Baltimore Student Exchange Program
Rules and Guidelines

Please read before completing the attached form.

Rules: (Condensed version. For more information about the Collegetown Network, visit www.colltown.org)

1. You must be a student in good standing and already enrolled in and maintain 12 or more MICA credits (i.e. full-time equivalent status based on MICA courses only).

2. You must be at the Sophomore level or higher.
   a. Graduate students may only enroll in graduate level courses unless permission is received in advance from your director and possibly the instructor of the course (this can be in the form of an email).
      - Currently, Graduate student enrollment applies only to University of Baltimore and Johns Hopkins University.

3. You may only enroll in one BSEP class per semester (two per academic year). You may list more than one class on your request; however, the first class listed is considered your first choice. Eligible Fall and Spring semesters only.

4. Credit will not be given for private music lessons or dance classes. Additionally, students are responsible for any fee(s) incurred by enrolling in private instruction classes.

5. You must abide by all policies, procedures, and deadlines of the Registrar's Office at the host institution. These policies, procedures, and deadlines can often be found on the host institution’s website along with the schedule of classes.

Guidelines:

1. Participation in BSEP is a privilege, not a right; therefore, your behavior on both campuses should reflect such thought.

2. Please fill out the BSEP form in its entirety and neatly. Do not leave your form if there is no one at the front desk, our office cannot be responsible for lost or stolen forms.

3. Students at the host campus have priority over visiting students; therefore, you may not receive a response regarding your request until the week that classes start at that school.

4. Please leave the day and time of the requested class open on your MICA schedule. BSEP classes cannot be added if there is a time conflict.

5. Repeated calls or emails to the host or home registrar, or your advisor, will not speed up the process. If you have not received a response by the week before classes start at the host institution, you may contact our office and we can check the status of your request. (410-225-2234)

6. If you have not received a response and the class does not appear on your MICA schedule, do not simply go to the class. The only time you should go to the first class without registration confirmation is if you are instructed to do so by either the home or host registrar.

7. Check your MICA email account often. Important information regarding your status, from both the home and host institution, is only sent via MICA email.

If you have any questions regarding BSEP and which institutions are participating members, please call or email the Office of Enrollment Services and/or ask your advisor.

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

Note: Home Institution = School granting your degree  Host Institution = School which you are visiting
Enrollment Services Baltimore Student Exchange Program (BSEP)

Semester: __________________     SSN or MICA ID________________________

PLEASE CHECK BELOW THE APPROPRIATE HOST SCHOOL - For more information about the Collegetown Network, visit www.collegetown.org

□ Coppin State Univ.         www.coppin.edu
□ Goucher College            www.goucher.edu
□ Johns Hopkins Univ.*      www.jhu.edu
□ Loyola College            www.loyola.edu
□ Morgan State Univ.        www.morgan.edu
□ Notre Dame                www.ndm.edu
□ Peabody Institute         www.peabody.jhu.edu
□ Stevenson University      www.stevenson.edu
□ Towson University         www.towson.edu
□ UMBC                      www.umbc.edu
□ University of Baltimore*  www.ubalt.edu
□ CCBC                      www.ccbc.edu

* Graduate students may only apply to these schools

Have you applied to or attended the above marked host institution previously?:____________

Name: _____________________________________________________  Date of Birth:_______________

Phone # ______________________________ MICA e-mail: _________________________________________

Local Address: ___________________________________ ____________________________________________

City/State/Zip: __________________________________ ____________________________________________

Level (Circle one):  Sophomore  Junior  Senior  Graduate*

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AUTHORIZING SIGNATURES:

Student Signature **Required** Date  MICA Registrar Signature **Required** Date

Instructor of Course Signature (if required)  BSEP Registrar/Coordinator Signature **Required** Date

TO THE HOST REGISTRAR:

When the MICA student has been officially registered at your institution, please return with registration: return email, mail the form to Maryland Institute College of Art, Enrollment Services - Bunting Center 2nd Floor, 1300 Mount Royal Ave, Baltimore, MD 21217, or fax to 410-225-2548. Thank you.

Please Note: Completed forms may be transmitted via email, mail, or fax between institutions’ designated BSEP Coordinators.