



ACADEMIC SUPPORT RESOURCES

OFFICE OF UNDERGRADUATE EDUCATION

Procedures for GRD 4999 and UGRD 4999 Registration

updated 7/18

Overview

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 zero credits and no tuition/fees attached to them in order to allow OSF to disburse the scholarships. The student must be returning in the fall, either as an undergraduate or graduate. If the student has graduated they are ineligible for this payment method.

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 zero 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. For questions about the permission numbers, contact the Student Records team at srhelp@umn.edu.

Additional Guidance:

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 (**GRD 4999 = 83880** & **UGRD 4999 = 83879**) 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 2018.

The screenshot displays the 'Permission to Add' tab in PeopleSoft. It shows course details for Course ID 805796, Academic Institution Twin Cities/Rochester, Term Summer 2018, and Course Offering Nbr 1. The Subject Area is GRD and the Catalog Nbr is 4999. Under 'Class Section Data', Session 001 (001 Regular Academic Session) is shown with Class Nbr 83880, Class Status Active, and Class Type Enrollment Section. The component is Independent Study. Below this, the 'Student Specific Permissions' section is expanded to show 'Defaults' with an expiration date of 08/03/2018. A table indicates that all permission options (Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period) are checked. At the bottom, there are buttons for 'Assign More Permissions' and 'Generate'.

Class Nbr	Class Status	Class Type
83880	Active	Enrollment Section

Permission Valid For	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"/>

Permission to Add | Permission to Drop

Course ID 805144 **Course Offering Nbr** 1
Academic Institution Twin Cities/Rochester
Term Summer 2018 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** 83879 **Class Status** Active
Class Section 001 **Class Type** Enrollment Section
Component Independent **Instructor**
 Study

Student Specific Permissions

Defaults

Expiration Date 08/03/2018

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

Note: Class Numbers change every term. The screenshots show Class Numbers for Summer 2018. They will be different for Summer 2019, 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.