Graduate Admission Directions

This section is for students that have never taken a class before and are planning to take courses at the graduate level.

If you are planning to take classes as a graduate student, contact Dr. Thomas Loveland at tloveland@umes.edu, JoAnn Norris at jenorris@umes.edu or Marianne Hollerbach at mhollerbach@umes.edu.

There are two options when applying.
1. **Degree Seeking student.** Students wanting to earn a Master’s of Education (M.Ed.) degree. Our program consists of 30 credits, or 10 classes. There are 6 required classes and 4 electives.
2. **Non-Degree Seeking student or Advanced Special student.** Students only needing to take various courses for certification. We have Professional Technical Education (PTE) certification and Work-Based Learning (WBL) certification. These courses will also apply towards a Master’s of Education degree.

**STEP I: Apply for Admission**
1. Contact our office. Give information what you are looking to accomplish.
2. Email a copy of your unofficial transcripts and resume. Make sure it’s showing that you have a Bachelor’s degree. If you need PTE, send in that form (Figure A1 below).
3. Dr. Loveland will review the documents and provide his “go ahead” to apply.
4. You will be emailed directions with steps to apply.

Professional and Technical Education (PTE) Certification

A. If you need the Professional and Technical Education (PTE) Certification, submit a completed copy of your Maryland State Department of Education (MSDE) *Professional and Technical Education Evaluation for Certification* form (Figure A1) to Marianne Hollerbach at mhollerbach@umes.edu and/or JoAnn Norris at jenorris@umes.edu.
B. If you want to take the Work-Based Learning courses or general courses, contact Marianne Hollerbach at mhollerbach@umes.edu and/or JoAnn Norris at jenorris@umes.edu. After the application is received but before you are admitted by the School of Graduate Studies, our office will contact you with a student ID and request you to set up your HawkWeb account.

**STEP II: Set-Up Your HawkWeb Account**

1. Go to [www.umes.edu/newaccount](http://www.umes.edu/newaccount) and follow the prompts to create your HawkWeb account. Once you have been assigned a username and password — **PRINT THIS PAGE...save for your records. You will not be able to return to this screen or re-print this page.** You will use the same username, password and student ID # throughout your attendance at UMES!

2. After you create your HawkWeb account, it takes 2 to 24 hours for the system to recognize your account and be available for you to proceed to BMI Registration directions to register for class.

3. Login to your account by going to [my.umes.edu](http://my.umes.edu). Provide your username and password. You may get a message stating that you should change your password. **DO NOT DO THIS FOR AT LEAST ONE MONTH!** Doing this may result in your account being locked.

**Step III will be “BMI Registration Directions 2020”**. Once your application is approved and your account term activated, you will be ready to register. You will need to contact our office for the class number and permission code.

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Have questions or problems? Stop what you’re doing and contact us, we are here to help! Call 410-727-4808 Ext 164, or email mhollerbach@umes.edu or jenorris@umes.edu