Directions for Undergraduate Non-Degree Admission into UMES/BMI

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.

STEP I: Apply for Admission
These directions are for students that have never taken a class before and are planning to take courses at the undergrad level for Professional and Technical Education (PTE) certification or Work-Based Leaning (WBL) endorsement.

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. This document outlines the courses you are required to complete and the date of completion. If you do not have this form speak to your school system Certification Department about how to obtain it.

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.

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*Figure A1: Sample of MSDE Evaluation for Certification form*

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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
C. Only after our office gives you the go-ahead, go to the main UMES webpage (www.umes.edu) and click on the “Apply Now” button (Figure A2, orange arrow).

![Figure A2: Main webpage](image)

D. Next, scroll down to the Career & Technical Education Certificate at BMI and click on the CTE Non-Degree Seeking Application. This is the application you will submit..

(a) Before you can complete the application, you will need to create an account (Figure A3). Provide an email address that you have access to. Once you click ‘Create Account’ you will be sent an email to verify your email address.

(b) You will then need to log in using the username and password you provided (Figure A4).
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E. There are 5 sections that need to be completed in the Application.

- **Applicant Information**: here you will provide personal information, including name, permanent address and citizenship status;

- **Education Information**: enter semester you will start, your Applicant Type (non-degree seeking), and the Campus of Baltimore Museum of Industry will be inserted;

- **Residency Form**: State Residency--it is extremely important this section be completed accurately. Information required includes driver’s license and motor vehicle registration. If this section is not complete and accurate you may be charged out-of-state tuition. We do offer teachers living out of state, but teaching in Maryland, the in-state tuition rate.

- **Wrap Up**: we do not require test scores for BMI Certification students, but we do require submission of one transcript from your high school or accredited postsecondary institution, OR a copy of your MSDE PTE Evaluation. You should submit this when you submit your application to umesadmissions@umes.edu;

- **Charges and Additional Items**: Here is where you will pay the $35 application fee. When you click on it you will be taken to a place where you can pay by credit or debit card.
F. The residency form section is extremely important. Make sure to answer all required questions, including voter, tax and driver’s license information. If you live out of state, we offer in-state tuition for BMI students. If you don’t have a MD Driver’s License and live in MD, you need to obtain a MD License as soon as possible. Be sure to answer ‘yes’ on the first question in (Figure A5, green arrow).

Note: if you live out of state, you need to contact our office each semester, so we can submit the proper paperwork to adjust your tuition. Failure to do so, may result in your having to pay the out of state tuition rate for that semester!

Figure A5: Residency Form

The Residency Section consists of two additional pages if you are claiming in-state status. Make sure you answer all questions and submit a copy of your Maryland driver’s license.

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H. In the last section (Charges and Additional Items), you will see the balance of $35 due for the Application Fee. (Figure A6).

Once you click on the ‘submit button’ (Figure A6, red arrow), it will direct you to a payment page, where you will pay the $35 application fee with a debit or credit card.

Within 2 days, you will receive a Student ID number. You then need 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 about 2 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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