



# MASTER'S IN TELECOMMUNICATIONS PROGRAM

## Course Registration Using Testudo

### Testudo

Students can register for courses through an interactive online portal called Testudo. You can access Testudo at [www.testudo.umd.edu](http://www.testudo.umd.edu)


Testudo provides many different services, such as access to your student account, waitlist check-in, academic calendars, your unofficial transcript, etc.

### Registration

The first step in course registration is to choose the courses that you want. Testudo will require you to enter the department code (ENTS) plus the course number and the **4-digit** section number.

You can find this information on the [Schedule of Classes](#) section of Testudo. Select the term that you are seeking to register for, and click ENTS, which is the four letter department code for the Master's in Telecommunications Program.

Here is an example of how courses appear in the Schedule of Classes:

**ENTS635 Decision Support Methods for Telecommunication Managers** 



Credits: 3 Grading Method: Regular, Audit

Prerequisite: ENEE324 and MATH241; or students who have taken courses with comparable content may contact the department. Restriction: Must be in Telecommunications (Master's) program.

The aim of this course is to introduce management science techniques for informed decision making. Topics covered can include data analysis and regression, optimization models and applications (workforce scheduling, manufacturing, network design, facility location), sensitivity analysis, decision trees, risk analysis and business simulation models. Emphasis will be on telecommunications managerial problems, model development and the use of software packages for decision support.

*Restricted to ENTS majors. All non-majors will need to obtain department permission.*

▼ Hide Sections

0101	Kazim Ruhi M 5:30pm - 8:15pm	Seats (Total: 40, <b>Open: 18</b> , Waitlist: 0) SQH 1117	
0201	Kazim Ruhi M 2:00pm - 4:45pm	Seats (Total: 40, <b>Open: 22</b> , Waitlist: 0) SQH 1105	

Notice that this course has two sections. You will need to choose what section of the course to register for, either 0101 or 0201. Although the instructor is the same for both sections of the course, the sections take place at different times and different locations. The location is listed under the "Seats." Also, take notice of the Seats section. This shows the availability of seats in the course. See more information about the waitlist below.

Once you know what course(s) and section number you wish to take, it is time to register.

1. Go to [www.testudo.umd.edu](http://www.testudo.umd.edu)
2. In the center grey area, under "The following interactive web services are available Mon-Sat, 7:30am-11:00pm & Sun, 5:30pm-11:00pm," select [Registration \(Drop/Add\)](#).
3. Complete the Registration Agreement
4. You will need your Directory ID or UID and password to log in. If you still need a Directory ID and password, create one here: <http://www.it.umd.edu/new/student.html>

For international students: You will be asked to submit the last five digits of your Student ID number (SID) when you are setting up the Directory ID. The SID number is separate from your UID number. **Both your UID and SID are printed in your admission letter.**

5. Enter the data requested in the table as follows:
  - Under the Course column, enter the course number (with NO SPACE between the letters and numbers)
  - Under the Sec column, enter the 4-digit section number
6. When you have input the data for each course, click Enter. If your registration is successful, you will see different colored dots next to each class for which you have signed up. The colors of the dots will correspond to the colors used in your class schedule. At this time, you may add more courses or sign off. When you sign off, you should see a color-blocked schedule of your class times.

### ***Error Messages***

If there is an issue with your registration, you will see an error message. Some error messages can be resolved independently by the student. For example, an error message showing that you have signed up for two classes that have the same meeting time. Other error messages may require external action.

### ***Joining the Waitlist***

If the course is full, you will see a message that say the class is closed. If you would like to join the waitlist because you would like to enroll in the course if a seat becomes available, click on the "Add to Waitlist" button.

Read the message at the top of the next page about waitlist check-in. Once you understand the conditions, click on the box to indicate this. Then scroll down and place a check mark next to the sections for which you wish to join the waitlist. If more than one section is available, you can pick multiple sections. Click "Return Section(s)" when you are done.

You will be sent back to the original Drop/Add screen. The system will display a message saying that you were added to the waitlist. However, the waitlisted course will NOT show up on your schedule here. Sign off when you are done.

### **Waitlist Information**

If the course is full and you want to join the waitlist, remember to enter the course number AND 4-digit section number into the fields provided. Otherwise you will not be prompted to join the waitlist. Keep in mind that if you register for another section of the same course, you will be dropped from the waitlist of the section you initially join. If you are dropped from the waitlist for ANY reason, you will be unable to reclaim your spot.

It is not unusual to be placed on the waitlist at first when registering for classes. As students adjust their schedules, there is a lot of movement from the waitlists into the courses. Students can add and drop courses up to the "Last Day to Cancel Registration" deadline prior to the start of each semester, without penalty. After that, during the [Schedule Adjustment Period](#), students are able to **exchange** courses of equal credit value through the end of the period. During this time you may add courses, but you may not fall below the number of credits you were enrolled in as of the "Last Day to Cancel Registration." Students should consult the [Academic Calendar](#) and [Academic Deadlines](#) each semester to be familiar with these deadlines.

*A word of caution:* You need to manage your waitlist usage appropriately and with intention. If you are added to a course from a waitlist, be sure to immediately drop another course. Often times, students find out that they have "unknowingly" registered for additional credits after they have been added from a waitlist. They then wait to drop the extra course and are charged for the drop. For example, during the Schedule Adjustment Period, you have a seat in 3 courses (9 credits) and are on one waitlist. You are then added from the waitlist, you now have a seat in 4 courses (12 credits) and then two days later drop one course so you are in 3 courses. A charge will occur here for the dropped course. Please pay special attention to your waitlisted courses. If you do not intend to enroll in the course you are waitlisted for, remove yourself from the waitlist to avoid accidental charges. The waitlist should be used with intention and not to "hold a spot" in every course available.

## **Waitlist Check-In**

If you are still on the waitlist when the semester starts, it is mandatory that you check-in to the waitlist on the **first day of classes** (regardless of when that particular class begins). You must then check-in **daily** in order to remain on the waitlist. To access the waitlist check-in on Testudo, click "Waitlist Check-In" in the limited access grey area on [www.testudo.umd.edu](http://www.testudo.umd.edu). You can also check your position on a waitlist or remove yourself from a waitlist anytime at the Waitlist Check-In link.

## **Textbooks**

Most ENTS instructors either use non-textbook course materials or do not post textbook(s) in advance. You will receive a list of any required textbooks as a part of the course syllabus on the first day of class.

## **ENTS Registration Policies**

**Three-Course Maximum:** Students may only register for a maximum of three (3) courses in a given semester. Exceptions for four course registration may be granted with prior approval from the Academic Advisor, after the student's first semester.

**Pre-Requisites:** Pre-requisites, as listed in the course descriptions, must be met for upper-level coursework prior to registration in a course that has pre-requisites.

## **ENTS Academic Advising**

All students will be assigned an academic advisor. Students will have the opportunity to meet individually with their academic advisor prior to the first day of classes. Students may make an appointment for their advising session only **AFTER** they have attended the mandatory orientation advising session and completed the placement exams. For initial registration, students should use their best judgment and available course information. Schedule adjustments can be made prior to the first day of classes.