Recommended Transfer Program Evaluation

Major: Visual Arts 2007 - ALL PROGRAMS (Starting Fall 2007)  
Carroll Community College to U of Maryland, Baltimore County  
Display only Active Courses

3 Credits	*ART212 (Visual Concepts III - Three-dimensio) minimum grade C
3 Credits	*ART213 (Visual Concepts IV - Time-based Medi) minimum grade C
3 Credits	*ART215 (Introduction to Art and Media Studie) minimum grade C
3 Credits	ART135 or ART135 minimum grade C
3 Credits	ART136 or ART136 minimum grade C
3 Credits	ART101 or CGR105 or (ART120 and ART102) or (ART102 and ART121) or (ART105 and ART120) or (ART121 <a href="#">...more</a>
3 Credits	CGR120 minimum grade C
3 Credits	*ART214 (Drawing I - Beginning Drawing) minimum grade C
3 Credits	<a href="#">English Composition</a> ENGL101 or ENGL103
3 Credits	<a href="#">Arts &amp; Humanities AREA</a> Exclude ART
9 Credits	<a href="#">Social Science AREA</a> (Maximum of 1 from one department & 1 from another department)
3 Credits	<a href="#">Mathematics AREA</a>
4 Credits	<a href="#">Biological &amp; Physical Sciences (lab) AREA</a>
3 Credits	<a href="#">Biological &amp; Physical Sciences AREA</a>
3 Credits	*ARBC201 (Intermediate Arabic I) or *ASL201 (American Sign Language III) or FREN201 or *GERM201 (Intermediate German I) or *HEBR201 (Intermediate Modern Hebrew <a href="#">...more</a>
6 Credits	<a href="#">Language and Culture AREA</a>
2 Credits	<a href="#">Physical Education AREA</a>
60 Credits	

Contact Person:  
Competitive Admissions GPA:  
Minimum Program Grade:

RTP Last Updated: March 10, 2010

**This RTP may not satisfy all degree requirements at Carroll Community College**

\* This U of Maryland, Baltimore County course has no Equivalency at Carroll Community College;  
Check with your Advisor for an alternate course.

Please speak with a Carroll Community College academic advisor for clarification of this recommended transfer program.

ARTSYS © The Articulation System

## Recommended Transfer Program Evaluation

Major: Forensic Studies - Forensic Science (Starting Fall 2011)  
Carroll Community College to University of Baltimore

4 Credits	BIOL101 minimum grade B
4 Credits	CHEM105 minimum grade B
4 Credits	CHEM106 minimum grade B
4 Credits	CHEM201 minimum grade B
4 Credits	CHEM202 minimum grade B
4 Credits	PHYS101 minimum grade B
4 Credits	PHYS102 minimum grade B
3 Credits	<a href="#">Speech AREA</a>
3 Credits	<a href="#">Literature AREA</a>
3 Credits	ENGL101 or ENGL101R ( <i>Inactive</i> ) or ENGL103 minimum grade C-
3 Credits	<a href="#">History, Philosophy AREA</a>
3 Credits	<a href="#">Fine Arts AREA</a>
3 Credits	<a href="#">Math AREA</a>
3 Credits	<a href="#">Computer Literacy AREA</a>
6 Credits	<a href="#">Social Science AREA</a>
3 Credits	Lower Level Elective
60 Credits	

Contact Person: Office of Transfer Admission, 410-837-4777  
Competitive Admissions GPA: 2.75  
Minimum Program Grade:

RTP Last Updated: May 01, 2011

This RTP may not satisfy all degree requirements at Carroll Community College

\* This University of Baltimore course has no Equivalency at Carroll Community College;  
Check with your Advisor for an alternate course.

Please speak with a Carroll Community College academic advisor for clarification of this recommended transfer program.

ARTSYS - RTP Display - Windows Internet Explorer

http://www.acaff.usmh.usmd.edu/artweb/p1trans.cgi?Forensic%20Studies%20-%20Forensic%20Science+ub.322967.al+ub.965087.al.a+FOSC+Y+B+CR+UB+S+

ARTSYS - RTP Display

### FORENSIC STUDIES/FORENSIC SCIENCE

You've seen crime scene investigation on television. Now be a part of it. If you choose this major's forensic science specialization, you'll focus on the scientific aspects of criminal investigation. If you're interested in the field's legal and procedural aspects, see the "Forensic Studies Police Science" description.

Our state-of-the-art crime laboratory environment, developed in conjunction with the Baltimore Police Department to train forensic science students and to serve as a reserve crime lab for the city, allows you to interact with forensic professionals and gain experience with sophisticated equipment.

The Forensic Studies major requires a 2.75 cumulative grade point average and successful completion of COSC 100: Introduction to Computer Technologies or an equivalent transferable course (a general-education requirement). The forensic science specialization requires satisfactory completion (with a GPA of 2.5 or better and no grade lower than C) of at least five of the following seven prerequisite science courses:

- Biology I
- Chemistry I and II
- Organic Chemistry I and II
- Physics I and II.

Applicants will also need to pass a criminal background check and a urinalysis.

For more information about UB's Forensic Studies major, visit [www.ubalt.edu/forensics](http://www.ubalt.edu/forensics).

Located in the heart of the city's cultural district, the University of Baltimore considers itself Maryland's transfer university, offering business and applied liberal arts degrees with a career-oriented focus for students. We take special pride in working with nontraditional students; whether you are an older student, a student returning after an academic absence, or working full time. UB's flexibility is an asset for all.

Admission to UB is guaranteed if you are in good academic standing, and have a minimum 2.0 cumulative grade point average with 24 or more transferable credits from an accredited institution. Certain majors may have additional admission requirements.

For information about Financial Aid and Scholarships, visit [www.ubalt.edu/financialaid](http://www.ubalt.edu/financialaid)

UB offers merit-based and need-based scholarships for students. Amounts range from \$500 per year to full tuition; amounts vary depending on a variety of factors and information. Part-time and full-time students may be eligible. To see if you qualify, please call the Office of Transfer Admission at 410.837.4777.

For a list of academic majors, visit [www.ubalt.edu/study/majors](http://www.ubalt.edu/study/majors)

For information about the Honors Program, visit [www.ubalt.edu/honors](http://www.ubalt.edu/honors)

To register for an open house, visit [www.ubalt.edu/openhouse](http://www.ubalt.edu/openhouse)

For information on transfer admission, please visit [www.ubalt.edu/transfer](http://www.ubalt.edu/transfer)

Modify Courses

Change Institutions	Key Word Search	LookUp Course	Evaluate Transcript	Transfer Programs	Search for Majors
Evaluation Summaries	ARTSYS Home				

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Internet | Protected Mode: Off

Please speak with a Carroll Community College academic advisor for clarification of this recommended transfer program.

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## ***FREQUENTLY ASKED QUESTIONS***

**Q: How do I get a Carroll transcript sent to another college?**

**A:** Complete a Transcript Request Form from the Records Office (room A-112) and pay the \$2.00 fee at the cashier's window. Or download the form from our website and fax it to the Records Office.

**Q: Do I have to mail my application to my transfer college before I request that my transcript be sent?**

**A:** Either may be mailed first.

**Q: Should I have a transcript sent before I finish at Carroll?**

**A:** Yes! Don't miss your deadline! You will send a final transcript at the end of your last semester at Carroll.

**Q: What if I never took SATs?**

**A:** Most four-year schools do not require SATs from a transfer student. In general, completing at least 30 credits at a community college exempts you from SAT requirements. Your record at Carroll is the primary determiner of your acceptability.

**Q: Will a grade of "D" be accepted in transfer?**

**A:** It depends on the requirements of the college and for which course you received a "D." Check the receiving institution's application, web site, and/or catalog for transfer regulations for your future college and major. Carroll advisors can help you to locate specific transfer information.

**Q: Will the four-year college do an evaluation of my transfer credit before I enroll?**

**A:** Perhaps. Often, a four-year college will not formally evaluate your transfer credits until you pay your application fee and enroll. With the help of ARTSYS and an academic advisor, however, you should be able to compute the number of transferable credits.

***To find answers,  
ask questions!***

**Q: How long will it take me to complete my associate's degree?**

**A:** It depends on your personal circumstances. Will you attend part-time or full-time? Community colleges are often thought of as "two-year" schools, but many students need more than two years to complete a degree here at Carroll.

Employment obligations often limit the number of credits that can be completed successfully each semester. For full time students, working more than 20 hours a week is associated with poorer grades. Students are technically full time if they carry 12 or more billable hours each semester. *Note, however, that if you complete only 12 credits per regular semester (excluding winter and summer terms), you accumulate only 48 credits in two years – not enough for a degree.*

Go online and use the Degree Audit option on WebAdvisor to plot your progress.

**Q: How long will it take me to complete my bachelor's degree?**

**A:** Will you attend part-time or full-time? Have you planned your transfer from the beginning? If you have changed majors, you may have coursework to make up. Because many students work a lot and because it is common that students change their majors, the usual time to completion for a bachelor's degree for a full-time student from the time you start college here at Carroll may be more than four years. If you would like a complete plan, make an appointment with an academic advisor.

**Q: When I earn an associate's degree from Carroll, should I assume that it transfers?**

**A:** With the exception of the AAT, credits associated with courses, not degrees, transfer. So, to be sure you transfer the maximum number of credits, investigate your options in the Advising and Transfer Center. Some Carroll courses may not be applicable to your transfer program of study.

**Q: How do I know what courses to take?**

**A:** Before registering for classes, consult an academic advisor and ARTSYS to decide on appropriate courses.

**Q: Is it better to transfer early or to stay and get an associate's degree?**

**A:** If you get an associate's degree from Carroll, you will be admissible to all University System of Maryland institutions. (Some programs have competitive admissions, however.) In general, it's preferable to have a completed degree program on your academic record and resume. Employers and/or transfer institutions look favorably on degree completers. Degree-completers may qualify for more financial aid.

**Q: What is the maximum number of credits I can transfer?**

**A:** 60-70, depending on the college.

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**Q: When do I have to decide on a major and a college?**

**A:** The sooner the better! In general, an academic advisor can guide you so that your first 15 or 20 credits apply to most programs and colleges. (Even in the beginning, you could make the "wrong" choice. Different majors require different mathematics courses, for example.) Make your decision before completing 30 credits. Don't take the risk! Make sure your course selections will be appropriate for your desired transfer program.

**Q: What if I change my mind?**

**A:** It is normal to change your mind! Sometimes you need to experience different courses or jobs before you can really know what you want. Most students change their major at least once. It means that you may have taken courses that your new program of study does not require. And you may have omitted a course or two (or three or four) that you will need. These decisions may cost you time and money, but if you find your original choice isn't suitable to your long term career goals, it is in your best interest to make the change.

**Q: How does the associate's degree fit into my plan to get a bachelor's degree?**

**A:** With proper planning, the first 60 - 63 credits towards your baccalaureate degree can be completed at Carroll. The associate's degree comprises these credits. Most programs of study require a total of 120 credits or more, so you will need about 60 more after you transfer. How long does it take you to complete 60 credits? Can you complete 30 a year? That's 15 per regular semester; or you could take some in the winter or summer terms.

**Q: Can I transfer credits to Carroll Community College?**

**A:** Yes. Have official transcripts from the college or university sent to the Records Office at Carroll Community College. Once a completed Enrollment Application and official college transcripts are received, credits will be evaluated toward your chosen program of study. You will receive written notification when the evaluation is complete. **You can even have credits transferred back to Carroll after you transfer to a four-year institution. If you transfer before completing coursework for an associate's degree, you may be able to transfer credits and still receive an associate's degree.**

**Q: How do I find out which colleges have the best programs?**

**A:** The Advising and Transfer Center has books that list colleges noted for particular majors. Remember that the assessment of "best" schools is based on subjective data. It is advisable to visit likely schools and make your own assessment.

## **SHOWCASE OF MARYLAND COLLEGES AND UNIVERSITIES**

### **How to Use This Section:**

For each college or university, the *Carroll Community College Transfer Handbook* lists the college's **name, address, phone number, and internet address**. If you will be writing to request information, be sure to address your letter to the appropriate person or department. If you are forwarding your application or transcripts, be sure to direct your correspondence to the Office of Admissions, or follow the directions on the application form or transcript request form.

Next, in the heading of the listing, is an estimated number of **undergraduate students**. This figure will be followed by the name of the **transfer coordinator** if available. This person may visit Carroll for the Transfer Fair and can serve as your transfer contact.

In smaller type, the next paragraph gives a **brief description** of the college's campus or programs.

The figure listed for **tuition and fees** is an estimate of **annual** (unless stated otherwise) in-state tuition and fees for the 2011-2012 academic year. This figure does not include living expenses (room and board). Some colleges enroll part-time students at a per-credit rate, or establish fees by other criteria. The figures are listed for comparison purposes; please check with the colleges for their most current fee schedules. Other fees, specific to courses or programs, may also apply.

Finally, each listing includes a list of **majors** for the college.

College information was current at the time of publication; please check with the colleges for updated information.

**Bowie State University**  
**Jericho Park Road**  
**Bowie, Maryland 20715**  
**301-860-3426**  
**www.bowiestate.edu**  
**5,617 Undergraduate students**

**Transfer Coordinator: Shirley Holt**

The oldest historically Black institution of higher education in Maryland, Bowie State University serves a diverse student body and remains a leader in the graduation of African Americans in teacher education and technological fields. Bowie State provides affordable education in nearly 50 degree programs and has particular strengths in computer science, management, information systems, business administration, counseling psychology, teacher education and nursing. The suburban campus is located near Washington, D.C., Baltimore, and Annapolis.

**Annual Full-time Undergraduate Tuition and Fees: \$ 6,152**

**Majors:**

Biology

Business Administration

Accounting; Banking and Finance,  
Business Information Systems;  
Business Technology; General  
Business; Economics; Management;  
Marketing; Procurement and  
Contracting

Communications Media

Broadcast Production; Media  
Management; Print Journalism;  
Public Relations; Telecommunication

Computer Science

Computer Technology

Early Childhood Education

Special Education

Elementary Education

English

English Education

Fine Arts

Computer Graphics

Music and Music Technology

History and Government

Government; History: History  
Education; Social Studies

Mathematics

Applied and Computational; Dual  
Mathematics/Engineering;  
Mathematics Education; Pure  
Mathematics

Military Science

Nursing

Pedology

Psychology

Science Education

Social Work

Sociology

Sport Management

Technology

Business; Computer Science;

Criminal Justice; Law Enforcement;

Human Services

Theatre

**Capitol College**  
**11301 Springfield Road**  
**Laurel, Maryland 20708**  
**800-950-1992**  
**[www.capitol-college.edu](http://www.capitol-college.edu)**  
**400 Undergraduate students**

The Capitol College 52-acre campus is located midway between Baltimore and Washington, DC. The curriculum contains a unique blend of hands-on laboratory work and theoretical classroom study. This curriculum, coupled with an average class size of 14 students, creates a personalized learning environment. The college boasts a 95% job placement rate.

**Annual Full-time Undergraduate Tuition and Fees: \$ 20,400**

**Majors:**

Astronautical Engineering  
Business Administration  
Computer Engineering  
Computer Engineering Technology  
Computer Science  
Electrical Engineering  
Electronics Engineering Technology  
Information Assurance  
Management of Information Technology  
Software and Internet Applications  
Software Engineering  
Telecommunications Engineering Technology

**The College of Notre Dame of Maryland**  
**4701 North Charles Street**  
**Baltimore, Maryland 21210**  
**410-532-5332/410-532-5152**  
**www.ndm.edu**  
**650 Undergraduate students**

**Transfer Coordinator: Sharon Bogdan**

The College of Notre Dame of Maryland, a liberal arts college for women, is a friendly, supportive college community. As a women's college with a strong academic and career orientation, Notre Dame emphasizes traditional values and personal growth in an environment of support and personal attention. In addition, Notre Dame offers an extensive weekend college program. The Academic Consortium enables students to take classes at neighboring colleges and universities including Johns Hopkins, Loyola, Morgan, Goucher, Coppin, Maryland Institute College of Art and Towson. The College of Notre Dame has a long-standing commitment to making a Notre Dame education an affordable option for every student who applies. Merit, talent, and leadership/service scholarships are available to transfer students. Transfer scholarships, valued at one half of tuition, are awarded to students with exceptional academic achievement. \$6,000 per year is guaranteed to women who complete an associate's degree at Carroll Community College.

**Annual Full-time Undergraduate Tuition and Fees: \$ 29,700**

**Majors:**

Art	English
Behavioral Neuroscience	Environmental Sustainability
Biology	History
Biology and Psychology	Integrated Marketing
Business	International Business
Chemistry	International Studies
Classical Studies	Liberal Arts
Communication Arts	Mathematics
Computer Information Systems	Modern Foreign Languages
Criminology	Nursing
Digital Media Arts	Philosophy
Economics	Physics
Education	Political Science
Engineering	Psychology and Sociology
	Radiological Sciences
	Religious Studies

**Coppin State University**  
**2500 West North Avenue**  
**Baltimore, Maryland 21216**  
**410-951-3603 / 800-635-3674**  
**www.coppin.edu**  
**4,200 Undergraduate students**

**Transfer Coordinator: Deborah Childs**

Set on 45 acres near Baltimore's Inner Harbor, Coppin State University is a Historically Black College providing academic programs in the arts and sciences, teacher education, nursing, graduate studies, and continuing education. This fully accredited residential campus serves Baltimore residents as well as students from around the world. Coppin offers flexibility in course scheduling with convenient day, evening, and weekend classes. Transfer scholarships are awarded annually: Gold Merit (\$1,500/year for 56 credits with a 2.8 cumulative GPA) and Blue Merit (\$800/year for 25 credits with a 2.5 GPA).

**Annual Full-time Undergraduate Tuition and Fees: \$ 5,547**

**Majors:**

Applied Psychology	History
Biology	Interdisciplinary Studies
Chemistry	Management Science
Computer Science	Mathematics
Criminal Justice	Nursing
Early Childhood Education	Political Science
Elementary Education	Social Science
English	Social Work
Entertainment Management	Sociology
General Science	Special Education
Global Studies	Sports Management
Health Information Management	Urban Arts
	Urban Studies

**Dickinson College**  
**P. O. Box 1773**  
**Carlisle, PA 17013-2896**  
**717-245-1047 or 800-644-1773**  
**www.dickinson.edu**  
**2,200 Undergraduate students**

*Carroll has a  
transfer agreement  
with Dickinson  
College*

### **Transfer Coordinator: Dorothy Scheneman**

Dickinson is a top-tier, selective, national liberal arts college—private, coeducational and residential with extraordinarily strong programs in foreign languages, international studies, business, pre-law, the sciences and education. One or two competitive PTK scholarships are awarded each year.

**Annual Full-time Undergraduate Tuition and Fees: \$ 43,060**

#### **Majors:**

##### **Arts & Humanities**

Arabic  
Archaeology  
Art & Art History  
Chinese  
Classical Studies  
Creative Writing  
Dance and Music  
English  
Film Studies  
French  
German  
Hebrew  
Italian Studies  
Japanese  
Journalism  
Judaic Studies  
Latin  
Latin American, Latino and Caribbean Studies  
Linguistics  
Medieval and Early Modern Studies  
Modern Greek  
Music  
Philosophy  
Portuguese  
Religion  
Russian  
Theatre and Dance

##### **Natural Sciences**

Astronomy  
Biochemistry and Molecular Biology  
Biology  
Chemistry  
Computer Science  
Earth Science  
Environmental Science/Environmental Studies  
Geology  
Mathematics and Computer Science  
Neuroscience

Physics and Astronomy

##### **Social Sciences**

Africana Studies  
American Studies  
Anthropology  
Business  
Community Studies  
East Asian Studies  
Economics  
Education  
Engineering  
Global Mosaic  
History  
Interdisciplinary Studies  
International Business and Management  
International Studies  
Law  
Law and Policy  
Middle East Studies  
Physical Education  
Policy Management  
Policy Studies  
Political Science  
Psychology  
Science, Technology, and Culture  
Sociology  
Women's Gender Studies

##### **Special Programs**

Army ROTC  
Japanese  
Health Studies  
Latin American Studies  
Military Science  
Secondary Teaching Certification  
Security Studies

**Frostburg State University**  
**Frostburg, Maryland 21532**  
**301-687-3156/301-687-4400**  
**www.frostburg.edu**  
**4,755 Undergraduate students**

**Transfer Coordinator: Danielle Foote**

Situated in the mountains of Allegany County, Frostburg State is Western Maryland's regional university. The only four-year UMS institution west of the Baltimore-Washington area, FSU also serves as the region's premier educational and cultural center. Strong programs in the liberal arts, business, computer science, physical education and environmental studies draw students from around the world. A low student-faculty ratio permits close personal attention.

**Annual Full-time Undergraduate Tuition and Fees: \$ 7,128**

**Majors:**

Accounting	Health & Physical Education
Applied Physics	Health Science Administration
Art and Design	History
Athletic Training	Information Technology
Biology	Information Technology Management
Business Administration	International Studies
Chemistry	Interpretive Biology and Natural History
Communication Studies	Law and Society
Computer Information Systems	Liberal Studies
Computer Science	Mass Communication
Criminal Justice	Mathematics
Earth Science	Music
Economics	Nursing
Elementary/Early Childhood Education	Philosophy
Engineering	Physics
English	Political Science
Environmental Analysis and Planning	Psychology
Ethnobotany	Recreation and Parks Management
Exercise and Sport Science	Social Science
Foreign Language and Literature	Social Work
Geography	Sociology
	Theatre
	Urban and Regional Planning
	Wildlife and Fisheries

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**Frostburg State University, USMH**  
**32 West Washington Street**  
**Hagerstown, MD 21740**  
**240-527-2712 or 2708**  
**240-527-2782 (fax)**  
**[www.frostburg.edu](http://www.frostburg.edu)**

Frostburg State University maintains a campus in Hagerstown, located in the University System of Maryland Hagerstown facility in a newly renovated historic building in downtown Hagerstown. The Hagerstown campus offers upper-division coursework necessary to complete baccalaureate degrees in the majors below.

**Annual Full-time Undergraduate Tuition: \$ 5,318**

**Majors:**

Business Administration  
Early Childhood Education  
Elementary Education  
Liberal Studies  
Psychology  
Sociology

**Goucher College**  
**1021 Dulaney Valley Road**  
**Baltimore, Maryland 21204**  
**410-337-6420/410-337-6100**  
**www.goucher.edu**  
**1,500 Undergraduate students**

**Transfer Coordinator: Joshua Stober**

Founded in 1885, Goucher is a private, co-educational liberal arts and sciences college on 287 acres in suburban Towson. Students come from most of the 50 states and several foreign countries. The core curriculum provides a firm grounding in the liberal arts, and every student must complete an off-campus experience. Goucher participates in a cooperative program enabling students to take a limited number of courses at neighboring institutions such as the Johns Hopkins University and Maryland Institute College of Art. The college also participates in NCAA Division III athletics.

**Annual Full-time Undergraduate Tuition and Fees: \$ 35,142**

**Majors:**

Africana Studies	Interdisciplinary Studies
American Studies	International Business
Arts Administration	Italian
Art and Art History	Judaic Studies
Biology	Latin American Studies
Business Management	Mathematics and Computer Science
Chemistry	Music
Cognitive Studies	Peace Studies
Communications and Media Studies	Philosophy and Religion
Community Service and Social Justice	Physics
Computer Science and Mathematics	Political Science & Intl' Relations
Dance	Pre-Law Studies
Economics	Pre-Medical Studies
Education	Psychology
English	Russian
Environmental Studies	Science and Engineering
French	Science and Mathematics
Frontiers	Sociology and Anthropology
German	Spanish
Hebrew	Theatre
Hispanic Languages, Lit & Culture	Women's Studies
History and Historic Preservation	

**Hood College**  
**Frederick, Maryland 21701-8575**  
**301-696-3406/301-696-3354**  
**www.hood.edu**  
**1,432 Undergraduate students**

*Carroll full-time  
students may take  
one free class at  
Hood each semester!  
Please see an advisor for  
details.*

### **Transfer Coordinators: Elizabeth Gorman & Cheryl Banks**

Hood College is a private institution of higher learning with an established tradition of providing comprehensive academic programs. Recognized for its emphasis on the interaction between the liberal arts and sciences and professional studies, Hood College strives to prepare students for the challenges of the future.

**Annual Full-time Undergraduate Tuition and Fees:** \$ 31,060

#### **Majors:**

Art and Archaeology	History
Biochemistry	Latin American Studies
Biology	Law and Society
Chemistry	Management
Communication Arts	Mathematics
Computer Science	Middle Eastern Studies
Economics	Music
Comparative Market	Philosophy
Economics; Global Economy	Political Science
Education	Psychology
Early Childhood; Elementary/Special	Religion
Education, Secondary *	Spanish
Engineering	Social Work
English	Sociology
Environmental Science and Policy	
French	
French-German	
German	

\*Certifications in Art, Biology, Chemistry, English, French, History, Math, and Spanish.

**The Johns Hopkins Hospital  
School of Medical Imaging  
8 Market Place, Suite 600  
Baltimore, Maryland 21202  
[www.radiologycareers.rad.jhmi.edu](http://www.radiologycareers.rad.jhmi.edu)  
410-528-8208**

**Transfer Coordinator: Jay Rhine**

The Johns Hopkins Hospital is recognized as one of the world's leading medical institutions. The Department of Radiology conducts three training programs in medical imaging technology leading to certification. Students participating in these challenging programs have an opportunity to master a technologically sophisticated discipline in an institution which is at the forefront of medical care, research, and teaching.

The Nuclear Medicine Technology Program provides students with comprehensive instruction in radioisotope imaging using state-of-the-art equipment. Students learn routine diagnostic examinations, SPECT, PET imaging, PET/CT imaging, radiopharmacy, and therapeutic applications. \$7,500/14 month program; Up to 15 students accepted.

The Diagnostic Medical Sonography Program provides thorough preparation for a career in ultrasound imaging. The program includes a familiarization with routine diagnostic exams including specific areas of high-risk obstetrics, general abdomen, small parts, pediatrics, neurosonography, and peripheral vascular imaging. \$10,000/14 month program; up to 15 students accepted.

The Radiography Program provides students with a well-rounded education in the exceptionally diverse discipline of x-ray imaging. The training includes routine diagnostic imaging, trauma/emergency radiography, orthopedic and pediatric techniques. Students are also introduced to CT and Mammography. For those wishing to continue their education after graduation, the school offers comprehensive programs in CT and MRI. \$6,000/18 month program; up to 25 students accepted.

**Tuition and Fees:** above, by program

**Programs:**

Diagnostic Medical Sonography  
Nuclear Medicine Technology  
Radiography

Please request the recommended course lists in the Advising and Transfer Center, room A-102.

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**The Johns Hopkins University**  
**3400 North Charles Street**  
**Baltimore, Maryland 21218-2683**  
**410-516-8171**  
**www.jhu.edu**  
**4,417 Undergraduate students**

**Transfer Coordinator: John Birney**

Founded in 1876, Johns Hopkins is America's first research university. The 140-acre campus is spacious, wooded, and quiet, but within the busy city of Baltimore. Undergraduate studies are centered in the School of Arts and Sciences and the School of Engineering, both located on the Homewood campus. Hopkins students represent all 50 states and 71 foreign countries.

**Annual Full-time Undergraduate Tuition: \$ 42,280**

**Majors:**

Africana Studies	Geography
Anthropology	German
Applied mathematics and Statistics	History
Archaeology	History of Art
Behavioral Biology	History of Science and Technology
Biology	International Studies
Biomedical Engineering	Italian
Biophysics	Latin American Studies
Chemical and Biomolecular Engineering	Material Science and Engineering
Chemistry	Mathematics
Civil Engineering	Mechanical Engineering
Classics	Molecular and Cellular Biology
Cognitive Science	Near Eastern Studies
Computer Engineering	Neuroscience
Computer Science	Philosophy
Earth and Planetary Science	Physics and Astronomy
East Asian Studies	Political Science
Economics	Psychological and Brain Sciences
Electrical Engineering	Public Health Studies
Engineering Mechanics	Romance Languages and Literatures
English	Sociology
Environmental Engineering	Spanish
Expository Writing and Media Studies	Writing Seminars
French	
General Engineering	

**Johns Hopkins University Carey Business School**  
**201 Shaffer Hall**  
**3400 North Charles Street**  
**Baltimore, MD 21218**  
**www.carey.jhu.edu**  
**410-516-4234**



*Carroll has a  
transfer  
agreement with  
JHU Carey  
Business  
School*

**Transfer Coordinator: Denise Dean**

The Johns Hopkins Carey Business School builds on a tradition of business education at Johns Hopkins University dating back to 1916. Johns Hopkins has offered graduate degrees in business since the 1960's. Now Carroll students may take advantage of an opportunity to earn a bachelor of science in Business with a new transfer agreement. Applicants to the Carey Alliance Program for Excellence must complete an Associate degree with a minimum 3.5 GPA and will be eligible for a \$1,500 scholarship.

**Annual Full-time Tuition:** \$ 23,640 (\$788/credit)

**Majors:**  
Business

**Loyola University**  
**4501 North Charles Street**  
**Baltimore, Maryland 21210**  
**410-617-2539/410-617-5012**  
**www.loyola.edu**  
**3,500 Undergraduate students**

**Transfer Coordinator: Maureen Finnegan**

Loyola College is a liberal arts institution with a long history of academic excellence and a recent history of dramatic growth and development. Founded in 1852 by the Jesuit Fathers, the College is affiliated with the Catholic Church and is open to students from all religious backgrounds.

**Annual Full-time Undergraduate Tuition and Fees: \$ 39,470**

**Majors:**

Accounting

Art History

Biology

Business Administration

Business Economics

Finance

General Business

International Business

Information Systems

Management

Marketing

Chemistry

Classics

Communication

Advertising/Public Relations

Journalism

Digital Media

Comparative Culture/Literary Studies

Computer Engineering

Computer Science

General Computer Science

Networks

Software Engineering

Economics

Elementary Education

Engineering Science

Computer Engineering

Electrical Engineering

Materials Engineering

Mechanical Engineering

English

Fine Arts

Music

Visual Arts/Studio Arts/Photography

Theatre

Global Studies

History

Mathematical Sciences

Modern Languages

French

German

Spanish

Philosophy

Physics

Political Science

Psychology

Sociology

Speech/Language Pathology/Audiology

Theology

Writing

**Maryland Institute College of Art**  
**1300 Mount Royal Avenue**  
**Baltimore, Maryland 21217**  
**410-225-2222**  
**www.mica.edu**  
**1,714 Undergraduate students**

**Transfer Coordinator: Christine Seese**

MICA has become the leader in the education of artists and designers by fostering a community of talented, creative individuals committed to redefining the boundaries of art and design and to expanding their own vision and perspective through rigorous study. Located in the residential neighborhood of Bolton Hill, the campus is an integrated collection of 19 buildings. The various classrooms, studios, galleries, computer labs and auditoriums, art supply/bookstore, media resource center/college library, student apartment complex, College Center, and cafeteria are all closely located within a few blocks of each other and form a rich and active campus.

**Annual Full-time Undergraduate Tuition: \$ 36,170**

**Majors:**

Animation  
Art History, Theory and Criticism  
Ceramics  
Drawing  
Environmental Design  
Fiber  
General Fine Arts  
Graphic Design  
Humanistic Studies  
Illustration  
Interaction Design and Art  
Interdisciplinary Sculpture  
Painting  
Photography  
Printmaking  
Video and Film Arts

**McDaniel College**  
**2 College Hill**  
**Westminster, Maryland 21157**  
**410-857-2230 or 800-638-5005**  
**www.mcdaniel.edu**  
**1,600 Undergraduate students**

*Carroll students  
may take 1 class at  
McDaniel College  
at Carroll's prices!*

*Please see a Carroll  
advisor for details.*

### **Transfer Coordinator: Lisa Wack**

McDaniel College is a private liberal arts college founded in 1867 as Western Maryland College. It is listed as one of 142 selective liberal arts colleges in the nation by the Carnegie Foundation for the Advancement of Teaching. The student-faculty ratio is 12:1. McDaniel offers merit scholarships to academically talented transfers who have a minimum cumulative college 3.2 GPA and a minimum of 24 transferable credit hours. Unlimited awards range from \$8,000 to \$18,000 per year. All Carroll County residents who enroll full time will receive a \$2,000 grant. Members of Phi Theta Kappa who have a minimum cumulative college 3.5 GPA and a least 36 transferable credit hours automatically qualify for no less than \$10,000 in scholarship aid.

**Annual Full-time Undergraduate Tuition: \$ 34,780**

### **Majors:**

Accounting  
Accounting Economics  
Acting  
Africana Studies  
American History  
American Sign Language/Deaf Studies  
Art History  
Athletic Training  
Biology  
Biochemistry  
Business Administration  
Chemistry  
Cinema  
Classical Civilization  
Cognitive Science  
Communication  
Computer Science  
Criminal Justice  
Cross-Cultural Studies  
Economics  
Education  
English  
Environmental Policy and Science  
European History  
Exercise Science and Physical Ed.  
Exercise Chemistry  
Film and Video Studies  
Forensic Science  
French  
German  
Gerontology  
Graphic Design

History  
Human Resources Development  
Interactive Theatre  
International Studies  
International Studies & Comparative Gov.  
Jazz Studies  
Journalism  
Latin  
Latino/Latin American Studies  
Mathematics  
Military Science  
Molecular Biology  
Music  
Music History  
Music Theory and Composition  
Outdoor Education  
Philosophy  
Physics  
Political Science  
Psychology  
Religious Studies  
Social Work  
Sociology  
Spanish  
Sport Science  
Sports Coaching  
Sports Journalism  
Sports Management  
Studio Art  
Theatre  
Women's Studies  
Writing

**Morgan State University**  
**Office of Admission and Recruitment**  
**1700 East Coldspring Lane**  
**Baltimore, Maryland 21251**  
**443-885-3711/443-885-3000**  
**www.morgan.edu**  
**5,826 Undergraduate students**

**Transfer Liaison: Adrienne Karasik**

The combination of its history as one of the nation's premier Historically Black Institutions, its current degree-granting authority, its geographical location in Baltimore City and its urban mandate creates for the University a mission that is distinctive and unique among Maryland's colleges and universities. That mission is to provide quality teaching, research and service for the citizens of the state, with a special emphasis on meeting the needs of the culturally-diverse and multi-racial populations found in urban centers at the local, regional, state and national levels.

**Annual Full-time Undergraduate Tuition and Fees: \$ 6,928**

**Majors:**

Accounting  
Actuarial Science  
Architecture and Environmental Design  
Biology  
Business Administration  
Chemistry  
Computer Science  
Economics  
Engineering:  
Civil, Electrical, Industrial, Computer  
Elementary Education  
English  
Family Consumer Sciences  
Finance  
Fine Arts  
Foreign Languages  
Health Education  
History and Geography  
Hotel, Restaurant and Hospitality Mgmt.  
Information Systems  
Marketing

Management  
Mathematics  
Medical Technology  
Mental Health Technology  
Military Science  
Music  
Nursing  
Nutritional Science/Dietetic  
Philosophy and Religious Studies  
Physical Education  
Physics and Engineering Physics  
Political Science  
Psychology  
Social Work  
Sociology and Anthropology  
Speech Communications  
Telecommunications  
Theatre Arts  
Transportation Systems  
Visual Arts

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**Mount Saint Mary's University**  
**Emmitsburg, Maryland 21727**  
**301-447-5214**  
**www.msmary.edu**  
**1,600 Undergraduate students**

**Transfer Coordinator: Mary Catherine James**

Mount Saint Mary's University is the oldest independent Catholic college in the United States. Founded in 1808 by the French priest John DuBois, Mount Saint Mary's is located twenty-five miles west of Carroll Community College on a 1,400-acre rural campus. The cornerstone of a Mount education and its most distinctive feature is its core curriculum. All students complete a four-year integrated sequence of courses designed both to convey a common intellectual experience and to provide the intensive training in critical skills necessary for students to apply this knowledge to their individual majors. Mount Saint Mary's University welcomes 75-100 transfer students each year. Transfer scholarships and commuter grants assist in making the Mount affordable.

**Annual Full-time Undergraduate Tuition and fees: \$30,836**

**Majors:**

Accounting	Information Systems
Biochemistry	Interdisciplinary Studies
Biology	International Studies
Business	Legal Studies
Finance; International	Mathematics
Management; Marketing	Nursing
Chemistry	Occupational or Physical Therapy
Communication Studies	Philosophy
Computer Science	Political Science
Criminal Justice	Pre-Law Program
Economics	Pre-Med Studies
Elementary Education	Psychology
Elementary and Special Education	Secondary Education
English	Sociology
Environmental Science	Sport Management
Environmental Studies	Theology
Fine Arts	
History	

**Mount Saint Mary's University, Division of Continuing Studies**  
**270 Technology Park**  
**5350 Spectrum Drive, Suite A**  
**Frederick, Maryland 21703**  
**301-682-8315 or toll-free 877-982-2329**  
**250 Undergraduate students**  
**[www.msmary.edu/adult](http://www.msmary.edu/adult)**

**Transfer Coordinator: Janene Horne**

Mount Saint Mary's University Division of Continuing Studies offers the Mount Professional Accelerated Studies Program (MPAS) to address the needs of working adults who want to complete an undergraduate degree in a fast, flexible format. Courses are five or eight weeks long and meet one night a week in Frederick. Applications are accepted year-round.

**Tuition and Fees:** \$ 400 per credit hour

**Frederick Majors:**

Business  
Criminal Justice  
Elementary Education  
Elementary/Special Education

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**Saint Mary's College of Maryland**  
**Saint Mary's City, Maryland 20686**  
**800-492-7181**  
**www.smcm.edu**  
**2,060 Undergraduate students**

**Transfer Counselor: Loretta Cook**

Saint Mary's College has been designated as a public honors college--one of two in the nation. As such, it is dedicated to providing an undergraduate liberal arts education and small-college experience of the same high caliber that students expect to find only at prestigious private institutions. Located on a 319-acre waterfront campus in the heart of the Chesapeake Bay region, Saint Mary's maintains the character of a charming tidewater village.

**Annual Full-time Undergraduate Tuition and Fees: \$ 14,445**

**Majors:**

Anthropology and Archaeology  
Art and Art History  
Asian Studies  
Chemistry and Biochemistry  
Biology  
Computer Science  
Economics  
English  
History  
International Languages and Cultures

Mathematics  
Music  
Natural Science  
Philosophy  
Physics  
Political Science and Public Policy  
Psychology  
Religious Studies  
Sociology  
Student-Designed Major  
Theater, Film and Media Studies

**Salisbury University**  
**Salisbury, Maryland 21801**  
**410-543-6161**  
**www.salisbury.edu**  
**7,557 Undergraduate students**

**Transfer Coordinator: Ledesa Eddins**

An academic hub serving Maryland's Eastern Shore, Salisbury University offers more than 42 undergraduate majors. All four of Salisbury's academic schools are endowed, a rarity among public institutions: the Perdue School of Business, the Henson School of Science and Technology, the Fulton School of Liberal Arts and the Seidel School of Education and Professional Studies.

**Annual Full-time Undergraduate Tuition and Fees: \$ 6,908**

**Majors:**

Accounting	Health Education*
Art	History*
Athletic Training	Information Systems
Biology*	International Studies
Business Administration	Management
Chemistry*	Marketing
Communication Arts*	Mathematics*
Computer Science	Medical Laboratory Science
Conflict Analysis/ Dispute Resolution	Music*
Early Childhood Education	Nursing
Earth Science	Philosophy
Economics	Physical Education*
Elementary Education*	Physics
English*	Political Science
English for speakers of Other Languages	Psychology
Environmental Studies	Respiratory Therapy
Exercise Science	Social Work
Finance	Sociology
Fine Arts	Spanish*
French*	Theatre
Geography	

\* MDSE approved teacher education programs

**Shippensburg University**  
**1871 Old Main Drive**  
**Shippensburg, Pennsylvania 17257-2299**  
**717-477-1231/800-822-8028**  
**www.ship.edu**  
**7,942 Undergraduate students**

*Carroll has dual admissions and tuition discount agreements with Shippensburg University!*

### **Transfer Articulation Coordinator: Damian Morales**

Founded in 1871, Shippensburg University is a member of Pennsylvania's State System of Higher Education. It is a comprehensive, regional university offering both graduate and undergraduate programs. Located in the Cumberland Valley of south-central Pennsylvania, the 200 acre campus blends traditional and modern architecture, providing students with a comfortable and progressive environment.

**Annual Full-time Undergraduate Tuition for Carroll Graduates: \$16,083. Contact the transfer coordinator at Carroll to apply before 30 credits are earned.**

#### **Majors:**

Accounting	Military Science (ROTC)
Applied Physics/Engineering	Physics
Art and Design	Political Science
Biology	Professional Studies
Chemistry	Psychology
Communication/Journalism	Public Administration
Computer Science	Secondary Education Certification
Computer Engineering	Art; Biology; Business Education;
Criminal Justice	Chemistry;
Earth Science	Earth Space Science; English;
Economics	Environmental Education; French;
Elementary Education K-4	Mathematics; Physics; Social Studies
Engineering	(Economics, Geography, History,
English	Political Science) Spanish;
Exercise Science	Communication Arts; Information
Finance	Technology
French	Social Work
Geoenvironmental Studies	Sociology
Geography	Spanish
Health Care Administration	Supply Chain Management & Operations
History	
Human Communication Studies	Shippensburg is affiliated with the Thomas
Information Technology for Business Ed.	Jefferson School of Allied Health in a 2+2
Management	program with fields of study in Biotechnology;
Management Information Systems	Cytogenetic Technology; Cytotechnology;
Marketing	Diagnostic Imaging; Occupational Therapy;
Mathematics	Nursing
Mid-Level Education 4-8	

**Sojourner-Douglass College**  
**200 North Central Avenue**  
**Baltimore, Maryland 21202**  
**410-276-0306**  
**www.sdc.edu**  
**1,300 Undergraduate students**

**Transfer Contact: Office of Admissions**

Sojourner-Douglass College was established in 1980 to provide educational opportunities that link the world of work with the academic community. Programs are specially designed to develop and enhance knowledge and skills in the self-motivated adult learner. The student-faculty ratio is 9-1. The campus is located in the heart of Baltimore in the Dunbar Community School Complex.

**Annual Full-time Undergraduate Tuition and Fees: \$ 8,160**

**Majors:**

Accounting  
Addictions and Substance Abuse Counseling  
Administration  
Biotechnology  
Business Administration  
Criminal Justice  
Gerontology  
Health Care Administration  
Human Growth and Development  
Human Services  
Information Systems Administration  
Information Technology  
Nursing/LPN Exit Option  
Political Campaign Management  
Public Administration  
Sociology  
Social Work  
Urban Planning and Community Development

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**Stevenson University**

**1525 Green Spring Valley Road &  
Stevenson, Maryland 21153  
410-486-7001**

**10945 Boulevard Circle  
Owings Mills, MD 21117**

**www.stevenson.edu**

**3,100 students**

**Transfer Counselor: Carol Fanshaw**

Stevenson University is a co-educational independent college offering master's and bachelor's degrees. The College operates from two locations, six miles apart, in Baltimore County. The original academic campus is located in Stevenson in Greenspring Valley; Owings Mills is the site of the new residential/academic campus. Stevenson University focuses on career preparation, technological innovation, and traditional liberal arts. Stevenson's dynamic internship and cooperative education programs offer opportunities to integrate classroom knowledge with practical work experience. Generous transfer scholarships, including the PTK Transfer Scholarship, and financial aid is available.

**Annual Full-time Undergraduate Tuition and Fees: \$ 23,636**

**Majors:**

Accounting

Applied Mathematics

Art

Biology

Biotechnology

Business Administration

Business Communications

Business Information Systems

Chemistry

Computer Information Systems

Criminal Justice

Early Childhood Education

Elementary Education

English Language and Literature

Fashion Design

Fashion Merchandising

Film, Video, and Theatre

Finance

Human Services

Information Technology

Interdisciplinary Studies

Medical Technology

Middle School Education

Nursing

Paralegal Studies

Psychology

Public History

Visual Communications Design

**Towson University**  
**Towson, Maryland 21252**  
**410-704-2113**  
**www.towson.edu**  
**13,600 Undergraduate students**

**Transfer Coordinator: Stephanie Fowler**

The largest university in the Baltimore area and the second largest in the state, Towson University graduates more students from the metropolitan region than any other institution. Founded as Maryland's first teacher-training school, TU continues to be a primary educator of Maryland's teachers. The university offers over 60 undergraduate and 25 graduate degree programs in the liberal arts and sciences and pre-professional and professional areas of study. TU has developed leading-edge programs in writing, undergraduate business, fine arts, women's studies, and teacher education.

**Annual Full-time Undergraduate Tuition and Fees:** \$ 7,906

**Majors:**

Accounting	Environmental Science and Studies
Allied Health	Exercise Science
Allied Health Respiratory Therapy	Family Studies
Art and Design	Foreign Languages
Art Education (K-12 Certification)	Forensic Chemistry
Art History	Geography and Environmental Planning
Athletic Training	Geography and Land Surveying
Biology	Geology
Business Administration	Gerontology
Chemical Dependency Counseling	Health Care Management
Chemistry	Health Science
Communication Studies	History
Computer Information Systems	Integrated Elementary Education – Special Education
Computer Science	Information Technology
Cultural Studies	Interdisciplinary Studies
Dance	International Studies
Dance Major with K-12 Certification	Law and American Civilization
Deaf Studies	Mass Communication
e-Business	Mathematics
Early Childhood Education	Medicinal Chemistry
Earth-Space Science	Metropolitan Studies
Economics	Middle School Education
Electronic Media and Film	Molecular Biology, Biochemistry and
Elementary Education	
English	

Bioinformatics  
Music Education (K-12 Certification)  
Nursing  
Occupational Therapy  
Philosophy  
Physical Education (K-12 Certification)  
Physics  
Political Science  
Psychology  
Religious Studies  
Secondary Education Certification  
    Biology                      Social Science  
    Chemistry                 Spanish  
    English  
    French  
    General Science  
    Geography  
    German  
    Health  
    History  
    Mathematics  
    Physics

Music  
  
Social Sciences  
Sociology/Anthropology  
Special Education  
Speech-Language Pathology &  
Audiology  
Sport Management  
Theatre  
Women's & Gender Studies  
  
**Pre-Professional Programs**  
Pre-Dentistry (Biology)  
Pre-Law (Interdisciplinary Studies)  
Pre-Medical Technology (Health Science)  
Pre-Medicine (Biology)  
Pre-Pharmacy (Chemistry)  
Pre-Physical Therapy (Biology)  
Pre-Veterinary Medicine (Biology)

**University of Baltimore**  
**1420 North Charles Street**  
**Baltimore, Maryland 21201**  
**410-837-6677 or 1-877-APPLYUB**  
**www.ubalt.edu**  
**3.004 Undergraduate students**

**Transfer Coordinator: Matt Wood**

The University of Baltimore is an undergraduate, graduate and professional university. UB—the state’s career-minded university—is a member of the University System of Maryland and comprises the School of Law, the Yale Gordon College of Liberal Arts, and the Merrick School of Business. Transfer students with 2.5 GPA’s will receive \$750 to \$2500 per year in scholarship awards, depending on GPA.

**Annual Full-time Undergraduate Tuition and Fees: \$ 7,412**

**Majors:**

Applied Information Technology	Government and Public Policy
Business Administration	Health Systems Management
Accounting	History
Computer Information Systems	Human Services Administration
General Business	Interdisciplinary Studies
Entrepreneurship	International Studies
Finance	Jurisprudence
Human Resource Management	Management Information Systems
International Business	Psychology
Management	Real Estate & Economic Development
Marketing	Simulation and Digital Entertainment
Community Studies and Civic Engagement	
Corporate Communication	
Criminal Justice	
English	
Environmental Sustainability & Human Ecology	
Forensic Studies	

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**University of Maryland Baltimore**  
**515 West Lombard Street, Room 208**  
**Baltimore, Maryland 21201**  
**410-706-7820**  
**www.umaryland.edu**  
**825 Undergraduate students**

<b>Nursing Admissions:</b>	<b>Amanda Barnes</b>	<b>410-706-6253</b>
<b>Dental Hygiene:</b>	<b>Marion Manski</b>	<b>410-706-7773</b>
<b>Medical &amp; Research Tech:</b>	<b>Joanne Manning</b>	<b>410-706-7664</b>

The University of Maryland Baltimore is the founding institution of the University of Maryland System and one of America's fastest growing biomedical research centers. Maryland's leading educator of professionals, UMB is home to nationally ranked programs in clinical law, environmental law, law and health care, dentistry and nursing. The university shares its campus with two major medical institutions: the University of Maryland Medical System and Baltimore Veterans Affairs Medical Center.

**Annual Full-time Undergraduate Tuition and Fees:**

**Majors\*:**

Dental Hygiene	\$ 8,742 (approx.)
Medical and Research Technology	\$ 8,045 (approx.)
Nursing	\$ 8,711 (approx.)

\*Apply directly to the school of interest.

**University of Maryland Baltimore County**  
**1000 Hilltop Circle**  
**Baltimore, Maryland 21250**  
**410-455-3818/410-455-1320**  
**www.umbc.edu**  
**9,947 Undergraduate students**

**Transfer Coordinator: Laura Towers**

A research university serving the Baltimore metropolitan region. Transfer students who present at least 30 semester hours of college-level work are admitted based on the strength of college success. A 2.5 cumulative average is recommended for full consideration. The Academic Achievement Award for Transfers recognizes academically talented community college students who are ready to build on their achievements by transferring to UMBC. The award provides scholarships for \$2,500 per year for two years. To be eligible, students must have a minimum of 35 credits (at time of application) and a grade point average of 3.5 or higher. PTK scholarships are also awarded on a competitive basis to qualified students. The awards range from \$2,000-\$2,500 per year for two years. To be eligible, students must present PTK membership verification. Transfer students admitted to the Honors College may be eligible for \$1000 per year for two years.

**Annual Full-time Undergraduate Tuition and Fees: \$ 9,467**

**Areas of Study:**

Acting	History
Africana Studies	Information Systems
American Studies	Interdisciplinary Studies
Ancient Studies	Management of Aging Services
Biochemistry and Molecular Biology	Mathematics and Statistics
Bioinformatics and Computational Biology	Mechanical Engineering
Biological Sciences	Media & Communication Studies
Business Technology Administration	Modern Languages and Linguistics
Chemical Engineering	Music
Chemistry	Philosophy
Chemistry Education	Physics/Physics Education
Computer Engineering	Political Science
Computer Science	Pre-Professional Programs
Cultural Anthropology	Business; Dental Hygiene; Dentistry; Law;
Dance	Medical and Research Technology;
Economics	Medicine; Nursing; Optometry; Pharmacy;
Emergency Health Services	Physical Therapy; Podiatry; Veterinary
English	Medicine
Environmental Studies	Psychology
Environmental Science	Social Work
Financial Economics	Sociology
Gender & Women's Studies	Theatre
Geography	Visual and Performing Arts/Visual Arts
Health Administration and Policy	

**University of Maryland College Park**  
**College Park, Maryland 20742-5335**  
**301-314-8240**  
**www.umcp.umd.edu**  
**26,475 Undergraduate students**

Flagship institution of the University of Maryland System, College Park offers over 100 undergraduate, 86 master's, and 65 doctoral programs. The campus ranks high among public universities nationally in competition for prestigious faculty fellowships and federal research funding. On the cutting edge in such fields as engineering, computer science, and physical science, UMCP also offers strong programs in business, social sciences, humanities and performing arts, as well as a nationally-ranked undergraduate honors program.

UMCP offers pre-transfer advising to all students interested in transferring. Meetings with advisors are available online, by telephone or in-person. **Meeting with a Pre-Transfer Advisor is not required for Admission to the University of Maryland.** Go to: <http://www.transferadvising.umd.edu/services.html> for more information.

**Annual Full-time Undergraduate Tuition and fees: \$ 8,415**

**Majors:**

Accounting	Bioengineering
Aerospace Engineering	Biological Sciences -Cell Biology and Genetics; Ecology & Evolution; General; Microbiology; Physiology & Neurobiology
African-American Studies	Central European, Russian and Eurasian Studies
Agricultural Education	Chemical Engineering
Agricultural and Resource Economics	Chemistry
Agricultural General	Chinese
Agricultural Science and Technology	Civil Engineering
Agricultural and Veterinary Medicine	Classical Languages and Literature
American Studies	Communication
Animal Sciences -Animal Care & Management; Equine Studies; Laboratory Animal Care; Sciences/Pre-Professional; Animal Biotechnology	Community Health
Anthropology	Computer Engineering
Arabic Studies	Computer Science
Architecture	Criminology and Criminal Justice
Art Education	Dance
Art History	Dietetics
Astronomy	Early Childhood Education
Biochemistry	Ecological Technology Design

Economics  
Education  
Electrical Engineering  
Elementary Education  
Engineering  
English Language Arts Education  
English Language and Literature  
Environmental Health  
Environmental Science and Policy  
Environmental Science and Technology  
Family Science  
Finance  
Fire Protection Engineering  
Food Science  
Foreign Language Education  
French Language and Literature  
General Business  
Geography  
Geology  
German Language and Literature  
Government and Politics  
Hearing and Speech Sciences  
History  
Horticulture and Crop Production  
Individual Studies  
Information Systems  
International Business  
Italian Business  
Italian Language, Culture and Literature  
Japanese  
Jewish Studies  
Journalism -Broadcast News; Magazine;  
News/Editorial  
Kinesiology  
Landscape Architecture  
Landscape Management  
Linguistics  
Logistics, Transportation and Supply  
Chain Management  
Marketing  
Materials Science  
Mathematics  
Mathematics Education  
Mechanical Engineering  
Music -Professional Program; Liberal Arts  
Program  
Music (Educational, K-12)  
Natural Resource Management  
Nutritional Sciences  
Operations Management  
Persian Studies  
Philosophy  
Physical Education  
Physical Sciences  
Physics  
Plant Sciences  
Political Science  
Pre-Dentistry  
Pre-Law  
Pre-Medicine  
Pre-Physical Therapy  
Pre-Veterinary Medicine  
Psychology  
Romance Languages  
Russian Language and Literature  
Science Education  
Social Studies Education  
Sociology  
Soil and Watershed Science  
Spanish Language and Literature  
Special Education  
Studio Art  
Theatre  
Turf and Golf Course Management  
Urban Forestry  
Women's Studies

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**University of Maryland Eastern Shore**  
**Princess Anne, Maryland 21853**  
**410-651-8374**  
**www.umes.umd.edu**  
**3,697 Undergraduate students**

**Transfer Coordinator: Cynthia Allen**

A historically Black university on the rural Eastern Shore, UMES grants degrees in the arts and sciences, agriculture, health professions, and business. True to its land-grant mission, the campus offers a number of unique programs geared to serving the needs of the region, including construction management, aviation science, criminal justice, and hotel and restaurant management. Pre-professional training is offered in nine fields. UMES offers 19 graduate programs, including doctoral programs in toxicology, marine-estuarine-environmental sciences, food science and technology, organizational leadership, educational leadership and physical therapy.

**Annual Full-time Undergraduate Tuition and Fees: \$ 6,482**

**Majors:**

Accounting	Environmental Science
African American Studies	Exercise Science
Agribusiness	General Studies
Agriculture*	History
Applied Design	Hotel and Restaurant Management
Art Education*	Human Ecology
Aviation Sciences	Mathematics*
Biology*	Music Education*
Business Administration	Physician Assistant
Business Education	Pro Golfers Association Golf Management
Chemistry*	Rehabilitation Services
Computer Science/Data Processing	Social Studies Education*
Construction Management Technology	Sociology
Criminal Justice	Special Education
Engineering	Technology Education
Engineering Technology	Urban Forestry
English*	

\*Teacher Education programs are available for Elementary and Secondary School Certification

**University of Maryland University College**  
**HQ in Adelphi, Maryland 20783**  
**800-888-8682**  
**www.umuc.edu**  
**33,096 Undergraduate students**

**Transfer Contact: Lindsey Egan**

University of Maryland University College (UMUC) extends academic opportunities and resources to students throughout the state and around the world. UMUC offers bachelor's and master's degrees, a doctoral program in Management, and undergraduate and graduate certificates. Evening and weekend classes meet at 17 locations in Maryland, the District of Columbia and Virginia; distance education formats are offered nationwide and across the globe.

**Full-time Undergraduate Tuition:** \$ 244 per credit hour

**Majors:**

Accounting	General Studies
African American Studies	Gerontology
Art	Global Business and Public Policy
Art History	History
Asian Studies	Homeland Security
Biology	Humanities
Biotechnology	Human Resource Management
Business Administration	Information Systems Management
Business Law & Public Policy	International Business Management
Business Supply Chain Management	Investigative Forensics
Communication Studies	Journalism
Computer and Information Science	Laboratory Management
Computer Information Technology	Legal Studies
Computer Science	Management Studies
Computer Studies	Mathematical Sciences
Computing	Marketing
Criminal Justice	Microbiology
Customer Service Management	Natural Science
Cybersecurity	Philosophy
Economics	Political Science
Emergency Management	Psychology
English	Social Science
Environmental Management	Sociology
Finance	Speech Communication
Fire Service Administration	Strategic & Entrepreneurial Management
Forensics	Women's Studies

***Check the UMUC website for information about special agreements in Communications Studies, Computer Science, Criminal Justice and Psychology.***

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**Washington Adventist University**  
**7600 Flower Avenue**  
**Takoma Park, Maryland 20912**  
**301-891-4080 or 800-835-4212**  
**www.wau.edu**  
**1,174 Undergraduate students**

Washington Adventist University is a Christ-centered institution of higher education that supports a culture of excellence where all feel valued. Our vision as an Adventist university is to produce graduates who bring moral leadership and competence to their communities. WAU graduates get great jobs and enter the best graduate programs after university. A maximum of 70 credits will transfer from Carroll Community College.

**Annual Full-time Undergraduate Tuition and Fees: \$ 20,435**

**Majors:**

Accounting	Journalism
Biochemistry	Liberal Studies
Biology	Music
Business Administration	Music Education
Chemistry	Music Performance
Computer Science	Nursing
Counseling Psychology	Philosophy and Religion
Early Childhood Education/Special Education	Physical Education
Elementary Education/Special Education	Political Studies
English	Psychology
English Education	Public Communication
General Studies	Religion
Health / Fitness Management	Respiratory Care
History	Social Work
History Education	Theology

**Washington Bible College/Capital Bible Seminary/Equip Institute**  
**6511 Princess Garden Parkway**  
**Lanham, Maryland 20706**  
**301-552-1400/877-793-7227**  
**www.bible.edu**  
**331 Undergraduate students**

Washington Bible College was founded in 1938 to prepare students for Christian ministries or church vocations through a program which includes biblical, general and professional studies. Only 25 minutes from the nation's capital, decisions are made here that shape the future of the world. Students have easy access to some of the world's best libraries and learning resources. Yet the wooded spaces and the recreational facilities on the campus allow opportunities for quiet reflection and regular retreats from a rigorous classroom experience. Washington Bible College welcomes transfer students, who may qualify for the \$1,000 Dean Transfer Award.

**Full-time Undergraduate Tuition:** \$ 433 per credit hour

**Majors:**

Biblical Studies  
General Studies  
Professional Studies

**Concentrations:**

Bible/Theology  
Business Administration  
Communications  
Interdisciplinary Studies  
Music  
Pastoral Ministries  
Pre-Seminary  
Social Work  
Sports Ministry  
Teacher Education  
Youth Ministry

**Washington College**  
**300 Washington Avenue**  
**Chestertown, Maryland 21620**  
**800-422-1782, Extension 7700**  
**www.washcoll.edu**  
**1350 Undergraduate students**

**Transfer Coordinator: Tony Littlefield**

Washington College secured the first college charter in Maryland in 1782. Seventy-five miles from Baltimore and Washington, the 118-acre campus offers proximity to urban centers in a relatively unspoiled natural region. Washington College offers a rigorous education in the liberal arts through the study of the humanities, the social sciences, and the natural sciences. Opportunities for study abroad and internships are accessible. Washington College offers Phi Theta Kappa scholarships of \$10,000 to \$15,000 per year.

**Annual Full-time Undergraduate Tuition and Fees: \$ 38,542**

**Programs and Majors:**

American Studies	History
Anthropology	Human Development
Archaeology	Humanities
Art and Art History	Information Systems
Behavioral Neuroscience	International Literature and Culture
Biology	International Studies
Black Studies	Justice, Law and Society
Business Management	Math and Computer Science
Chemistry	Modern Languages
Chesapeake Regional Studies	Music
Clinical Counseling	Nursing
Computer Science	Pharmacy
Creative Writing	Philosophy and Religion
Drama	Physical Education
Earth and Planetary Sciences	Physics
Economics	Political Science
Education	Pre-Law
Engineering	Premedical
English	Psychology
Environmental Studies	Social Welfare
Gender Studies	Sociology

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**TITLE 13B**

MARYLAND HIGHER  
EDUCATION COMMISSION

**Subtitle 06 GENERAL EDUCATION AND TRANSFER**

Authority: Education Article, 11-201 - 11-206  
Annotated Code of Maryland

**.01 Scope and Applicability.**

**This chapter applies only to public institutions of higher education.**

**.02 Definitions.**

A. In this chapter, the following terms have the meanings indicated.

B. Terms defined.

(1) "A.A. degree" means the Associate of Arts degree.

(2) "A.A.S. degree" means the Associate of Applied Sciences degree.

(3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.

(4) "A.S. degree" means the Associate of Sciences degree.

(5) A.S.E. degree means the Associate of Science in Engineering

(6) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.

(7) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

(8) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

(9) "General education program" means a program that is designed to:

(a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;

(b) Encourage the pursuit of life-long learning; and

(c) Foster the development of educated members of the community and the world.

(10) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.

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(11) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.

(12) "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

(13) "Parallel program" means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.

(14) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.

(15) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.

(16) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(17) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:

- (a) History and cultural diversity;
- (b) Concepts of groups, work, and political systems;
- (c) Applications of qualitative and quantitative data to social issues; and
- (d) Interdependence of individuals, society, and the physical environment.

(18) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

## **.02-1 Admission of Transfer Students to Public Institutions.**

### **A. Admission to Institutions.**

(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in §A(4) of this regulation.

(2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:

- (a) Satisfied the admission criteria of the receiving public institution as a high school senior; and

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(b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.

(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution; and

(b) Made to provide fair and equal treatment for native and transfer students.

#### B. Admission to Programs.

1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:

(a) Are developed and published by the receiving public institution; and

(b) Maintain fair and equal treatment for native and transfer students.

(2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution; and

(b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

#### C. Receiving Institution Program Responsibility.

(1) The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.

(3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

### **.03 General Education Requirements for Public Institutions.**

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

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(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:

- (a) Arts and humanities,
- (b) Social and behavioral sciences,
- (c) Biological and physical sciences,
- (d) Mathematics, and
- (e) English composition; or

(2) Conforming with COMAR 13B.02.02.16D(2)(b)------(c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least:

- (1) One course in each of two disciplines in arts and humanities;
- (2) One course in each of two disciplines in social and behavioral sciences;
- (3) Two science courses, at least one of which shall be a laboratory course;
- (4) One course in mathematics at or above the level of college algebra; and
- (5) One course in English composition.

D. Interdisciplinary and Emerging Issues.

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

- (a) Be integrated into other general education courses or may be presented as separate courses; and
- (b) Include courses that:
  - (i) Provide an interdisciplinary examination of issues across the five areas, or
  - (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

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E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

#### **.04 Transfer of General Education Credit.**

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10----16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. Degrees.

(1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities. A student is held:

(1) Accountable for the loss of credits that:

- (a) Result from changes in the student's selection of the major program of study,
- (b) Were earned for remedial course work, or
- (c) Exceed the total course credits accepted in transfer as allowed by this chapter; and

(2) Responsible for meeting all requirements of the academic program of the receiving institution.

**.05 Transfer of Nongeneral Education Program Credit.**

A. Transfer to Another Public Institution.

(1) Credit earned at any public institution in the State is transferable to any other public institution if the:

- (a) Credit is from a college or university parallel course or program;
- (b) Grades in the block of courses transferred average 2.0 or higher; and
- (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:

- (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
- (2) The first 2 years of the undergraduate education experience.

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C. Nontraditional Credit.

- (1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.
- (2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
  - (a) Technical courses from career programs;
  - (b) Course credit awarded through articulation agreements with other segments or agencies;
  - (c) Credit awarded for clinical practice or cooperative education experiences; and
  - (d) Credit awarded for life and work experiences.
- (3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
- (4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
- (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

D. Program Articulation.

- (1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.
- (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

**•06 Academic Success and General Well-Being of Transfer Students.**

A. Sending Institutions.

- (1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.
- (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

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(3) The sending institution shall:

- (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
- (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
- (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

**B. Receiving Institutions.**

- (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
- (2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
- (3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.
- (4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

**.07 Programmatic Currency.**

A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.

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**.08 Transfer Mediation Committee.**

A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

**.09 Appeal Process.**

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.

(2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) A receiving institution shall include in the notice of denial of transfer credit:

(a) A statement of the student's right to appeal; and

(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in §B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.

(1) A receiving institution shall:

(a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and

(b) Respond to a student's appeal within 10 working days.

(2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

(3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

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D. Appeal to Sending Institution.

- (1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.
- (2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.

- (1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
- (2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
- (3) The receiving institution shall inform a student in writing of the result of the consultation.
- (4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal

**.10 Periodic Review.**

A. Report by Receiving Institution.

- (1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.
- (2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
- (3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

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## GENERAL EDUCATION REQUIREMENTS

Students who enroll in a degree program at Carroll Community College will complete a core of courses referred to as General Education. This course distribution is intended to ensure that students have met the General Education Learning Goals. These General Education courses are transferable to all two and four year public institutions (and many private institutions) in Maryland and are guaranteed so in the

Students are expected to be familiar with computers and to use technology within their courses. Students are encouraged to complete either CIS-101, Introduction to Computer Technology or MIS-101, Management Information Systems.

\*\*It is strongly recommended that all students complete both a mathematics and English course within their first 12 credit hours. To ensure maximum success, mathematics and English courses should be taken during consecutive terms until the sequence is completed. All students must have begun their English and mathematics sequences by completion of their first 24 credit hours or registration will be blocked until the student meets with an academic advisor to see if exemption from this policy is in order.

### \*\*English Composition and Literature (choose 2 courses, 6 credits)

ENGL-101 College Writing 1 (Composition) AND  
ENGL-102 College Writing 2 (Literature)

### \*\*English Composition and Literature for Hill Scholars

ENGL-103 Advanced College Writing (Composition) AND  
ENGL-240 British Literature since 1798 (Literature)

### Biological and Physical Sciences (choose 2 courses, 1 of which must be a lab course, 7-8 credits)

BIOL-100 General Biology  
BIOL-101 Fundamentals of Biology 1  
BIOL-102 Fundamentals of Biology 2  
BIOL-105 Human Biology  
BIOL-210 Human Anatomy and Physiology 1  
CHEM-101 Introductory Chemistry  
CHEM-105 Principles of General Chemistry 1  
ENV-100 Introductory Environmental Science  
FSCI 210 Introduction to Forensic Science  
GEOSC-100 Earth and Space Science  
GEOSC-105 Oceanography  
GEOSC-110 Physical Geography (or GEOG-110)  
GEOSC-201 Meteorology  
GEOSC-210 Astronomy: Introduction to the Cosmos  
PHSC-100 General Physical Science  
PHYS-101 Fundamentals of Physics 1  
PHYS-111 Physics 1 for Scientists and Engineers  
PHYS-212 Physics 2 for Scientists and Engineers

### Arts and Humanities (choose 2 courses from 2 different areas, 6 credits)

#### Fine and Performing Arts Area

ART-125 Art Appreciation  
ART-135 History of Art 1  
ART-136 History of Art 2  
FPA-101 Introduction to the Arts  
FPA-105 Introduction to Film  
MUSIC-101 Music Appreciation  
MUSIC-102 The History of Rock and Roll  
MUSIC-103 History of Classical Music  
MUSIC-104 World Music  
MUSIC-105 Fundamentals of Music  
MUSIC-110 Theory of Music 1  
THTR-101 Theatre Appreciation  
THTR 110 Acting for Non-Majors  
THTR-137 Script Analysis

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**Humanities Area**

ENGL-201	Classic World Writers
ENGL-202	Modern World Writers
ENGL-205	Southern Writers
ENGL-211	Voices in American Literature
HIST-101	Western Civilization 1
HIST-102	Western Civilization 2
HIST-105	History of U.S. to 1876
HIST-106	History of U.S. from 1876
HIST-130	Latin American History
PHIL-101	Introduction to Philosophy
PHIL-105	Ethics
PHIL-120	World Philosophy

**Languages and Communication Area**

CHIN--102	Elementary Chinese 2
FREN-102	Elementary French 2
SPAN-102	Elementary Spanish 2
SPCH-101	Introduction to Speech Communication

**\*\*Mathematics** (choose 1 course, 3-5 credits)

MATH-111	Fundamentals of Geometry and Measurement
MATH-115	Introduction to Statistical Methods
MATH-121	Introduction to College Mathematics
MATH-128	College Algebra
MATH-129	Trigonometry and Advanced Algebra
MATH-130	Precalculus
MATH-135	Calculus of a Single Variable 1
MATH-138	Calculus of a Single Variable 2
MATH-205	Multivariable Calculus
MATH-210	Linear Algebra
MATH-215	Differential Equations

**Social and Behavioral Sciences** (choose 2 courses from 2 different disciplines, 6 credits)

ANTH-101	Introduction to Cultural Anthropology
ANTH-201	Anthropology of American Culture
CRIM-101	Introduction to Criminal Justice System
CRIM-105	Criminology
ECON-102	Principles of Macro Economics
ENGR-100	Introduction to Engineering
GEOG-105	Human Geography
GEOG-201	Regional Geography and Global Awareness
POLS-101	American Government
PSYC-101	General Psychology
SOC-101	Introduction to Sociology
SOC-110	Social Problems

**Emerging Issues** (choose 1 course, 3 credits)

DVTY-115	Diversity In the U.S.
FN-101	Personal Finance
HLTH-101	The Science and Theory of Health and Wellness
HLTH-201	Women's Health
PHED-101	Lifetime Fitness and Wellness

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## Diversity/World View Requirement

To support a Maryland state initiative and the College's commitment to promoting diversity on campus, all associate degree-seeking students must complete a three-credit Diversity/World View designated course. Over 80 courses include diversity as a major theme. Courses (and activities) that support this initiative are designated with a Diversity/World View (☞) insignia:

ANTH-101, Introduction to Cultural Anthropology  
ANTH-201, Anthropology of American Culture  
ART-125, Art Appreciation  
ART-135, History of Art 1  
ART-136, History of Art 2  
BUAD-101, Introduction to Business  
BUAD-150, Human Relations  
BUAD-201, Business Ethics  
BUAD-210, Culture and Diversity in the Workplace  
CHIN-101, Elementary Chinese 1  
CHIN-102, Elementary Chinese 2  
CHIN-201, Intermediate Chinese 1  
CRIM-106, Law Enforcement and the Community  
CRIM-205, Criminal Justice Ethics  
DVTY-115, Diversity in the U.S.: Living in a Multicultural Society  
ECE-101, Child Growth and Development  
ECE-102, Introduction to Early Childhood Education  
ECE-104 Methods and Materials in Early Childhood Education  
ECE-120, Literacy in Early Childhood Education  
EDUC-120, Introduction to Education  
EDUC-130, Introduction to Special Education  
EDUC-201, Processes and Acquisition of Reading  
EMS-260, Special Populations  
ENGL-102, College Writing 2  
ENGL-103, Advanced College Writing  
ENGL-160, Travel Study  
ENGL-201, Classic World Writers  
ENGL-202, Modern World Writers  
ENGL-205, Southern Writers  
ENGL-211, Voices in American Literature  
ENGL-240, British Literature since 1798  
ENGR-100, Introduction to Engineering: Professional Social and Ethical Dimensions  
ENV-100, Environmental Science  
FPA-101, Introduction to the Arts  
FPA-105, Introduction to Film  
FREN-101, Elementary French 1  
FREN-102, Elementary French 2  
FREN-201, Intermediate French 1  
FREN-202, Intermediate French 2  
GEOG-105, Human Geography  
GEOG-201, Regional Geography and Global Awareness  
HIST-130, Latin American History  
HIST-135, History of the Middle East  
HIST-160, Travel Study  
HIST-201, Adolf Hitler and the Third Reich  
HIST-202, Modern British History  
HIST-205, America since 1940  
HIST-210, The Era of the American Civil War  
HIST-220, The American Civil Rights Movement  
HIST-225, America in the Global Society  
HIST-235, The Great War and the Twenty Year Truce  
HLTH-201, Women's Health  
HONOR-201, Exploring Leadership  
HONOR-202, Service Learning: Values in Action Capstone  
HUMT-160, Travel Study  
ITAL-101, Elementary Italian 1  
MGMT-201, Principles of Management  
MGMT-210, Human Resource Management  
MKTG-201, Principles of Marketing  
MUSIC-104, World Music  
NURS-103, Fundamentals of Nursing  
NURS-211, Medical-Surgery Nursing 1  
NURS-212, Medical-Surgery Nursing 2  
NURS-213, Medical Surgery Nursing 3  
NURS-214, Psychiatric/Mental Health Nursing  
NURS-217, Maternal Child Health Nursing  
NURS-220, Preparation for Practice, Part 1  
NURS-222, Nursing throughout the Dev. Stages  
NURS-223, Issues in Practical Nursing  
PHIL-105, Ethics  
PHIL-115, Introduction to World Religions  
PHIL-120, World Philosophy  
PHIL-201, Business Ethics  
PHIL-210, Peace Studies  
PHIL-215, American Philosophy  
PHIL-220, Ideas on Drugs  
POLS-210, Peace Studies  
PORT-101, Elementary Portuguese 1  
PTA-101, Introduction to the PTA  
PTA-111, Clinical Science 1  
PTA-212, Clinical Science 2  
PTA-213, Treating Special Populations  
PTA-231, Overview of Special Populations  
SOC-101, Introduction to Sociology  
SOC-105, Marriage and Family  
SOC-110, Social Problems  
SOC-120, Social Gerontology  
SPAN-101, Elementary Spanish 1  
SPAN-102, Elementary Spanish 2  
SPAN-201, Intermediate Spanish 1  
SPAN-202, Intermediate Spanish 2  
SPAN-205, Advanced Spanish Conversation  
THTR-101, Theatre Appreciation  
THTR-120, History of Theatre 1  
THTR-121, History of Theatre 2

## GLOSSARY

**Academic Advisor** - person at a college who assists students in defining and reaching their academic and career goals.

**Admission Requirements** -specific requirements to be considered for admission to a college or university. Usually includes high school g. p. a., standardized test scores and/or specific courses.

**Articulation Agreement** -an agreement between two institutions that allows course credit at one college to be accepted or transferred and applied toward a degree or certificate at another college.

**Associate's Degree** -the degree granted by colleges after students complete 60-70 credit program of required courses.

**Baccalaureate or Bachelor's Degree** -the degree granted by a college or university after students have satisfactorily completed 120 hours of course work for a specific major.

**Free Application for Federal Student Aid (FAFSA)** -the required application for federal, state and institutional financial aid.

**Full-time status** -a student registered for a minimum number of 12 billable hours at Carroll Community College is considered full-time.

**General Education Requirements** -the broad-based body of courses institutions expect enrolled students to complete. Usually consists of liberal arts and science courses, humanities, behavioral and social sciences courses, among others.

**Interdisciplinary** -programs or courses using knowledge from two or more academic areas.

**Part-time status** -a student registered for less than 12 billable hours at Carroll Community College is considered part-time.

**Prerequisite** -a required class that is necessary to complete before moving on to higher level course work.

**Transcript** -a record of a student's educational progress that includes listings of courses, grades, program(s) of study and degrees earned.