



# ACADEMIC SUPPORT RESOURCES

OFFICE OF UNDERGRADUATE EDUCATION

Good afternoon,

We would like to share with you a new procedure regarding the courses UGRD 4999 and GRD 4999. Below are the pertinent details of the procedure, as well as contact information for any questions you may have.

## Procedures for GRD 4999 and UGRD 4999 Registration

These courses were created to make it possible to process a scholarship payment in PeopleSoft when a department wants to pay non-enrolled students for research related to their academic program. These were designed specifically and only for summer term because PeopleSoft cannot pay financial aid when there is no enrollment. These courses are set up as a placeholder for 0 credits and no tuition/fees attached to them in order to allow OSF to disburse the scholarships.

### Summary

To make payments to students through the student system, the Office of Student Finance must follow the US Department of Education and the US Internal Revenue Service regulations (see additional payment guidelines from the Tax Management Office: [TMOG #8](#)). In order to receive financial assistance, the student must be enrolled for credit and be assessed tuition. The only exception is if the student is engaged in research during the summer.

If a student is involved in a documented research opportunity during the summer term, and is not otherwise required to be enrolled, there are courses that have been created that allow scholarship payments to be processed through PeopleSoft's Scholarship Automation. The courses (GRD 4999 and UGRD 4999) are set up as a placeholder for 0 credits with no tuition/fees in order to allow the Office of Student Finance (OSF) to disburse the scholarships.

Departments (CCS users) will assign student-specific registration permission numbers to be used for students registering for the 4999 course during the normal registration process. More information on class permission can be found in the Class Permission UPK topics, by clicking 'Help' from any PeopleSoft page. The 4999 course will appear on student transcripts as summer research. The 4999 registration is not necessary if the student is registered for other courses during the summer. Please note that the students need to be registered for the summer term prior to uploading your scholarship file.

If you have reviewed the scholarship MOA (memorandum of agreement) and have determined that a scholarship may be paid to non-enrolled students who are conducting research during the summer, please give the students the correct permission number so that they can register in the 4999 course. Departments will need to document the research opportunity for audit purposes to justify the 4999 registration and awarding of funding.

If you have any scholarship processing questions, contact the Office of Student Finance Scholarship Unit at [saosf@umn.edu](mailto:saosf@umn.edu). For questions about the permission numbers, contact the Student Records team at [srhelp@umn.edu](mailto:srhelp@umn.edu).

Thank you,  
Office of Student Finance, Scholarship Unit

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# ACADEMIC SUPPORT RESOURCES

OFFICE OF UNDERGRADUATE EDUCATION

Good morning,

As a follow-up to the communication you received from us on April 21, we are writing to clarify a detail that has caused confusion for some students while trying to register for the UGRD and GRD 4999 courses.

The GRD and UGRD 4999 are not included in the online schedule of classes, thus students are not able to browse for and find the classes themselves. In order for the student to be able to locate and register for the class, staff need to give students the Class Number along with entering permission.

Staff with access to Class Permissions can find the Class Number on the Class Permissions page in PeopleSoft. For your reference, we have included screenshots here of the Class Permissions pages which show the Class Numbers for Summer 2017.

Permission to Add | Permission to Drop

Course ID: 805796 | Course Offering Nbr: 1  
 Academic Institution: Twin Cities/Rochester  
 Term: Summer 2017 | Graduate  
 Subject Area: GRD | Graduate Summer Research  
 Catalog Nbr: 4999 | Graduate Summer Research

**Class Section Data** Find | View All First 1 of 1 Last

Session: 001 001 Regular Academic Session | **Class Nbr: 83763** | Class Status: Active  
 Class Section: 001 | Class Type: Enrollment Section  
 Component: Independent Study | Instructor:

Student Specific Permissions

**Defaults**

Expiration Date: 08/04/2017

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1-48 of 48 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
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Permission to Add    Permission to Drop

Course ID: 805144    Course Offering Nbr: 1  
Academic Institution: Twin Cities/Rochester  
Term: Summer 2017    Undergrad  
Subject Area: UGRD    Undergraduate Summer Research  
Catalog Nbr: 4999    Undergraduate Summer Research

Class Section Data

Find | View All    First 1 of 1 Last

Session: 001    001 Regular Academic Session    Class Nbr: 83762    Class Status: Active  
Class Section: 001    Class Type: Enrollment Section  
Component: Independent Study    Instructor:

Student Specific Permissions

Defaults

Expiration Date: 08/04/2017

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:

Class Permission Data

Personalize | Find |  |     First 1 of 1 Last

General Info    Permission    Comments   

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		08/04/2017	<input type="text"/>	<input type="text"/>

Note: Class Numbers change every term. The screenshots show Class Numbers for summer 2017. They will be different for summer 2018, etc.

Should a student have difficulty registering for GRD/UGRD 4999 after having been provided the Class Number, and having Class Permission entered, please direct the student to One Stop Student Services for assistance.

Thank you,  
Office of Student Finance, Scholarship Unit

This email was sent by: Academic Support Resources, 160 Williamson Hall, 231 Pillsbury Drive SE, Minneapolis, MN, 55455, USA. [Read our privacy statement.](#)

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