Policy on Providing Course Description Information

If the top of your transcript says University of Maryland, College Park, follow the directions below.

FOR COPIES OF RECENT COURSE DESCRIPTIONS USE THE FOLLOWING ONLINE CATALOGS:

Undergraduate Catalogs

- 1995-1996
- 1996-1997
- 1997-1998
- 1998-1999
- 1999-2000
- 2000-2001
- 2001-2002
- 2002-2003
- 2003-2004 (Go to Chapter 8 for Approved Courses)
- 2004-2005
- 2005-2006

Graduate Catalogs

- Spring 1999
- Fall 1999
- Spring 2000
- Fall 2000
- Spring 2001
- Fall 2001
- Fall 2002
- Fall 2003
- Fall 2004/2005

FOR COPIES OF COURSE DESCRIPTIONS FROM CATALOGS
NOT LISTED ABOVE:

There are two choices:

1. **You may come to campus and prepare your own copies.** The course catalogs are available in the Maryland Room on the first floor of Hornbake Library. [Maryland Room Hours]

OR

2. **If you are unable to come to campus** or need an official letter to accompany your course descriptions, please fill out and mail the following form: [UMCP Course Description Form]

***Course Description Policies***

- There is a $5.00 search and handling fee for providing course descriptions. Once the fee is received, the photocopies are mailed or faxed by the next working day. The department will send copies of course descriptions via Federal Express before 2:00 PM during a workday if a FedEx account number is provided. The department will also accept courier service between 10:00 A.M. and 4:30 P. M.

- In servicing requests from individuals, department staff will not type transcriptions of course descriptions onto University stationary or recite at length the contents of course descriptions over the phone. The staff has discretionary authority, however, to recite the text of catalogs over the phone in order to clarify the nature of the photocopy request or to take care of a question that does not require mailing or FAXing copies of course descriptions.

- Information regarding course descriptions requested by the University of Maryland campus units such as the Records and Registration Office will be provided free of charge. Information requested by registrars or admission officers from other universities or colleges will also be provided free of charge as a professional courtesy.