



## ENROLLMENT POLICIES & PROCEDURES

Twin Cities campus • Effective spring semester 2015

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the usual prerequisites, there are sometimes limitations on registration for these courses. Usually, you may not register for the same course more than a certain number of times over a series of semesters. In the course listing, this restriction appears as part of the prerequisite information inside the parentheses: “(max 6 crs; 6 repeats allowed),” e.g., your total registrations in the course may not exceed a maximum total of 6 credits.

**EXTRA CREDIT OR INDEPENDENT STUDY**—Most colleges permit independent study or extra credit (IND and EXC sections) in their regular courses. Through EXC registration, you can earn extra credits (with a limit of 3) in a course by arranging with the instructor to complete additional work or explore a subject in more depth. Through IND registration, you can complete a course by studying independently under the instructor’s guidance, without attending class. Regular fees, deadlines, and grading policies apply, and you must register only for the number of credits approved for the course. Requirements for completing the course must be agreed upon by you and your instructor. **NOTE:** All extra credit or independent study courses taken through the College of Liberal Arts require college approval. For approval, submit your Student-Faculty Contract, signed by the instructor and department, to 49 Johnston Hall.

Both types of registration require instructor and department approval. When you receive this approval, you must obtain a class number for the class (or section) and a permission number with which to register for the course. For further information, check with your college or department office. Once you have these numbers, you can register online or in person at one of three One Stop Student Services Center campus locations: 333 Science Teaching and Student Services, East Bank; 130 West Bank Skyway, West Bank; and 130 Coffey Hall, St. Paul.

**AUDITING COURSES**—Most colleges permit auditing in their courses. As an auditor, you register for, pay tuition and fees for, and attend classes, but do not complete assignments or take examinations. You receive no credit for the course, but the course will be placed on your transcript with the symbol V (Visitor) to indicate your special registration status.

Though you do not receive credit for audited courses, the credit value for the course counts in determining the credit total for the student services fee. Colleges may have additional requirements for you to meet before you register as an auditor. It may be necessary to have approval from your adviser, instructor, and/or special scholastic committees.

Many colleges do not permit registration as an auditor in required courses. For further information, check with your college office. **NOTE:** Audited courses do not count toward full-time enrollment for international students. Once you have received approval, place a V or AUD in the grading option column to register as an auditor of a class.

**ONLINE AND DISTANCE LEARNING**—Complete information on Online and Distance Learning registration deadlines, fees, texts, assignments, exams, and refunds is available on pages 26–28.

**CREDIT BY EXAM**—If you have gained equivalent knowledge through independent study, experience, or study at a non-collegiate institution to that covered by a particular University course, you may earn credit by passing a special examination on the subject matter covered by the course. You must be admitted to a University of Minnesota degree program to be eligible to receive credit by special examination. Contact your

college to discuss special exam arrangements. Not all courses are open to credit by examination, and departments may restrict its use in some cases. You will be charged a fee of \$50 per credit. For more information, contact your college office.

## Attending classes

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### ✱ FIRST WEEK MANDATORY ATTENDANCE

You must attend the first class meeting of every course in which you are registered, unless you obtain approval for your intended absence before the first meeting. Without this prior approval, you may lose your place in class. To remain in a class in which you were absent the first day without prior approval, contact your instructor as soon as possible. Instructors have the right to deny you admission if the course is full. **NOTE:** You must officially cancel any class to which you are denied admission.

### ✱ DISABILITY RESOURCE CENTER

Disability Resources assists disabled students, staff, and visitors in accessing campus classes, programs, facilities, services, employment, and activities by providing information, referral, and reasonable accommodations. For more information, contact Disability Resources at Suite 180, McNamara Alumni Center, 200 Oak Street SE; by phone at 612-626-1333 (V/TTY); by email at [drc@umn.edu](mailto:drc@umn.edu); or online at <https://diversity.umn.edu/disability/>.

**CLASSROOM CHANGES**—Requests for room changes for classes scheduled in inaccessible locations may be made directly to the department offering the course.

### ✱ PARKING FOR EVENING CLASSES

When special events such as concerts and athletic games are occurring on campus, special event rates go into effect at some facilities. However, if you are taking evening classes, you may park on the east bank campus after 4:30 p.m. Monday–Thursday for the regular daily rate by displaying a special event hang tag. Call Parking and Transportation Services at 612-626-7275 for information.

## Changing your registration

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### ✱ GRADING OPTION

You may *not* change your grading basis after the second week of classes. See page 6 for more information on grading options.

### ✱ ALL-UNIVERSITY CANCEL/ADD POLICY

The All-University Cancel/Add Policy applies to all students in all colleges. See the “Cancel/add & refund deadlines” at [http://onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/). Contact your college office for information about committee requirements and procedures when scholastic committee approval is required. Such approvals are not routinely given.

**ONE-TIME ONLY CANCELLATION**—One time only as an undergraduate student, you may cancel a class and receive the transcript symbol “W,” after the tenth week of class and at any time up to and including the last day of instruction for that course. Check with your college office for withdrawal procedures. Complete grading policies are online at <http://www.policy.umn.edu>.





**REFUNDS**—You can receive a 100 percent refund if you cancel a class during the first three weeks of the term. After the first three weeks of the term, no refunds are issued.

## ✱ GRADUATE CREDIT FOR NON-DEGREE STUDENTS

If you are a non-degree-seeking student, you may be able to register for graduate credit even though you are not admitted to a graduate program. Generally, this option may be available to students who have never attended the University of Minnesota, or have attended but are no longer active in a degree-seeking program but need graduate-level coursework on a graduate transcript. Each college sets its own criteria for admission to non-degree status for graduate credit. Students pay the appropriate graduate tuition rate for all courses (graduate, undergraduate, and audit) they take for the term. These courses do *not* qualify for financial aid.

To register for graduate or professional credit for classes taken while not admitted to a graduate program, you must first have approval of the department offering the course on a Registration Request for Graduate Credit form available online at <http://onestop.umn.edu/forms/> or a One Stop Student Services Center.

Submit the form with your signature to the department for department signatures. The department forwards the registration request to a One Stop Student Services Center (non-degree graduate registration must be processed by One Stop only and cannot be done online). When processing is complete, an enrollment summary will be sent to you. Non-degree graduate status is active for one term only. If you want to register for another term, you must repeat the above procedure.

You can, however, use the online web registration to cancel classes or change the number of credits or grade basis if no approval is required from the department offering the class. Your tuition will be subject to the refund percentage rate at the time of withdrawal (see the “Cancel/add & refund requirements” at [http://onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/))

## ✱ ATTENDANCE AT ANOTHER CAMPUS

A consortium agreement exists among the five campuses of the University of Minnesota for purposes of allowing students to attend another campus. Under this agreement you are allowed to attend another campus for one term during an academic year without losing your status or jeopardizing your eligibility for financial-assisted programs at your home campus.

Multi-institutional students fall into two categories:

- 1. Students who are registered on two campuses for one term.** For example, you are registered on your home campus but want to take a distance learning course from another University of Minnesota campus.
- 2. Students who want to register at another University of Minnesota campus instead of their home campus.** (e.g., you want to take courses not offered on your home campus.)

Twin Cities campus students who are interested in applying to attend another University of Minnesota campus should download the application from <http://onestop.umn.edu/forms/> or contact One Stop Student Services at 612-624-1111 to request an application.

## ✱ CARLSON SCHOOL OF MANAGEMENT

### UPPER DIVISION COURSES

- **Degree-seeking students in the Carlson School**—If you are enrolled in the Carlson School, you may register for your classes during your registration queue. Most upper-division business courses (3xxx - 5xxx) require that you have a declared major. Students should declare their major after they have completed the freshmen and sophomore year requirements, including the Immersion Core. Major declaration forms are available on the current student intranet and in the Undergraduate Program Office, 2-190 Hanson Hall.
- **Degree-seeking students in approved majors**—If you are a non-Carlson School student in an *approved* major (e.g., Agricultural and Food Business Management or Retail Merchandising), you may register for 3000-, 4000-, and 5000-level management courses that are required for your major. You may register for these courses online during your registration time, or you can go directly to a One Stop Student Services Center. Please call 612-624-3313 for a list of approved majors.
- **Other non-Carlson School of Management students**—Any non-Carlson School student who meets the course prerequisites may be able to register for most open 3000-, 4000-, and 5000-level Carlson School courses during open registration by calling 612-624-3313 for permission.

### CSOM GRADUATE COURSES

- **Carlson School of Management graduate students:** If you are admitted to Carlson School graduate programs, you may register for Carlson School courses on or after your registration time. Please contact your program office for assistance in registering for courses within other Carlson graduate programs.
- **MBA Courses:** Non-Carlson School graduate students may request approval to register for MBA courses by completing a Non-MBA Grad Student Registration form found at [www.carlsonschool.umn.edu/mba/course-petition.html](http://www.carlsonschool.umn.edu/mba/course-petition.html). Approval will be given just prior to the first class meeting, based on the available spaces in classes. Additional information for day and evening classes is available in 1-110 CarlSMgmt or email [mbasa@umn.edu](mailto:mbasa@umn.edu). Only graduate-level, degree-seeking students at the University of Minnesota Twin Cities may take MBA courses. MBA courses are usually 6xxx-level courses under the following prefixes and/or listed with a prereq of “MBA student”: MBA, ACCT, BLAW, ENTR, FINA, IDSc, MGMT, MKTG, MCOM (5xxx-level), MILI, and SCO courses. For the petition course form, visit <http://carlsonschool.umn.edu/degrees/master-business-administration/part-time-mba/admissions/mba-course-petition-form>.
- **HRIR Graduate Courses 5000-level or higher courses:** Human Resources and Industrial Relations graduate students- You may register for HRIR classes on or after your registration time. Please contact your program office for assistance in registering in courses within other Carlson graduate programs. Approval for HRIR graduate courses must be obtained from the director of graduate studies in Industrial Relations, 3-300 CarlSMgmt.
- **Non-Human Resources and Industrial Relations graduate students:** Approval for HRIR graduate courses will be honored after all HRIR students have completed

their registration and based on the available spaces in classes. Contact the Human Resources and Industrial Relations department, 3-300 CarlSMgmt.

- **MAcc courses:** Non-Carlson School graduate students must contact the MAcc office at [macct@umn.edu](mailto:macct@umn.edu) or 612-625-6516 to request permission to register for ACCT 8001, ACCT 8002, ACCT 8006, or IDSC 8003. Pre-requisites must be satisfied and permission is not guaranteed.
- **MBT courses:** Non-Carlson School graduate students or U of M law students must contact the MBT office at [mbt@umn.edu](mailto:mbt@umn.edu) or 612-625-6516 to request permission to register for MBT courses.
- **PhD courses:** Non-Carlson graduate students must request approval from the PhD seminar instructor, then notify PhD Program Office staff in Rm 4-205 CarlSMgmt, so that the student can be registered in the course.

## ✿ GRADUATE STUDENTS

- **New students**—If spring 2015 is the first term you will be registering as a graduate student, contact your graduate program to make an appointment with your adviser.
- **Active students**—You must hold active status (i.e., you must have registered as a graduate student for the previous term, excluding summer) to be eligible to register. Graduate students must register every fall and spring term to maintain active student status.

If you have a hold on your record, you may not be allowed to register. Notice of any hold, including the department or office where it may be cleared, is available from One Stop Student Services or under Quick Links at <http://onestop.umn.edu>.

- **Inactive students**—You must hold active status (i.e., you must have registered as a graduate student for the previous term, excluding summer) to be eligible to register. Graduate students must register every fall and spring term to maintain active student status. Students who do not maintain active status through fall and spring term registrations are considered to have withdrawn, and must seek readmission—and if readmitted, must register—in order to resume work towards degrees, take examinations, file for degree clearance, or otherwise participate as graduate students.
- **Thesis credits**—All students are required to register for thesis credits before receiving a Plan A master's or a professional master of engineering degree (at least 10 credits of 8777 are required), a DMA degree (at least 4 credits of 8888 are required), an EdD degree (at least 12 credits of 8888 are required), or a PhD (at least 24 credits of 8888 are required). DMA students should consult their graduate program to determine their requirement. You must register for all thesis credits under your major field course designator.

If you have any questions about registering for thesis credits, contact your director of graduate studies.

## ✿ LAW SCHOOL

- **Enrolling as a non-Law School student**—Full-time Law School students are given priority for registration in all Law School courses. If you have not been admitted to the

Law School, you may not register in any 6001-6009 or 7000-level courses. Other courses are open on a space-available basis if you are admitted to, and enrolled in, a degree-seeking graduate program at the University of Minnesota. If you meet the above criteria and are interested in registering in Law courses, contact the Law School Registrar, 612-625-8595, to determine eligibility and space availability.

## ✿ INTERNATIONAL STUDENTS

If you hold a non-immigrant visa of any type, have been formally admitted to the University of Minnesota, and are registering for the first time, two types of holds may be placed on your record: AI (check of non-immigrant status documents), and AZ (English proficiency). Please read the following information carefully.

**DOCUMENT CHECK AND ORIENTATION (AI HOLD)**—After you check into your housing, come to International Student and Scholar Services (ISSS), 190 Humphrey School, West Bank campus, Minneapolis, for Document Check. You will find a schedule of days and times for Document Check online at <http://www.issss.umn.edu> or call 612-626-7100. Please check the ISSS website or call the office before coming to Document Check as you may be required to make a reservation.

You must bring your passport and other documents indicating your legal status in the US (e.g., I-94 card if applicable, current University and any previous I-20 or DS-2019 forms, and any Employment Authorization Document). If you arrived with F-2 or J-2 dependents, you must also present dependent documents at Document Check.

If you are financially supported in part or fully by your home country government or the US government (example: Fulbright, Muskie, Global UGrad program) or you are financially sponsored by an organization, corporation, or third party not related to you that requires the University to send a bill for your tuition and fees, you are considered to be a sponsored student. All sponsored students have an assigned international student adviser in ISSS, Ms. Gabriele Schmiegel, Director of Sponsored Student Programs. Sponsored students must schedule an individual appointment for document check with Gabriele Schmiegel. Please do so by calling the ISSS main line at 612-626-7100 and asking to schedule a “sponsored student document check.” If you have any questions regarding your sponsorship, please call our main line or email Gabriele at [schm0535@umn.edu](mailto:schm0535@umn.edu).

At this time, you will also sign up for the mandatory International Student Orientation Program, during which you will receive essential information about maintaining your legal status, as well as living and studying in the US at the University.

**IMMUNIZATION REQUIREMENTS**—Minnesota law requires that all students provide in writing the month and year when they were immunized against measles, mumps, rubella, tetanus, and diphtheria. You must complete and sign the Student Immunization form you received with your admission letter. See Immunization clearance, page 13.

**MANDATORY HEALTH PLAN COVERAGE**—All international students and their dependents are required to purchase the Student Health Benefit Plan unless they are covered by a US-based employer-sponsored health plan or the Graduate Assistant Health Plan. Health plan coverage must be continuous from the date of arrival in the US through the final date of departure from the US. This means that international

students will be charged for health plan coverage even if they are registered for fewer than 6 credits or are away from campus for the summer or an academic semester. See page 13.

**ENGLISH PROFICIENCY (AZ HOLD)**—You will have a AZ hold placed on your student record if you are a new international student who has not met the University’s English proficiency requirement. Your AZ hold must be released by an English as a Second Language (ESL) adviser.

If you are a student with a TOEFL score lower than that required by your college, you may be required to take an English language proficiency test. You must pay a \$30 testing fee when you register for the test at the Language Testing Program, 160 McNamara Alumni Center.

If you do not meet the English requirements for your college, you will be required to register for English classes until you achieve the required test score.

If you have questions about the English language requirement, contact an ESL adviser at 612-624-1503.

**FULL COURSE OF STUDY**—All international students holding F-1 and J-1 visas are required by the Department of Homeland Security (DHS) to register for a full course of study each academic semester. To meet DHS requirements, Graduate School students are required to take a minimum of 6 credits per semester. Undergraduates are required by DHS rules to register for a minimum of 12 credits each semester. Any audit registrations will not be counted towards full-time enrollment. No more than the equivalent of one online/distance education class or three credits per semester may be counted towards the “full-time enrollment” requirement and students must complete the course within the semester.

**Note:** Certain academic programs or University offices, as well as exchange and scholarship program sponsors and other private educational funding agencies, may use a different credit requirement for their students. If this credit requirement is higher than that of the DHS, it takes precedence over the DHS requirement.

Exceptions to this rule are possible only in a very limited number of circumstances. To request an exception to minimum credit requirements, prior approval from ISSS is mandated by DHS regulations. Please come to the ISSS office or call 612-626-7100 if you have questions about this requirement.

If you hold a F-2, B-1, or B-2 visa, you may not enroll in courses at the University of Minnesota. Consult an ISSS adviser for information on change of visa status.

interested is not listed with the Change of College deadlines, contact that college office for specific information.

## Change of college

### ✻ APPLICATION PROCEDURE

To transfer from one college or campus of the University to another, please submit a completed Application for Undergraduate Change of College to a One Stop Student Services Center (see page 2 for hours and locations).

The application form, deadlines, and additional information (including information about required application supplements) are online at [http://onestop.umn.edu/degree\\_planning/changing\\_college\\_or\\_major/index.html](http://onestop.umn.edu/degree_planning/changing_college_or_major/index.html). Printed applications and general information are available from any One Stop Student Services Center. College offices can provide information about admission requirements.

The change of college deadlines are applicable only to undergraduate programs. If the college in which you are



# Finances

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## Tuition

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### ✱ YOUR UNIVERSITY CHARGES

Tuition at the University of Minnesota is assessed according to your student classification and program, your residency status, and whether you come from a state or province with which the University has a reciprocity agreement. In addition to tuition, you may be charged fees based on a variety of criteria.

Once you register for classes, you are officially enrolled and committed to attend. You must pay for any course for which you register unless you officially cancel online or at a One Stop Student Services Center during the 100 percent refund period. If you cancel after the 100 percent refund period, you must pay for any portion of the course for which you do not receive a monetary credit.

The following information is an overview of the tuition and fees structure at the University. For current tuition rates, go online to [http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/index.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/index.html). Please note that tuition and fees rates for an academic year (fall and spring semesters) are typically available online in late July for the upcoming year.

### Graduate & professional students

Graduate and professional degree tuition rates vary by student classification and college of enrollment. Graduate tuition rates are available online at [http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/graduate\\_school\\_tuition.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/graduate_school_tuition.html). Professional school tuition rates are available online at [http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/professional\\_school\\_tuition.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/professional_school_tuition.html).

### Undergraduate students

You pay the appropriate undergraduate tuition rate if you receive undergraduate credit and are not registered as a graduate or professional degree student. The current undergraduate tuition rates are available at [http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/undergraduate\\_tuition.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/undergraduate_tuition.html).

### 13-credit minimum

Most degree-seeking undergraduates pay a flat tuition rate based on a minimum 13-credit load (and also pay the student services fee and a full technology fee); credits 1–12 are assessed at the per-credit rate only if you have been approved for a reduced credit load. Non-degree-seeking students are charged per credit for fewer than 13 credits and a flat tuition rate for 13 or more credits.

**NOTE:** Wisconsin reciprocity students admitted prior to fall 2008 are charged tuition per credit for less than 13 credits, and pay the flat tuition rate for credits 13 and over. However, Wisconsin reciprocity students will be charged for institutional fees according to the 13-credit policy. Only if you have been approved for a reduced credit load will you be charged the reduced rate for the technology and other fees. Wisconsin reciprocity students admitted fall 2008 or later must have the 13-credit exemption approved by their college to be charged the per-credit rate.

### Wisconsin reciprocity

The Wisconsin Reciprocity Supplemental Grant is only for students who were admitted prior to fall 2012, enrolled for spring 2014, *and* received the Wisconsin Reciprocity Supplemental Grant in spring 2014.

## Fees

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### ✱ STUDENT SERVICES FEE

All students enrolled for 6 or more credits must pay a student services fee, in addition to tuition. Complete student services fee information, including the amount and distribution of the fee, is available online at [http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/student\\_service\\_fees.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/student_service_fees.html).

Courses that carry no degree credit, and all courses in which you enroll as an auditor, count in the determination of the credit total for the student services fee on a one class hour = one credit basis. Non-degree-seeking students and post-secondary option students do not need to pay the student services fee. Students in a certificate academic plan or in specialized/evening/part-time academic plans may also be exempt (check with your program office for more information). In addition, credits for off-campus, Learning Abroad Center/Office of International Programs, Online and Distance Learning courses, and web-based/TV courses are excluded from the total credit count.

Students meeting the above exemption criteria may elect to pay the fee if they wish to use or support the services covered by the fee. Regents Scholarship recipients, as well as students enrolled in the Senior Citizen Education Program (see page 8) are also exempt from this fee and may not elect to pay the fee.

### ✱ COLLEGE & PROGRAM FEES

Fees are assessed by college for technology and general expenses. Fees vary according to college of enrollment and student classification. Current fee amounts are available at [http://onestop.umn.edu/finances/costs\\_and\\_tuition/fees/college\\_and\\_program\\_fees.html](http://onestop.umn.edu/finances/costs_and_tuition/fees/college_and_program_fees.html).

**NOTE:** Undergraduates (including reciprocity students) who are classified as full time by their college are required to pay full technology fees, regardless of their credit load. Students must appeal to their college for an exception to full time classification.

### ✱ COURSE FEES

Some courses have course fees associated with them. A complete list of course fees is available at [http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/course\\_fees.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/course_fees.html).

### ✱ HEALTH SERVICES & RELATED FEES

Depending on your college and program, whether or not you have health plan coverage, and other factors, you may be assessed additional fees. Information is available at [http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/other\\_fees.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/other_fees.html).





U Card Office, G22 Coffman Union, from 8:00 a.m.–4:30 p.m. weekdays. You must present a government-issued photo ID; a photo will be taken as part of the U Card issuing process. If you are on the St. Paul Campus, you may obtain your U Card by visiting the St. Paul U Card Office Satellite location at the St. Paul Student Center Info Desk. The East Bank U Card Satellite Office is located at the Coffman Union Info Desk and is available to produce U Cards weekdays after 4:30 PM, after the U Card Office has closed, and weekends during the Info Desk's regular business hours.

When you obtain your U Card, you can sign up for a TCF U Card Checking account with TCF Bank. The account allows you to connect your U Card to your checking account so your U Card works as an ATM card. This account has no minimum balance, no monthly service charge, and no check processing fees. It provides mobile and online banking including bill pay. Visit [www.umn.edu/ucard](http://www.umn.edu/ucard) or go to the Coffman Union U Card Office for all of the account details.

Your first U Card can be obtained at the Coffman Union U Card Office, G22 Coffman Union, from 8:00 a.m.–4:30 p.m. weekdays. You can also obtain a U Card at either of the two U Card Office stations. Call the U Card office, 612-626-9900, or visit <http://www.umn.edu/ucard> for more information on current hours and locations. You must present a government-issued photo ID; digital photos are taken as part of the card issuance process.

Replacement (lost, stolen, or damaged) U Cards are subject to a replacement fee. Lost or stolen cards should be deactivated online immediately at <http://www.umn.edu/ucard> to prevent unauthorized use of your card. Note: U Card deactivation is permanent.

**Charging books to your student account**—You can use your U Card as verification to charge textbook or class materials purchases that you make in person or online at any University of Minnesota Bookstore (Coffman Union, St. Paul, or Law School). To be eligible, you must present your U Card and another form of photo ID, be enrolled in the current term, and have no holds on your student record. At checkout, tell the cashier that you want to charge to your student account. You will sign the receipt, agreeing to pay back your student account for your purchase.

Your bookstore charges will be posted to your student account, along with other charges (e.g., tuition, fees, housing), and will appear on your next month's billing statement. You must pay the amount by the due date or a hold will be placed on your student record. Save your receipt in case you need to return or exchange books. Check with the bookstore for return restrictions. Any returns will show as a credit on your student account.

Your financial aid funds can be applied towards bookstore charges made during the same term you received the aid, if you check "yes" on the Financial Aid Withholding Authorization section of your electronic Financial Aid Award Notice (eFAAN). You may also download the Financial Aid Withholding Authorization form online at <http://onestop.umn.edu/forms/> under "Managing Your Student Account." If you have questions, call One Stop Student Services at 612-624-1111.

## Billing & Payment

By registering for classes, you enter into a **legally-binding contract with the University to pay all tuition and fees**, including any non-refundable fees. If you **fail to pay on**

**schedule**, you agree to pay all attorney's fees, collection fees, late fees, installment fees, court fees, collection agency commissions, and other costs incurred.

### ✿ **NON-DEGREE STUDENTS**

Non-degree-seeking students must pay tuition and fees in full by the first billing due date of the term. Payments must be received, not postmarked, by the first billing due date. If payment is not received by that date, your registration will be canceled.

You can find the billing due date for the current term at [http://onestop.umn.edu/finances/pay/where\\_when\\_how](http://onestop.umn.edu/finances/pay/where_when_how) or in the *Printable Dates and Deadlines* available on the web page, Printable publications, at [http://onestop.umn.edu/registration/printable\\_p\\_and\\_p/](http://onestop.umn.edu/registration/printable_p_and_p/). You will receive an email after the term begins notifying you that your bill is ready to be viewed online. You can check your student account at <http://onestop.umn.edu> under quick links for your tuition and fees approximately one month before the start of the term.

Make payments online by transferring funds from your checking or savings account via the Student Account Quick Link at <http://onestop.umn.edu>, in person at Student Account Assistance in 211 Science Teaching & Student Services (must have exact amount if paying with cash). More information is available from a One Stop Student Services Center.

### ✿ **DEGREE-SEEKING STUDENTS**

Degree-seeking students have a student account and receive an online bill for tuition and fees for day, evening, and Online and Distance Learning (ODL) credit courses, housing, and other University charges, including any previously unpaid balances. Each time you register or cancel/add, your account is adjusted. Your student account reflects your *total* charges and credits for tuition and other University fees. To view your student account online, go to <http://onestop.umn.edu> and click on the Student Account Quick Link. Information, including annual billing schedules and procedures, is available at <http://onestop.umn.edu/finances/pay/>.

### ✿ **ONLINE BILLING STATEMENTS**

The University of Minnesota offers online billing and payment of your student account bills (tuition, fees, housing, books, and other University charges). Online billing is the official means of generating tuition bills for all enrolled University of Minnesota students. Paper bills do not exist for enrolled students.

The University's billing and payment system will automatically send an email notice to your University email address when the bill is ready to be viewed online. You will need your University-assigned Internet ID and password to log into your University student account. For more information on how to make a payment, go to <http://onestop.umn.edu/finances/pay/> or contact One Stop Student Services at 612-624-1111.

Online billing statements list the current balance, statement balance, and a current minimum payment due. (Some charges may not qualify for installment payments and will be due in full.) If you are officially admitted to a degree or certificate program, you may pay in three installments during the fall and spring terms by paying at least the minimum amount due by the due date. No installment plan is available in the summer. A \$35 installment fee per semester is due for paying by the installment plan. If you pay less than the full balance on the bill, you will be assessed the \$35 per semester installment





2.75 percent of the payment amount if you choose the credit card option.

For example, if you make a \$500 payment with your credit card, you will be assessed \$13.75 for the service provided by Nelnet Business Solutions, the University's contractor, to offset their costs in working with the credit card companies.

**Authorized payers**—You can easily set up authorized payers (e. g., parents, guardians, sponsors) to make payments on your behalf. For more information go to <http://onestop.umn.edu/finances/pay/index.html> or call One Stop Student Services at 612-624-1111 if you need further assistance.

If you are unsure of your balance, you may check your balance online at <http://onestop.umn.edu> and click on the Student Account quick link, or call One Stop at 612-624-1111.

**Payments for any other University bills**—Mail those payments only to the address listed on the bill itself. Please allow sufficient mailing time for your payment to be received by the due date. Payments must be received, not postmarked, by the due date to be considered on-time and to avoid additional charges. Do not use campus mail for mailing of payments.

### ✳ **COLLECTION PROCEDURES & COSTS**

By registering for classes, you, the student, are entering into and agreeing to a legally-binding contract to pay all tuition and fees and non-refundable fees. Past-due accounts may be subject to late fees and collections. Collection could include court action, reporting to a national credit bureau, or referral to the Minnesota Department of Revenue, or an outside collection agency. By registering you also agree that, if you fail to pay on schedule, you will pay all late fees, installment fees, collection agency commissions, collections costs, attorney's fees, court costs, and other costs incurred.

### ✳ **PAYMENT VERIFICATION**

To confirm that your payment has been credited to your student account, go online to the Student Account Quick Link at <http://onestop.umn.edu>. If you have questions about your student account information online, call One Stop Student Services (612-624-1111) or go to a One Stop Student Services Center (see page 2 for locations).

It is important to save copies of all your registration statements and billing statements. If you plan to use the new education tax credits, your billing and account information is an important reference. For more information about these tax credits, see page 20, or go online to <http://tax.umn.edu/educational.html>.

### ✳ **CREDIT FOR TUITION DEPOSIT**

Certain colleges and departments require a tuition deposit. If you paid a tuition deposit, you will receive credit for that deposit on your first billing statement from Student Account Assistance.

### ✳ **PAYING TUITION HOLDS**

After the due date, you must pay the current amount due on your account to receive a hold release. If, in order to register, you pay a Student Account Assistance hold for a previous term with a personal check, and that check does not clear the bank, you will be sent a notice by Student Account Assistance. Your current registration may be canceled if you fail to respond to this notice and pay your debt.

**NOTE:** If you pay a hold by check, it will be two weeks before

you can obtain a transcript or diploma. For an immediate transcript or diploma release, pay with cash or cashier's check.

## Financial aid

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### ✳ **DISBURSEMENT**

For prompt financial aid disbursement to your student account, complete your registration at least two weeks before the term begins. The Office of Student Finance (OSF) prepares for disbursement by verifying enrollment approximately 10 days before the start of the term.

OSF verifies enrollment weekly thereafter until the end of the 75 percent tuition refund period (the end of the two-week drop/add period). If you add a class after that date, contact a One Stop counselor to have your financial aid awards reviewed.

If you reduce your enrollment after your financial aid has disbursed to your student account, you run the risk of being billed back for any financial aid award for which you no longer have sufficient enrollment.

**NOTE:** If, for any reason, you do not receive your financial aid, you are still responsible for paying your tuition and fees by the due date.

### ✳ **PERMISSION REQUIRED**

Your permission is required to have your financial aid applied to charges other than tuition, required fees, and University room and board charges for the current school year.

To authorize use of your financial aid to pay these additional charges, e.g., bookstore purchases verified with your U Card and charged to your Student Account, check 'yes' to the "Authorize payment" question on your Financial Aid Award Notice (eFAAN).

To use your financial aid to pay only tuition, required fees, and on-campus room and board charges, if any exist, for the current academic year, check 'no' to the "Authorize payment" question. You may change your authorize payment decision at any time by contacting One Stop Student Services in writing.

If you check 'no,' you may still have a balance due to the University, even though you may receive a financial aid credit balance check (or direct deposit to your checking or savings account). Be sure to monitor your student account and pay all remaining charges by the due date to avoid late charges.

### ✳ **CREDIT BALANCE**

A credit balance is the money remaining in your student account after your tuition, fees, and other authorized charges have been paid. To enable secure and timely transfer of your credit balance into your checking or savings account, you are required to sign up for direct deposit online. Go to <http://onestop.umn.edu> and select the Direct Deposit Quick Link.

You are responsible for on-time payment of any charges not paid by financial aid. If the financial aid disbursed into your student account is less than the amount due, and you have an unpaid balance remaining, you may choose to pay it with the installment plan at a cost of \$35 during each semester. For more information, see [http://onestop.umn.edu/finances/pay/installment\\_plan.html](http://onestop.umn.edu/finances/pay/installment_plan.html).

**NOTE:** Use the Student Account Quick Link at <http://onestop.umn.edu>.

umn.edu to view your current student account balance and payment due date to avoid any billing charges and late payment fees. New charges to your account that occur after financial aid has disbursed will be billed on your next installment statement.

## ✿ UNDERGRADUATE ENROLLMENT REQUIREMENTS

Enrollment requirements for disbursement of financial aid funds from various sources are listed below. For federal financial aid purposes, undergraduate full-time status is 12 or more credits, and half-time status is 6 or more credits.

**Federal Pell Grant:** Enrollment of at least 12 credits is required to receive a full award. In general, Pell Grant awards are prorated to 75 percent on 9–11 credits, 50 percent on 6–8 credits, and to approximately 25 percent on less than half-time enrollment (1–5 credits).

**Federal Perkins Loan:** Full-time enrollment (at least 12 credits) is required for disbursement.

**Federal Supplemental Educational Opportunity Grant (SEOG):** Full-time enrollment (at least 12 credits) is required for disbursement.

**Ford Federal Direct Subsidized and Unsubsidized Loans:** At least half-time enrollment (6 credits) is required for disbursement.

**Ford Federal Direct Parent Loan for Undergraduate Students (PLUS):** At least half-time enrollment (6 credits) is required for disbursement.

**U Promise Scholarship:** Enrollment of 12 credits per term is required.

**Minnesota State Grant:** Enrollment of 15 credits per term is required to receive a full Minnesota State Grant award. State grants are reduced on a credit-per-credit basis for enrollment below 15 credits.

**Private/Alternative Student Loans:** Most private loans from commercial lenders require at least half-time enrollment (6 credits); however, private loan eligibility criteria varies from lender to lender.

**Scholarships from organizations outside the University of Minnesota:** At least half-time enrollment (6 credits) is required for disbursement, unless otherwise specified by the donor.

**Teacher Education Assistance for College and Higher Education (TEACH) Grant:** Enrollment of at least 12 credits is required to receive a full award. In general, TEACH Grant awards are prorated to 75 percent on 9–11 credits, 50 percent on 6–8 credits, and to approximately 25 percent on less than half-time enrollment (1–5 credits).

**University Grants:** Full-time enrollment (at least 12 credits) is required for disbursement of University grants awarded by the Office of Student Finance. University aid awarded by departments may have other enrollment requirements.

**University Trust Fund Loans (UTFL):** Full-time enrollment (at least 12 credits) is required for disbursement.

**Work-Study:** At least half-time enrollment (6 credits per semester) is required (and must be maintained) to be eligible for the work-study program.

## ✿ TUITION BENEFITS FOR GRADUATE ASSISTANTS

**Tuition benefit limits**—Tuition benefits are limited to a

maximum dollar amount each semester rather than a maximum number of registered credits. Tuition benefit eligibility information is available at <http://www.umn.edu/ohr/gae>. Select the “Tuition benefits” link.

Tuition is assessed at resident rates for individuals holding eligible appointments; however, all tuition costs above your benefit eligibility will be your responsibility. For details on eligibility requirements, refer to Graduate Assistant Policies at <http://www.umn.edu/ohr/gae>.

**REGISTRATION REQUIREMENTS**—Students who work any number of hours on a standard assistantship fall or spring must be enrolled for a minimum of 6 credits each semester. A minimum of 1 credit must be for a grade (A-F or S-N, thesis or pre-thesis credits, if eligible). Audit (V) registration alone is not sufficient to hold an assistantship. (Students may apply for an exception from full-time study. Information is available from Graduate Assistant Employment or your Director of Graduate Studies.) If you fail to register, your graduate assistantship may be terminated. If you drop all credits, you may be billed for all tuition for the semester. Your eligibility for health plan coverage may be affected as well.

Students with Advanced Masters status and PhD candidates (meeting all requirements of Advanced Masters status or PhD candidates who have passed oral/prelim exams *and* completed the required 24 thesis credits) may register for 1 graded credit or 1 thesis credit per semester. To defer loans or for those eligible international students meeting visa requirements, students must register for 8333 (masters) or 8444 (PhD).

If you must make changes to your registration, it is very important to check cancel/add deadline information available online at [http://onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/index.html](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/index.html) before making any changes.

**FICA TAX INFORMATION**—Call the Human Resources Management System Call Center, 612-625-2016, and/or International Student and Scholars Services, 612-626-7100, for information related to current FICA rules, regulations, and practices.

**TUITION BENEFIT ELIGIBILITY**—Graduate assistants who hold a minimum 12.5 percent appointment for 19.5 payroll semester weeks become eligible for tuition benefits equal to twice the percentage of their appointment. (The hourly equivalent to the minimum percent time is 98 hours per semester.) Although a 12.5 percent appointment provides tuition benefit eligibility, a 12.5 percent grad assistantship does not provide for a non-resident waiver or eligibility for enrollment in the grad assistant health plan coverage plan. Eligibility for the resident rate and graduate assistant health plan requires a 25 percent appointment.

**REMEMBER:** Tuition benefits are a percentage of the tuition benefit limit. Tuition benefits for a 25 percent appointment equal 50 percent of the tuition cost (based on current Graduate School tuition rates), a 30 percent appointment equals 60 percent of the tuition cost, and so on. For a 50 percent appointment, the maximum tuition benefit is 100 percent of the current Graduate School tuition rate. Your tuition benefit provides for tuition only and does not pay the student services fee, course, or technology fees.

Appointments which are shorter than the official semester dates will be prorated but must be the equivalent of a 12.5 percent appointment (98 hour minimum) for benefit eligibility. A 50 percent appointment for half the semester would be adjusted to a 25 percent appointment for benefit purposes, and a 50 percent tuition benefit would be awarded.

## Failure to carefully read this section may cost you money.

**BILLING & PAYMENT**—You must pay your student account charges (or installment payments), or have your account properly credited, by the payment due date to avoid a billing charge. If you hold an assistantship but the tuition benefit has not been posted to your student account by the time you receive your bill, contact Graduate Assistant Employment prior to the payment due date or late fees will be assessed.

**Do not ignore your bill.** You can verify that you have received your tuition benefit by checking your student account detail on the web. Click on the Student Account Quick Link at <http://onestop.umn.edu> or call One Stop Student Services at 612-624-1111.

If you have paid your tuition and fees in full and subsequently receive a graduate assistantship, contact Graduate Assistant Employment Services, 612-624-7070, for assistance.

**TUITION BENEFIT REPAYMENT**—If you do not complete your appointment (i.e., leave in the middle of a term or work fewer than the number of hours required), you may be re-billed for a portion or all of your tuition. (Nonresidents may be charged the nonresident tuition rate.) Exceptions are made only for graduation.

**GRADUATE ASSISTANT HEALTH PLAN**—See page 14.

**RESIDENT TUITION PRIVILEGES**—Graduate assistants and their immediate family members (spouse/registered same-sex domestic partner, children, or legal ward living in the household) may be eligible for resident tuition benefits. You may contact Graduate Assistant Employment Services, Room 660 WBOB, 1200 S. 2nd Street, Minneapolis, MN 55454, or 612-624-7070 for more information or go to the website at <http://www.umn.edu/ohr/gae/>.

**FOR MORE INFORMATION**—To find out more about current graduate assistant job openings, benefits, procedures, and policies, go online to the Graduate Assistant Employment Services website at <http://www.umn.edu/ohr/gae/>. You may visit the Graduate Assistant Employment Services office in person from 8:00 am–4:30 p.m., M–F at Room 660 WBOB, 1200 S. 2nd Street, Minneapolis, MN 55454; call 612-624-7070; by FAX at 612-625-9801; or email [gaoinfo@umn.edu](mailto:gaoinfo@umn.edu).

## ☀ REGENTS SCHOLARSHIP

**AUTHORIZATION**—When you register for a course with a Regents Scholarship, bring your completed and signed Regents Scholarship application form to a One Stop Student Services Center for processing. You can also mail or fax your form to a One Stop Student Services Center (130 West Bank Skyway, fax 612-626-9129; 333 Science Teaching & Student Services, fax 612-625-3002 or 130 Coffey Hall, fax 612-626-0008).

**BILLING AND PAYMENT**—The Regents Scholarship Program covers a portion of tuition costs for eligible employees enrolled in the University of Minnesota (University) credit-bearing courses. The portion covered is:

- 100 percent of the tuition cost for eligible employees matriculated for the first time in a baccalaureate degree program.
- 75 percent of the tuition cost for all other eligible employees enrolled in courses covered under the Regents Scholarship.

You avoid late/installment rebilling fees by submitting your

Request for Regents Scholarship Program form for processing prior to the billing due date for the term.

**Non-degree or visiting students**—If you have non-degree or visitor student status, you must **pay the balance due in full by the billing due date** or your registration for the term will be canceled.

## Education tax credits & deductions

In 2009, the U. S. Congress renamed the Hope Tax Credit to the American Opportunity Credit and made changes to the program. The tax credit is scheduled to have a limited life span: it will be available only for the years 2009 through 2012, unless Congress decides to extend the credit to other years. After 2012, the Hope Tax Credit, as it existed prior to 2009, will be reinstated.

Under the American Opportunity Credit, the periods of academic enrollment eligible for the credit have been expanded from two to four years. In addition, the potential value of the credit has been substantially increased to \$2,500 from \$1,500. Taxpayers may benefit from the credit even if they have no tax liability. The credit requires admission to a degree or eligible certificate program and half-time enrollment in credit courses. Certain additional limitations apply to taxpayers who can take this credit. Please visit the IRS website at <http://www.irs.gov> and search “education tax benefits” to obtain up-to-date information on these benefits.

The Lifetime Learning Tax Credit may be claimed by students registered in credit courses and admitted to an undergraduate or graduate degree or eligible certificate program, and by non-admitted students registered in undergraduate, graduate, or noncredit courses to acquire or improve job skills. No minimum registration is required for the Lifetime Learning Tax Credit; it is applicable to one or more courses. The same individual cannot claim both the American Opportunity Tax Credit and the Lifetime Learning Tax Credit in the same tax year for the same qualified expenses.

Students who receive educational assistance from their employers can receive up to \$5,250 tax-free. Both undergraduate and graduate students may qualify for this tax break. For more information about tax credits and deductions, go to the web at <http://tax.umn.edu/educational.html> or visit the IRS website at <http://www.irs.gov> and search for “education tax benefits.”

## ☀ OTHER TAX INFORMATION

Scholarships, grants, fellowships, and stipends (but not loan funds) are taxable income to the recipient, except for the portion of these funds used for tuition, registration, or other university fees and books, supplies, and equipment required for courses being taken. Special tax regulations also apply to nonresident alien students and may require withholding of taxes at the time of aid disbursement. Information on the taxability of scholarships can be obtained from the following IRS publication and forms: Publication 970—Tax Benefits for Education; Pub 519—US Tax Guide for Aliens. These publications and income tax forms can be obtained from the Internal Revenue Service at their toll-free number 1-800-829-FORM or online at <http://www.irs.gov/formspubs/>.

## Refunds

### ☀ TUITION & COURSE FEES

Tuition and course fees are refunded on the following general schedule for semester-length courses: if you cancel through the



first week of the term, you will receive a 100 percent refund; 75 percent during the second week; 50 percent during the third week; 25 percent during the fourth week; and 0 percent thereafter. See page 6 of *Academic Dates and Deadlines* or at [http://onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/) for the dates for full term and 7-week courses.

**NOTE:** Degree-seeking undergraduates do not receive a refund when they drop below 13 credits unless they have been approved for a reduced credit load.

Refunds for Online and Distance Learning extended-term courses are listed on page 28.

**REMEMBER:** Cancellations are effective the day they are processed and strictly follow the dates listed at [http://onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/) (exceptions are not made for classes that have not yet met for the week). Your refund will be based on the date you *officially* cancel (by canceling online *or* by taking a completed Registration and Cancel/Add Request form to a One Stop Student Services Center), not on the date you stopped attending class. Cancel immediately if you stop attending class for any reason.

In a very limited number of circumstances (e.g., medical, scholastic drop, military duty, attendance at another institution), retroactive cancellation may be possible. If retroactive cancellation is authorized within one semester of the term in question, and no later than August 31 of the current fiscal year, you may be entitled to a tuition refund. Appeals for retroactive tuition refunds based on failure to cancel or nonattendance will not be approved.

Contact One Stop Student Services for more information and a Tuition Refund Appeal form. Forms can be downloaded from the web at <http://onestop.umn.edu/forms/index.html>. You can also call 612-624-1111 to have one sent to you via U. S. Postal Service.

If you are receiving financial aid, call or visit any One Stop Student Services Center to find out if retroactive cancellations to the beginning of the semester require repayment of financial aid.

*If your tuition and fees are not paid in full, any refund you receive will be a monetary credit applied to your unpaid balance. Read pages 16–22.*

### ✿ STUDENT SERVICES & UM-SPONSORED HEALTH PLAN FEES

If you drop your credit load to below 6 credits, you must accept a refund of the University-sponsored Student Health Benefit Plan, although you may keep the student services fee. All refunds of these fees are based on the date that the cancellation is processed (see chart for deadlines) and are not affected by retroactive cancellation.

If you receive a refund of the student services fee, you can no longer use the services provided by the fee. To continue using these services, you must continue to be enrolled and not be issued any refund.

If you cancel *all* courses and qualify for a tuition refund, you must also accept a prorated refund of the student services fee and the University-sponsored Student Health Benefit Plan. For more information, please contact the Office of Student Health Benefits, 612-624-0627.

### ✿ SPECIAL FEES

The orientation fee, late registration fees, collegiate fees, and the GAPSAs, MSA, Council of College Board, and SELF fees

are generally not refunded (the GAPSAs and MSA fees are refunded with a 100 percent tuition refund). All other special fees assessed at registration are refunded at the same rate as tuition and course fees. There is no refund of special fees after the refund period has ended, even if retroactive cancellation is authorized.

### ✿ RECEIVING YOUR REFUND

If you have paid your fees in full, you are eligible for a refund by contacting One Stop Student Services. A two-week waiting period for your refund is imposed beyond the last date any payment was received, unless your fees were paid only with cash or a University of Minnesota check. Call 612-624-1111 to have your refund be mailed to you.

If you have *not* paid your fees in full, any refund you receive will be a monetary credit applied to your unpaid balance. Read pages 16-22.

Your refund will reach you sooner if you sign up for direct deposit to a checking or savings account. To sign up online, go to <http://onestop.umn.edu> and select the Direct Deposit link under Quick Links. Once your authorization has been processed, student account refunds are automatically transferred, usually within 48 hours, to your bank checking or savings account.

### ✿ TUITION REFUNDS FOR FINANCIAL AID RECIPIENTS

Financial aid recipients must maintain the same number of credits throughout the semester. If you cancel courses and are eligible for a tuition refund, federal regulations require that your refund be returned directly to the financial aid account from which you received aid and/or sent to the lender of your student loan to reduce the principal on that loan. If you cancel courses at the 100 percent refund rate during a semester, you must repay *all* financial aid received during that semester.

If the amount of your tuition refund is insufficient to repay the appropriate financial aid fund(s), you will be billed for the difference by Student Account Assistance. If you fail to pay these bills by the due dates, you will be liable for additional billing charges and a hold will be placed on your record. You will not receive further financial aid until your bill is paid in full. You will be notified by mail of the disposition of your refund.

## Residency & reciprocity

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### ✿ RESIDENCE REGULATIONS

Because the University is a state institution, residents of Minnesota pay lower tuition than nonresidents, and, in many programs, receive priority consideration for admission. To qualify for resident status, you must be a US citizen or permanent resident (green card holder) and reside in Minnesota for at least one calendar year *prior* to the first day of class attendance.

During that one year waiting period, your primary reason for living in Minnesota must be something other than school attendance and you must not have attended any other Minnesota post-secondary educational institution. There are few exceptions to this rule, and these generally apply to veterans, migrant workers, specific federal employees, and faculty at Minnesota colleges. Students holding temporary international visas (for example, B, F-1, J-1, H-1) *do not* qualify for resident tuition.

If you have moved here from another state, resident status is not automatically granted. You must apply and present evidence that: you have abandoned your former domicile; you have made Minnesota your *permanent* home; you are not a tax dependent of a parent or spouse living out-of-state; and you have taken reasonable steps to substantiate your desire to remain in Minnesota. Although acceptance of employment, registration of automobiles, payment of local taxes, for example, may support an application for resident status, these actions, by themselves, do not constitute sufficient evidence of residence.

If you are not sure whether you are considered a Minnesota resident, you can download a detailed brochure on residency (at <http://admissions.tc.umn.edu/PDFs/ResidencyReciprocity.pdf>). This booklet contains official policy, and no other information replaces that policy. You can also speak with the residency officer, Office of Admissions at 612-625-6330 or 1-800-752-1000.

**NOTE ON APPEALS:** You may apply for resident status by obtaining an application online or in 240 Williamson Hall. An administrative classification will follow a review of the application. You should appeal a nonresident classification that you believe to be incorrect as soon as possible. If the Review Board determines that the nonresident classification was not appropriate, you will receive a refund for the appropriate period and amount of overpayment, if any. No more than one year's retroactive refund will be granted. Delays in your residency eligibility will not exempt you from additional billing charges.

## ☼ RECIPROCITY

The University has reciprocity agreements with Wisconsin, North Dakota, South Dakota, and Manitoba. If you are a resident of any of these states or province, you may qualify for reciprocity tuition rates, which are comparable to resident tuition rates. There are some exceptions:

- **If you are participating in off-campus study or study abroad for an academic year or more, you must reapply for reciprocity.**
- If you are a Wisconsin student enrolled in the School of Dentistry, the Medical School, or the College of Veterinary Medicine, you are not eligible for reciprocity.
- If you matriculated in the fall of 2006 and later, the reciprocity agreement with North Dakota no longer includes the following professional programs: Dentistry (DDS), Law (JD), Medicine (MD), Pharmacy (PharmD), and Veterinary Medicine (DVM)
- If you matriculated in the fall of 2012 and later, the reciprocity agreement with Manitoba no longer includes the following professional programs: Dentistry (DDS), Medicine (MD), Pharmacy (PharmD), and Veterinary Medicine (DVM)
- If summer is your first registration at the University, you must additionally reapply for the next academic year.

**You must apply for reciprocity prior to the term in which you wish your reciprocity to begin.** After your first year, *provided you have earned credits on campus*, your reciprocity will automatically be renewed.

**Delays in your reciprocity eligibility will not exempt you from additional billing charges.**

For information and application forms, check with your home state reciprocity office. Manitoba forms are available online at <http://admissions.tc.umn.edu>. Call 612-625-6330 with

questions, or contact one of the following offices:

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5527  
651-642-0567  
1-800-657-3866  
<http://ohe.state.mn.us>

State of Wisconsin Higher Educational Aids Board  
PO Box 7885  
Madison, WI 53707  
608-267-2209  
<http://heab.state.wi.us>

South Dakota Board of Regents Reciprocity Program  
PO Box 2201  
Brookings, SD 57007  
800-952-3541 or 605-688-4497  
<http://www.sdbor.edu>

North Dakota Board of Higher Education  
State Capitol Building  
600 E. Boulevard Avenue, Dept. 215  
Bismarck, ND 58505-0154  
701-328-4113  
<http://www.ndus.nodak.edu>

## Enrollment Verifications

### ☼ VERIFICATIONS FOR FULL-TIME OR HALF-TIME STATUS

You may be required to have your attendance at the University certified as full-time or half-time in order to defer payment of your student loan. This certification is especially required of transfer students who received loans at their previous institutions.

Each course for which you register is tied to a specific term, which begins with the first day of classes in the term and ends with the last day of final exams. Extended term nine-month Online and Distance Learning courses count only for the term in which your registration for the course begins. You will need to register for additional credits each term to continue to be certified. Generally, students who have completed a bachelor's degree, but have not been admitted to a University of Minnesota graduate program or departmental masters program, are considered undergraduates.

Information about how many credits are required for your enrollment to be certified as half-time or full-time is available at [http://onestop.umn.edu/registration/guidelines/credit\\_load/enrollment\\_certification.html](http://onestop.umn.edu/registration/guidelines/credit_load/enrollment_certification.html).

Courses taken as an audit are not applicable for certification purposes. All registrations in Grad 999 are also not applicable. The University participates in the National Student Clearinghouse. The University submits a file of students' registration statuses to the Clearinghouse three times each semester (starting the end of the 2nd week). The Clearinghouse, in turn, supplies verification of registration to lending agencies.

If you have enrolled late or had an exception processed to your registration, this information may not be reported until the submission of the next file. The Clearinghouse asks that if you receive a collections letter from a lending agency, you:

Call the lending agency to see if a deferment form was

received between the time the Clearinghouse supplied this information and the lending agency sent the collection letter.

- If, after calling the lending agency, it still appears that your deferment has not been processed, you may call the Clearinghouse at 703-742-7791 and ask for a student service representative. The representative will verify the date on which the deferment form was received by the Clearinghouse, the date the deferment was certified and mailed, the registration status that was certified, and where the forms were sent.
- If an emergency exists (e.g., you are being threatened with default), the Clearinghouse will intervene on your behalf by faxing another deferment to the lending agency and will work with them to ensure the form is processed as a high priority.

Some lenders are not members of the Clearinghouse. If you receive a loan deferment form from your lender, bring your request in person to a One Stop Student Services Center. Requests can also be faxed to 612-625-4351. You will be issued a certification letter that you can forward to your lender.

You can download the enrollment verification form at <http://onestop.umn.edu/forms/index.html>. **Requests for certification letters are not accepted by phone.** Enrollment verifications requested by mail or fax are processed in 2–3 business days. No charge is made for regular service for certification letters.

Minnesota law allows a student who takes at least 60 percent of a full-time credit load to qualify as a full-time student for purposes of continued insurance coverage on a family policy *if the reduced credit load is due to illness, injury, or mental or physical disability and with appropriate documentation from a physician.* Insurance companies are responsible for informing you of this option if it applies to you. You can receive certification of your credit load and the number of credits required for a 60 percent credit load at a One Stop Student Services Center. Your physician should then forward your certification with the appropriate medical documentation to your insurance company.

More information about deferments and other exceptions to the definitions of full-time and half-time status is available at the One Stop Student Services centers listed above or by calling 612-624-1111.

## ☀ **VETERANS CERTIFICATION**

**University Veterans Services**—If you are a student veteran or military member under Chapters 30, 31, 33, 35, 1606, and 1607, follow the University of Minnesota and the United States Department of Veteran Affairs (USDVA) basic procedures described below to use your education benefit.

Only the USDVA can determine an applicant's eligibility for education benefits. Eligibility criteria and benefits vary by benefit program. Students with questions about eligibility should contact the USDVA Regional Processing office in St. Louis toll-free at 1-888-442-4551 or visit their website at <http://www.gibill.va.gov>.

To be certified for education benefits, contact the University of Minnesota's Veterans Certification office (listed on page 2 and below) or visit their website at <http://onestop.umn.edu/veterans/benefits/>.

If you plan to attend fall and spring semesters, you must request to use your benefits for each term.

You are required to notify University Veterans Services of any changes in enrollment. The change will be reported to the USDVA. The USDVA will adjust the benefits based on the add/drop date.

Grades of N (not satisfactory) or F (failing) that you receive will be reported to the USDVA. The USDVA may adjust your benefits and may require that you repay all of the benefits you received.

If you claim mitigating circumstances for reductions in credit load, contact University Veterans Services.

If you are under Chapter 31, you must meet with a VA vocational rehabilitation counselor to apply for education benefits. Once the VA counselor determines your eligibility, he or she will send a payment authorization to University Veterans Services. Within two business days, University Veterans Services will set up billing information with Third Party Billing and the University Bookstores to facilitate your benefits.

If you are a Chapter 33 Post 9/11 GI Bill veteran, please contact the University Veterans Services for application procedures or for further information:

University Veterans Services  
One Stop Student Services  
University of Minnesota, Twin Cities  
320 Science Teaching & Student Services  
222 Pleasant St. S. E.

Minneapolis, MN 55455-0239

**Phone** 612-625-8076

**Fax** 612-625-3002

**Email** [veterans@umn.edu](mailto:veterans@umn.edu)

# Liberal Education

Liberal education is an essential part of your undergraduate education at the University of Minnesota Twin Cities. Liberal education (LE) courses help you investigate the world from new perspectives, learn ways of thinking that will be useful to you in many areas of your life, and grow as an active citizen and lifelong learner.

## DIVERSIFIED CORE

The diversified core guides you through the “why” and “how” of different academic disciplines. These classes will equip you with a broad range of tools that you can use to approach problems in your everyday life and work, and ultimately to make a positive difference in your communities, your society, your state, and your world.

## DESIGNATED THEMES

The designated themes are topics that are central to an understanding of contemporary life. Investigating these themes will help prepare you to become a knowledgeable, ethical, and engaged public citizen.

## ☀ REQUIREMENTS

If you were admitted fall 2010 or after:

The requirements listed below are for students who were admitted to the University of Minnesota Twin Cities in fall 2010 or later terms. Students admitted before fall 2010 may follow the previous set of requirements (see below). Some liberal education (LE) courses fulfill a core, a theme, and a writing intensive requirement. More information is available at [onestop.umn.edu/degree\\_planning/lib\\_ed](http://onestop.umn.edu/degree_planning/lib_ed).

### Diversified core

- Arts/Humanities—3 credits
- Biological Sciences—4 credits; must include lab or field experience
- Historical Perspectives—3 credits
- Literature—3 credits
- Physical sciences—4 credits; must include lab or field experience
- Social Sciences—3 credits
- Mathematical Thinking—3 credits

### Designated themes (Complete four of the five Designated themes)

- Civic Life and Ethics—3 credits
- Diversity and Social Justice in the United States—3 credits
- The Environment—3 credits
- Global Perspectives—3 credits
- Technology & Society—3 credits

### Writing intensive

One or two first-year writing courses are required, depending on the student's writing placement. Four writing intensive courses are required. Two of the courses must be upper division courses, one of which needs to be taken in the student's major.

If you were admitted before fall 2010:

The requirements that follow are for students who were admitted to the University of Minnesota Twin Cities before fall 2010. Information to help continuing students understand and navigate the transition to the new liberal education requirements is available at [http://onestop.umn.edu/degree\\_planning/lib\\_ed](http://onestop.umn.edu/degree_planning/lib_ed). Some liberal education (LE) courses fulfill a core, a theme, and a writing intensive requirement.

### Diversified core

- Historical Perspectives—3 credits
- Literature and Other Humanities—6 credits, with at least 1 course in literature and at least 1 course in other humanities
- Mathematical Thinking—3 credits
- Physical and biological sciences—8 credits, with at least 1 course with lab or field experience in physical sciences, and at least 1 course with lab or field experience in biological sciences
- Social Sciences—6 credits

### Designated themes

- Citizenship and Public Ethics—3 credits
- Cultural Diversity—3 credits
- The Environment—3 credits
- International Perspectives—3 credits

### Writing intensive

One or two first-year writing courses are required, depending on the student's writing placement. Four writing intensive courses are required. Two of the courses must be upper division courses, one of which needs to be taken in the student's major.

**The Class Search tool can be used to identify current courses that fulfill liberal education requirements.**



# Online & Distance Learning

## Overview

Online and Distance Learning (ODL) courses meet the needs of students who cannot or choose not to take campus classroom courses. The course descriptions in the University's Class Schedule (See Quick Links at [onestop.umn.edu](http://onestop.umn.edu)) describe whether an ODL course is printed (correspondence course) or online. Many of the courses have an extended term which allows you the flexibility to work at your own pace, but you won't have class meetings or due dates to keep you on track. To decide if distance learning is a good fit for you, visit <http://www.cce.umn.edu/odl> and talk with your adviser.

Generally, it is recommended that you register in only one ODL course at a time. Credits are recorded on your transcript and can be used toward fulfilling distribution requirements in most undergraduate programs. ODL courses can also satisfy residency requirements, with approval from your college. Check with your adviser about using these course credits toward your program.

There are no entrance or admission requirements to register for ODL courses, although specific courses or programs may require prerequisite study or experience. Prerequisites are noted in the online Class Schedule (under Quick Links) at [www.onestop.umn.edu](http://www.onestop.umn.edu).

You can also find detailed course descriptions at [www.onestop.umn.edu](http://www.onestop.umn.edu). Click on "Course Guide" under Quick Links, then select the semester and department for the course you want. Or contact the CCE Information Center at 612-624-4000 or 800-234-6564, 20 Ruttan Hall, 1994 Buford Ave, St. Paul, MN 55108, or at [cceinfo@umn.edu](mailto:cceinfo@umn.edu)

### ☀ TERM LENGTHS

Courses are either term or extended-term based. If you are receiving financial aid administered by the Office of Student Finance (OSF), the difference is very important. Most kinds of OSF aid do not apply to extended-term courses.

**Term-based (semester) courses**—These online courses (section A) are not self-paced; there are weekly due dates for assignments and activities. You will have one semester to complete coursework. There are no restrictions for financial aid with online term-based courses.

**Extended-term (nine months) courses**—These online and printed courses (sections B, C, D, and E) are self-paced. You do the coursework individually, not as part of a student group. Registration periods are timed so that one section is open per month, year-round. When a section closes at the end of the month, there is no late registration available. Simply register for the next month's section. Extended term courses and credits only count towards the term in which the course begins. Your grade is posted to your transcript when you complete all coursework. Expect to spend 3 months to complete an extended-term course, with a maximum 9-month time limit. The term length is 9 months. Instructors are allowed 2-3 weeks to return your assignments with grades and feedback.

### ☀ FINANCIAL AID

**Term-based (online class section A)**—No restrictions for financial aid.

**Extended-term (sections B, C, D, E)**—Financial aid

programs administered by the Office of Student Finance (OSF) **do not** apply to these courses, with two exceptions. If you are eligible for a Minnesota State Grant or Minnesota GI Bill, OSF will count all ODL courses you are enrolled in by the second week of the semester—both extended-term and term-based courses. If you have financial aid from another source, contact the sponsor to find out if your aid will cover courses that allow up to nine months to finish.

### ☀ REGISTRATION DATES

Follow the registration dates listed here. Registration periods for extended-term courses (sections B, C, D, and E) are timed so that one section is open per month. When a section closes at the end of the month, there is no late registration available—simply register for the next month's section. **NOTE:** January 20 is the last day to register in section A without incurring a late registration fee. Registrations occurring after January 24 require instructor permission. See page 3 for information on late registration fees. You can register for ODL courses at any One Stop Student Services Center, online at [onestop.umn.edu/registration/](http://onestop.umn.edu/registration/), or by mail or fax by following the directions on page 3.

REGISTRATION AND TERM DATES FOR COURSES		
Section	Registration dates	Dates of term
A (semester)	Nov. 11, 2014-Jan. 20, 2015	Jan. 20-May 8, 2015
B (extended)	Dec. 1-31, 2014	Jan. 15-Oct. 15, 2015
C (extended)	Jan. 1-31, 2015	Feb. 15–Nov. 15, 2015
D (extended)	Feb. 1-28, 2015	Mar. 15–Dec. 15, 2015
E (extended)	Mar. 1-31, 2015	Apr. 15, 2015–Jan. 15, 2016

### ☀ TUITION & FEES

Credits for ODL courses qualify for any tuition caps that may be available in undergraduate, professional, or graduate tuition plans for resident students only. See page 12 for tuition information. There is an ODL course fee that is a flat fee of \$90.00.

You will be billed by Student Account Assistance for tuition and fees. See pages 15-21 for complete information on tuition billing and payment of fees. ODL courses qualify as replacement courses when cancel/adding only if the course being added is an ODL course offered during the same session (a fall semester section A is exchanged for a fall section A, a fall section B for a fall B, and so on). See the Grade Base Changes & Cancel/Refund Schedules chart on page 26 for complete information on change of registration.

### ☀ BILLING & PAYMENT DUE DATES

**Non-degree students (individuals taking courses without official admission to a University of Minnesota degree or certificate plan)**—Your payment is due in full by the due dates listed below. An installment payment plan is not available to non-degree students. Your full payment must be received by the due date on your billing statement or all of your courses for this semester will be canceled. If that happens, the course(s) will be removed from your record, and you will not be able to earn credits for the canceled courses, even if you have done some of the coursework.



**Late fees**—If your registration is canceled due to late payment and you wish to re-register, contact CCE.

**Admitted or degree students**—If you are officially admitted to a degree or credit certificate program at the University of Minnesota, your payment is due by the dates listed here. An installment plan is available to admitted students for sections A and B only. If you elect to pay by installments, a \$35 installment/rebilling fee will be added to your account. If you pay less than the minimum installment amount by the due date, you will be charged a late payment fee, and a hold will be placed on your record.

☀ **CHANGES IN REGISTRATION**

*You cannot cancel an ODL course simply by not submitting assignments.* You must officially cancel your registration in the course on the web, in person, or by mail/fax. Your cancellation must be in writing, if you submit it in person or by mail/fax. Mailed or faxed cancellations will be effective the date of the postmark or faxed pages.

**Term-based (semester) courses**—Term-based courses (section A) follow the cancel/add and refund schedules available at [onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/index.html](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/index.html). Grading options (A-F or S-N) may not be changed after the second week of the semester.

**Extended-term (nine-month) courses**—If you cancel your extended-term course (sections B, C, D, or E) within six weeks of the start date of the term, the course will not appear on your academic record. Six weeks is also the deadline to change your grading option (A-F or S-N). See the Grade Base Changes & Cancel/Refund Schedules chart on page 26 for cancellation/refund deadlines. If you request a cancellation more than four months after the start of the term, you must obtain approval from the scholastic committee in your University of Minnesota college.

☀ **COURSE MATERIALS**

A day after you register, ODL will email information about

your course, such as how to look up what textbooks are required, how to activate your U of M Internet ID, and how to contact the instructor.

Printed (correspondence) courses: ODL will mail a printed study guide that you will use to complete the course. Online courses: your email welcome message explains how to access and begin working on your course. (If you are a non-admitted student, this information will also be mailed to you).

☀ **HOW ODL WORKS**

**Pacing yourself in extended-term courses**—Expect to spend at least three months to finish a course. As you progress, consider any comments from your instructor on one assignment—in order to recognize your strengths and weaknesses—before you submit more assignments for the course.

Typically, you may submit a **maximum of two** assignments, exams, or papers per week. Your instructor will explain if there is a stricter limit for your course.

Allow about three weeks between the time you send an assignment to ODL and the time it is returned to you. Contact your instructor about any work that is not returned to you within three weeks.

**Contacting your instructor**—When you register for a course, ODL sends you an email welcome message that includes the instructor’s name and contact information.

**Assignments**—Be sure to save a copy of each assignment you submit. Assignments are rarely lost, but it can happen.

**Sending assignments electronically**—If your course is online, you will find instructions at the course website. If you are taking a printed course, check with your instructor to find out if email is an option. If you send assignments by email, clearly identify your work in the subject header, such as *Phil 1001, submission #4*.

**Sending assignments as hard copy**—If your course is by correspondence (printed), ODL will send you preprinted submission forms and address labels. Please fill in and staple a form to the front of each assignment and use the labels to send them.

ODL will use the form to route the work to your instructor, and then use the same form to return the assignment to you after your work is graded. Your assignment may be delayed if you forget the form, write a wrong address for yourself, or use insufficient postage.

**Exams**—Many ODL courses include supervised exams. Your course will include instructions about how to set up exam appointments. *You must submit all assignments that precede an exam before you can take that exam.* Bring a submission form and photo ID. No charge is made for taking exams at the CCE office, but you may be charged if you take exams at other institutions or campus locations. You are responsible for any exam fees.

Spring 2015 billing & payment due dates			
If you are in a course with this section:	and you registered between these dates:	you will be billed on:	and your payment is due no later than:
A—semester term	Nov. 11, 2014–Jan. 16, 2015	Jan. 17, 2015	Jan. 31, 2015
B—9-month term	Dec. 1-31, 2014	Jan. 17, 2015	Jan. 31, 2015
C—9-month term	Jan. 1-16, 2015	Jan. 17, 2015	Jan. 31, 2015
C—9-month term	Jan. 17-31, 2015	Feb. 7, 2015	Feb. 28, 2015
D—9-month term	Feb.1-6, 2015	Feb. 7, 2015	Feb. 28, 2015
D—9-month term	Feb. 7-28, 2015	Mar. 7, 2104	Mar. 21, 2015
E—9-month term	Mar. 1-6, 2015	Mar. 7, 2015	Mar. 21, 2015
E—9-month term	Mar. 7-31, 2-14	Apr. 7, 2015	Apr. 21, 2015

You may take proctored exams at the following offices or under the supervision of the following individuals:

- If you live in the Twin Cities area, you are encouraged to take your exams at the College of Continuing Education, 20 Ruttan Hall, St. Paul. Seating is limited. **Self-schedule appointments online by going to [z.umn.edu/ccetesting](http://z.umn.edu/ccetesting). Or, you may call 612-624-4000 or 800-234-6564 at least two days in advance.**
- Other campus offices can arrange for a proctored exam by *appointment only*: Crookston (218-281-8341); Duluth: U of M students taking U of M courses, (218-726-6130). Students taking exams from other institutions, (218-726-8966); Morris (320-589-6060 or 1-800-842-0030); or Rochester (507-258-8022 or 1-800-947-0117).
- The Independent Study/Distance Learning department of any member institution of the University Professional and Continuing Education Association (UPCEA).
- Any test center member of the National College Testing Association. Search for an NCTA test center online at <http://www.ncta-testing.org/cctc/find.php>.
- A school superintendent, principal, or counselor; a faculty member (excluding teaching assistants) or administrator of an accredited university or college.
- For military students, a commissioned officer whose rank is higher than your own or a non-commissioned officer E-8 or above. You must provide the proctor's rank, title, and unit.
- A corporate education director or human resources officer.

- Disability Services, if you are registered with this office and have a letter specifying accommodations.

ODL reserves the right to reject any proctor. You need to make arrangements with the office or individual who will proctor your exam before sending the Request for Examination form to ODL. ODL mails exams directly to the proctor's business location.

Graded exams are not returned to students; you will only receive the submission form with your exam score. The graded exam is kept on file for nine months. To review a graded exam at the office, call the Continuing Education Information Center and make an appointment at least one day in advance (612-624-4000 or 800-234-6564). If you live outside the Twin Cities area, contact the same number to make arrangements to review your exams at a new appointment with your exam proctor. Please allow one to two weeks for this option.

✳ **FURTHER INFORMATION**

Contact the College of Continuing Education Information Center at 612-624-4000 or 1-800-234-6564, by email at [cceinfo@umn.edu](mailto:cceinfo@umn.edu), or visit ODL on the web at <http://www.cce.umn.edu/odl/>. ODL is part of the College of Continuing Education and is accredited by the North Central Association of Colleges and Schools. ODL courses are approved by University of Minnesota academic departments. ODL is a member of the Distance Learning Community of Practice of the University Professional and Continuing Education Association (UPCEA).

**GRADE BASE CHANGES & CANCEL/REFUND SCHEDULES**

If you are a financial aid recipient canceling a class, contact One Stop Student Services, 612-624-1111, to see if the change in registration will affect your financial aid.

TERM DATES:	CHANGES to Grade Base:	CANCELLATIONS	TUITION REFUND schedule
<b>A</b> Jan. 20– May 8, 2015	Allowed through Feb. 3, 2015	Feb. 2: Last day to cancel without transcript record; no permission required to cancel. Feb. 3–Mar. 30: "W" recorded on transcript; no permission required to cancel. On or after Mar. 31: "W" recorded on transcript; College Scholastic Committee permission required to cancel.	<ul style="list-style-type: none"> <li>• 100% if you cancel by Jan. 28, 2015</li> <li>• 75% if you cancel by Feb. 3, 2015</li> <li>• 50% if you cancel by Feb. 10, 2015</li> <li>• 25% if you cancel by Feb. 17, 2015</li> <li>• 0% if you cancel on or after Feb. 18, 2015</li> </ul>
<b>B</b> Jan. 15– Oct. 15, 2015	Allowed through Feb. 25, 2015	Feb. 25: Last day to cancel without transcript record; no permission required to cancel. Feb. 26–May 14: "W" recorded on transcript; no permission required to cancel. On or after May 15: "W" recorded on transcript; College Scholastic Committee permission required to cancel.	<ul style="list-style-type: none"> <li>• 100% if you cancel by Feb. 15, 2015</li> <li>• 50% if you cancel by Mar. 15, 2015</li> <li>• 0% if you cancel on or after Mar. 16, 2015</li> </ul>
<b>C</b> Feb. 15– Nov. 15, 2015	Allowed through Mar. 27, 2015	Mar. 27: Last day to cancel without transcript record; no permission required to cancel. Mar. 28–June 14: "W" recorded on transcript; no permission required to cancel. On or after June 15: "W" recorded on transcript; College Scholastic Committee permission required to cancel.	<ul style="list-style-type: none"> <li>• 100% if you cancel by Mar. 15, 2015</li> <li>• 50% if you cancel by Apr. 15, 2015</li> <li>• 0% if you cancel on or after Apr. 16, 2015</li> </ul>
<b>D</b> Mar. 15–Dec. 15, 2015	Allowed through April 25, 2015	Apr. 25: Last day to cancel without transcript record; no permission required to cancel. Apr. 26–July 14: "W" recorded on transcript; no permission required to cancel. On or after July 15: "W" recorded on transcript; College Scholastic Committee permission required to cancel.	<ul style="list-style-type: none"> <li>• 100% if you cancel by Apr. 15, 2015</li> <li>• 50% if you cancel by May 15, 2015</li> <li>• 0% if you cancel on or after May 16, 2015</li> </ul>
<b>E</b> Apr. 15, 2015– Jan. 15, 2016	Allowed through May 26, 2015	May 26, 2015: Last day to cancel without transcript record; no permission required to cancel. May 27–Aug. 14, 2015: "W" recorded on transcript; no permission required to cancel. On or after Aug. 15, 2015: "W" recorded on transcript; College Scholastic Committee permission required to cancel.	<ul style="list-style-type: none"> <li>• 100% if you cancel by May 15, 2015</li> <li>• 50% if you cancel by June 15, 2015</li> <li>• 0% if you cancel on or after June 16, 2015</li> </ul>

# Exams & grades

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## Examinations

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### ✱ FINAL EXAMINATION SCHEDULE

The final exam schedule for each semester is posted online at [http://onestop.umn.edu/calendars/final\\_exams/](http://onestop.umn.edu/calendars/final_exams/).

As you read the final exam schedule, remember to check the list of common exams to see if any of your courses are listed there. Common examination times always take precedence over the final exam schedule.

**Always confirm exam times with your professor.**

### ✱ SPRING 2015 EXAM REGULATIONS

**Rooms**—Examinations, except common examinations, are given in the regularly scheduled classroom, unless your instructor arranges for and/or announces a different room.

**Examination scheduling conflicts**—You are required to take final examinations at the times shown. However, if you have examination conflicts or three (or more) final exams within one calendar day, you may request adjustment with your college office and with your instructor. Such a request must be presented at least two weeks before the examination period begins.

If you miss a final, an I, an F, or an N is recorded, depending upon your standing at the time. To make up the exam, you must obtain the instructor's permission.

#### Regulations regarding examinations

1. There shall be no variations from the University final examination schedule except by concurrence of the dean of the college and course/scheduling manager. This prohibition also precludes moving a final examination from a scheduled time to study day or to the last or earlier meetings of the class, except laboratory final examinations which cannot be held in accordance with the regular final examination schedule.

All department requests for adjustment of final examination hours should be made online on Form ASR 163 by March 15 to permit publication of the change and orderly consideration of hardships. Additional common examinations may be requested on the same online form, which also includes room request information. The ASR 163 form is available at <http://asr.umn.edu/forms/>.

2. Instructors requesting any variation from the official examination schedule must agree to give a special make-up examination to any student having examination conflicts or three (or more) examinations scheduled in one calendar day because of the change in hours.

3. Arranged examinations and authorized variations in published hours shall conform with the hour-periods shown in the examination schedules.

4. Each college shall assume responsibility for making arrangements to spread out examinations for students who have three (or more) exams scheduled in one calendar day.

5. Only approved courses may schedule three-hour final examinations. Those courses are listed online at [http://onestop.umn.edu/calendars/final\\_exams/regulations.html](http://onestop.umn.edu/calendars/final_exams/regulations.html). Courses with content the instructor deems enough to require a three-hour final may be requested with an ASR 163. No exam may exceed three hours.

Three hour examinations will be scheduled on the half day in which the corresponding two-hour exams would have been given. Exams are scheduled from 8:30–11:30 a.m. or from 1:30–4:30 p.m. Instructors need to submit an ASR 163 form online for approval to schedule a three-hour exam, if the course is not listed on the above website.

Departments should request alternate seating only when it is necessary for proper administration of the exam. Requests for rooms for alternate seating must be submitted by the department office via the online ASR 123 form, available at <http://asr.umn.edu/forms/>.

**All ASR 123 forms must be submitted online on or before March 15.** Notification of room assignments for all ASR 123 forms received by March 15 will be sent to departments on or before April 15.

6. University Senate policy decrees that no extracurricular events which *require* the participation of students may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy. The Senate advises all faculty members that students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.

### ✱ GRADUATION

Undergraduates must apply for graduation online. Go to [http://onestop.umn.edu/degree\\_planning/graduation](http://onestop.umn.edu/degree_planning/graduation), then select Application for Undergraduate Degree under Quick Links. You must also make changes to your expected graduation term or diploma address at that same site.

Students in professional programs must submit degree application forms to a One Stop Student Services Center, 333 Science Teaching & Student Services, 130 West Bank Skyway; or 130 Coffey Hall, St. Paul.

Students in graduate programs should go to the One Stop Graduation web page at [http://onestop.umn.edu/degree\\_planning/graduation/](http://onestop.umn.edu/degree_planning/graduation/).

Applications for degree do not require payment of a graduation fee but other applicable fees may apply. Students in colleges that select larger diplomas or other enhancements may also be required to pay for those enhancements.

Degree application deadlines are available online at [http://onestop.umn.edu/degree\\_planning/graduation/deadlines.html](http://onestop.umn.edu/degree_planning/graduation/deadlines.html). If you fail to apply by the dates listed, you may not be able to graduate until the following term.



## Grades

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### ✱ STUDENTS

Grades are available online at [http://onestop.umn.edu/grades\\_and\\_transcripts](http://onestop.umn.edu/grades_and_transcripts). You can review the grades for all courses on your record.

### ✱ FACULTY & STAFF

**Mid-term alerts**—The University policy on mid-term alerts states “instructors are required to provide mid-term alerts for all 1xxx courses to students who, on the basis of performance to date in the course, appear to be in danger of receiving a grade of D, F, or N. Such notification to students will be provided no later than the seventh week of class, and earlier if possible, to allow students to improve their classroom performance or to withdraw by the tenth week. Mid-term alerts will not be recorded on transcripts.” The mid-term alert system can be accessed online at <http://onestop.umn.edu/faculty/grades/mid-term/>.

**Final grades**—Final grades for all courses are due within three business days after the end of the final exam period. All grades are submitted online at <http://onestop.umn.edu/faculty/grades>.

### GRADING POLICIES & PRACTICES

Complete grading policies and practices can be found on the web at <http://policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>.

**One-Time withdrawal**—Only once as an undergraduate student, you may cancel a class and receive the transcript symbol “W” after the tenth week of class and at any time up to and including the last day of instruction for that course. Check with your college office for withdrawal procedures. Complete grading policies are online at <http://policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html>.

### GOOD ACADEMIC STANDING

In general, if you are eligible to register, you are considered to be in good academic standing.

## Communications

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### STUDENT INFORMATION RELEASE

In accordance with regents policy, state, and federal law, information about you generally may not be released to a third party without your permission. (Exceptions under the law include state and federal educational and financial aid institutions.) University policy and procedures are available for review at [http://onestop.umn.edu/grades\\_and\\_transcripts/student\\_records\\_privacy.html](http://onestop.umn.edu/grades_and_transcripts/student_records_privacy.html).

Briefly, some student information is designated as public information, including the following: name, address, email address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned. If you are currently enrolled, you may prevent the release of public information; you can do so at the Personal Information Quick Link at <http://onestop.umn.edu>. You can also choose to allow access to student record information to third parties (e.g., parent, spouse) through the Parent/Guest Access Quick Link at <http://onestop.umn.edu>.

Within the University, employees with a demonstrated need to

know will be granted access to student academic information. Some employees will have unlimited access and others will be limited to sets of information. Employees with a need to know could include advisers, instructors, unit scholastic progress representatives, and department data managers.

Outside agencies acting on behalf of the University, the US Department of Education, authorized lending institutions, and accrediting agencies also may have access to specific student information.

You have a right to review your education records, to challenge the contents of these records, and to file a complaint with the US Department of Education.

### Student Right-to-Know Act

You may view information about campus graduation and retention rates at [http://www.oir.umn.edu/student/student/right\\_to\\_know](http://www.oir.umn.edu/student/student/right_to_know). Campus safety and security information is available at [www.umn.edu/police/alerts.html](http://www.umn.edu/police/alerts.html).

### Email access & addresses

To promote communication and facilitate instruction and research at the University, students are provided with an Internet/email account and assigned email address. This email account is the official communications channel for the University and, as such, you are responsible for reading all email sent from the University to your University account.

Initiate your University email and Internet account to gain access to your email. You can accomplish this via the campus network from either a student computer facility or one of the more than 110 communications kiosks on campus, a walk-in 1-HELP (technology helpline) location, or any place with access to the web. Just go to [www.umn.edu/initiate](http://www.umn.edu/initiate). After your account is initiated, you can access your email and the Internet in any of the computer facilities or communications kiosks around campus or from home.

Software for using the Internet, accessing campus systems and resources, and providing antivirus protection and secure wireless connections is available online. Go to <http://it.umn.edu/services/all/computer-device-support/purchasing/software/index.htm>. You'll also find information there about the Microsoft software discounts available to students, software site licenses held by the University, and discount pricing on software offered through UMart, the University's online computer store.

For help with initiating your Internet/email account, changing passwords, connecting to on-campus networks and systems, and troubleshooting computer hardware or software problems, contact 1-HELP.

### WALK-IN LOCATIONS:

- 101 Coffman Union
- 50 Coffey
- 90 Blegen Hall

See <http://it.umn.edu/help/walk-in/index.htm> for hours.

### PHONE-IN SERVICE

- Available 24 hours a day.  
Call 612-301-HELP (4357) or 1-4357 on campus.

## EMAIL

- [help@umn.edu](mailto:help@umn.edu). You may also chat online by selecting that option at <http://it.umn.edu/help/index.htm>.

**User's rights & responsibilities**—Email addresses are assigned to individuals. Passwords to these accounts should not be shared. You are encouraged to select an obscure password and change it regularly. Information on University requirements and how to choose a good password is available through the OIT website. See OIT Password Tips at <http://it.umn.edu/services/all/university-information-security/information-security-policies-practices/topics/choose-password/>.

Members of the University community are granted access to information technology resources in order to facilitate their University-related academic, research, and job activities. The Regents Policy on Academic Freedom extends to information

resources that are available electronically. However, by using these resources, users agree to abide by all relevant University of Minnesota policies and procedures, as well as all current federal, state, and local laws. These include, but are not limited to, University policies and procedures related to harassment, plagiarism, commercial use, security, and unethical conduct, and laws prohibiting theft, copyright and licensing infringement, unlawful intrusions, and data privacy laws (excerpted from University Policy 2.8.1, *Acceptable Use of Information Technology Resources*).

You are responsible for using system resources wisely. If you use the system in ways that are judged excessive or wasteful, your access to the system may be taken away, and you may be subject to University disciplinary procedures.

## EQUAL OPPORTUNITY

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, 612-624-9547, [eoaa@umn.edu](mailto:eoaa@umn.edu) <http://www.eoaa.umn.edu>.

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**This publication is available in alternative formats upon request.  
Please call the One Stop liaison for Disability Services at 612-625-9578 for assistance.**

# References

## Twin Cities course subjects (designators)

### A

AAS Asian American Studies  
 ABus Applied Business  
 Acct Accounting  
 ACL Arts and Cultural Leadership  
 AdPy Adult Psychiatry  
 ADes Apparel Design  
 AddS Addiction Studies  
 AEM Aerospace Engineering and Mechanics  
 AFEE Agricultural, Food, and Enviro Education  
 Afro Afro-American Studies  
 Agro Agronomy and Plant Genetics  
 AHS Academic Health Center Shared  
 AIM Agricultural Industries and Marketing  
 Air Aerospace Studies  
 Akka Akkadian  
 ALL Asian Languages and Literatures  
 Amln American Indian Studies  
 AmSt American Studies  
 Anat Human Anatomy  
 Anes Anesthesiology  
 AnSc Animal Science  
 Anth Anthropology  
 ApEc Applied Economics  
 APS Applied Professional Studies  
 APSc Applied Plant Sciences  
 ApSt Apparel Studies  
 Arab Arabic  
 Arch Architecture  
 Arth Art History  
 ArtS Art  
 ASL American Sign Language  
 Ast Astronomy

### B

BA Business Administration  
 BBE Bioproducts and Biosystems Engineering  
 Binf Bioinformatics  
 BioC Biochemistry  
 Biol Biology  
 BLaw Business Law  
 BMEn Biomedical Engineering  
 BMSc Biomedical Science  
 BPhy Biophysical Sciences  
 BSE Biology, Society, Environment  
 Bthx Bioethics, Center for

### C

CAHP Center for Allied Health Programs  
 CAPy Child and Adolescent Psychiatry  
 CBio Conservation Biology  
 CDED Continuing Dental Education  
 CE Civil Engineering  
 CFAN College of Food, Agricultural, and Natural Resource Sciences  
 CgSc Cognitive Science  
 Chem Chemistry  
 ChEn Chemical Engineering  
 Chic Chicano Studies  
 ChMB China Executive MBA  
 Chn Chinese  
 ChPh Chemical Physics  
 CI Curriculum and Instruction  
 CLA College of Liberal Arts

CICv Classical Civilization  
 CL Comparative Literature  
 CL Cultural Studies  
 CLS Clinical Laboratory Science  
 CLSP Clinical Laboratory Sciences Program  
 CMB Comparative and Molecular Bioscience  
 CMBA Carlson Executive MBA  
 CMgt Construction Management  
 CmpE Computer Engineering  
 CNES Classical and Near Eastern Studies  
 CoIA Collaborative Arts Interdisciplinary Program  
 Comm Communication Studies  
 Copt Coptic  
 CPMS Clinical Physiol, Movement Sci  
 CPsy Child Psychology  
 CSci Computer Science  
 CSE College of Science, Engineering  
 CSCL Cultural Studies and Comparative Literature  
 CSDS Comparative Studies in Discourse and Society  
 CSDy Control Science and Dynamical Systems  
 CSOM Carlson School of Management  
 CSpH Center for Spirituality and Healing  
 CVM Veterinary Medicine

### D

Dako Dakota  
 Dan Danish  
 DBLN Study Abroad in Dublin  
 DDS Doctor of Dental Surgery  
 Dent Dentistry  
 Derm Dermatology  
 Des Design  
 DH Dental Hygiene  
 Dnce Dance  
 DSSC Development Studies and Social Change  
 DT Dental Therapy  
 Dtch Dutch

### E

EAS East Asian Studies  
 Econ Economics  
 ECDR Ecuador  
 ECP Experimental and Clinical Pharmacology  
 EdHD Education and Human Development  
 EdPA Educational Policy and Administration  
 Educ Education  
 EE Electrical and Computer Engineering  
 EEB Ecology, Evolution, and Behavior  
 EmMd Emergency Medicine  
 EMS Early Modern Studies  
 Endo Endodontics  
 EngL English: Literature  
 EngW English: Writing  
 Ent Entomology  
 Entr Entrepreneurship  
 EPsy Educational Psychology  
 ESci Earth Science  
 ESL English as a Second Language  
 ESPM Enviro Sciences, Policy, and Mgmt

### F

Fin Finnish  
 Fina Finance

Spring 2015 Enrollment Policies & Procedures, University of Minnesota, Twin Cities

FLOR Study Abroad in Florence  
 FM Financial Mathematics  
 FMCH Family Medicine and Community Health  
 FoSt Foreign Study  
 FPoI Family Policy  
 FNRM Forest Resources  
 Fren French  
 FrIt French and Italian  
 FScN Food Science and Nutrition  
 FSoS Family Social Science  
 FSSP Foreign Study—SPAN  
 FW Fisheries and Wildlife

\_\_\_\_\_ **G** \_\_\_\_\_

GCD Genetics, Cell Biology, and Dev.  
 GDes Graphic Design  
 GenD General Dentistry  
 Geo Geology and Geophysics  
 GeoE Geological Engineering  
 Geog Geography  
 Ger German  
 Geri Geriatrics  
 Gero Gerontology  
 GIS Geographic Information Science  
 GLBT Gay, Lesbian, Bisexual, Transgender Studies  
 GloS Global Studies  
 Grad Graduate School  
 GRD Graduate Summer Research  
 Grk Greek  
 GSD German, Scandinavian, and Dutch  
 GWSS Gender, Women, and Sexuality Studies

\_\_\_\_\_ **H** \_\_\_\_\_

HCol Honors Colloquia  
 Hebr Hebrew  
 HInf Health Informatics  
 Hist History  
 HMed History of Medicine  
 Hmng Hmong  
 Hndi Hindi  
 HnUr Hindu-Urdu  
 Hort Horticultural Science  
 Hsg Housing Studies  
 HRIR HR and Industrial Relations  
 HSci History of Science and Technology  
 HSem Honors Seminar  
 HSM Health Systems Management  
 HumF Human Factors

\_\_\_\_\_ **I** \_\_\_\_\_

IBus International Business  
 ICP Inter-College Program  
 ID Interdepartmental Study  
 IDes Interior Design  
 IDSc Information and Decision Sciences  
 IE Industrial Engineering  
 InAr Interdisciplinary Archeological Studies  
 INet Information Networking  
 InMd Interdisciplinary Medicine  
 Ins Insurance and Risk Management  
 IofT Institute of Technology  
 IRel Interpersonal Relationships Research  
 IS Innovation Studies  
 ISME Infrastructure Systems Management Engineering  
 ISG Introduced Species and Genotypes  
 ISTN Istanbul  
 Ital Italian

\_\_\_\_\_ **J** \_\_\_\_\_

Jour Journalism and Mass Communication  
 Jpn Japanese  
 JwSt Jewish Studies

\_\_\_\_\_ **K** \_\_\_\_\_

Kin Kinesiology  
 Kor Korean

\_\_\_\_\_ **L** \_\_\_\_\_

LA Landscape Architecture  
 LaMP Laboratory Medicine and Pathology  
 LAS Latin American Studies  
 LASK Learning and Academic Skills  
 Lat Latin  
 Law Law School  
 LgTT Language, Teaching, and Technology  
 Ling Linguistics  
 LM Logistics Management  
 LS Liberal Studies

\_\_\_\_\_ **M** \_\_\_\_\_

Mar Marathi  
 Math Mathematics  
 MatS Materials Science  
 MBA Master of Business Administration  
 MBT Master of Business Taxation  
 MCDG Molecular, Cellular, Developmental Biology, and Genetics  
 MCom Managerial Communications  
 MdGk Modern Greek  
 ME Mechanical Engineering  
 Med Medicine  
 MedC Medicinal Chemistry  
 MELC Middle Eastern Lang and Cultures  
 MeSt Medieval Studies  
 Mgmt Management  
 MHA Master of Healthcare Administration  
 MICa Microbiology, Immunology, and Cancer Biology  
 MicB Microbiology  
 MicE Microbial Engineering  
 Mil Military Science  
 MILI Medical Industry Leadership Institute  
 MIMS Moving Image Studies  
 Mktg Marketing  
 Mort Mortuary Science  
 MM Manufacturing Operations Mgmt  
 MONT Study Abroad in Montpellier  
 MOT Management of Technology  
 Mrco Arabic Lang/Culture in Morocco  
 MS Manufacturing Systems  
 MPHY Medical Physics  
 MSID MN Studies in Intl. Devel. Prog  
 MSt Museum Studies  
 MT Manufacturing Technology  
 MthE Mathematics Education  
 MuEd Music Education  
 Mus Music  
 MusA Music Applied

\_\_\_\_\_ **N** \_\_\_\_\_

Nav Naval Science  
 Neur Neurology  
 Nor Norwegian  
 NPSE Nanoparticle Science and Engineering  
 NR Natural Resources Science and Mgmt  
 NSc Neuroscience  
 Nsci Neuroscience Department  
 NSu Neurosurgery  
 Nurs Nursing  
 Nutr Nutrition

**O**

OBio Oral Biology  
 Obst Obstetrics and Gynecology  
 OCS Off-Campus Study  
 Ojib Ojibwe  
 OLPD Organizational Leadership, Policy, and Development  
 Oph Ophthalmology  
 OrSu Orthopaedic Surgery  
 OSur Oral and Maxillofacial Surgery  
 OT Occupational Therapy  
 Otho Orthodontics  
 Otol Otolaryngology  
 OUE Office of Undergraduate Education

**P**

PA Public Affairs  
 Path Pathology  
 PBio Plant Biology  
 PBS Plant Biological Sciences  
 PDen Pediatric Dentistry  
 PDes Product Design  
 PE Physical Education  
 Ped Pediatrics  
 Pero Periodontics  
 Phar Pharmacy  
 Phcl Pharmacology  
 Phil Philosophy  
 Phm Pharmaceuticals  
 Phrm Pharmacy Summer Research  
 Phsl Physiology  
 Phys Physics  
 PIL Program for Individualized Learning  
 PIPa Plant Pathology  
 Plsh Polish  
 PMed Physical Medicine and Rehabilitation  
 Pol Political Science  
 Port Portuguese  
 Prev Preventive Science Minor  
 Pros Prosthodontics  
 PSTL Postsecondary Teaching and Learning  
 Psy Psychology  
 PT Physical Therapy  
 PubH Public Health

**R**

Rad Radiology  
 RAS Russian Area Studies  
 RC Respiratory Care  
 Rec Recreation, Park, and Leisure Studies  
 RelS Religious Studies  
 RM Retail Merchandising  
 Rome Summer Study in Rome  
 RSc Rehabilitation Science  
 RTT Radiation Therapy Technician  
 Russ Russian

**S**

SACP Social, Admin, and Clinical Pharmacy  
 SAg Sustainable Agricultural Systems  
 SAPH Social and Administrative Pharmacy  
 Scan Scandinavian  
 SCB Stem Cell Biology  
 SciC Scientific Computation  
 SCMC Studies in Cinema and Media Culture  
 SCO Supply Chain & Operations  
 Sdny Study Abroad in Sydney  
 SEng Software Engineering

SLHS Speech Language Hearing Sciences  
 SLS Second Language Studies  
 SMgt Sports Management  
 Sml Somali  
 Soc Sociology  
 Soil Soil, Water, and Climate  
 Span Spanish  
 SpPt Spanish-Portuguese  
 SST Studies of Science and Technology  
 ST Securities Technologies  
 Stat Statistics  
 SuSt Sustainability Studies  
 Surg Surgery  
 SW Social Work  
 Swah Swahili  
 Swed Swedish

**T**

Tanz Study Abroad in Tanzania  
 Th Theatre Arts  
 TIdo Toledo International Program  
 TMJP TMJ/Craniofacial Pain  
 TRad Therapeutic Radiology  
 TrIn Translation and Interpreting  
 Turk Turkish  
 Txcl Toxicology

**U**

UC University College  
 Ugrd Undergraduate Summer Research  
 UrbS Urban Studies  
 Urdu Urdu  
 Urol Urologic Surgery

**V**

VBS Veterinary and Biomedical Science  
 VCS Veterinary Clinical Sciences  
 Venz Study Abroad in Venezuela  
 Viet Vietnamese  
 VMBA Vienna Executive MBA  
 VMed Veterinary Medicine, Graduate  
 VPM Veterinary Population Medicine  
 VtMd Veterinary Med Summer Research

**W**

WMBAWarsaw Executive MBA  
 Writ Writing Studies  
 WRS Water Resources Science

**Y**

YoSt Youth Development and Research

## Building abbreviations & accessibility

### KEY:

- accessible building
- partially accessible
- ◆ inaccessible building

\* elevator

R adapted restroom

Most buildings are on east bank campus. Buildings in St Paul are followed by (StP) and, if on the West Bank, by (W).

For maps (Campus Access Guides) & further information, call Disability Services at 612-624-4037 (Voice and TTY) or online at <http://campusmaps.umn.edu/tc/>.



- ABLMS (StP), Andrew Boss Lab (Meat Science), 1354 Eckles Ave \* R
- ◆ AgChemSto (StP), Agricultural Chemical Storage Bldg, 1552 Lindig St
- AgrPGGH (StP), Agronomy/Plant Genetics Greenhouse, 1529 Lindig St
- AgrSH (StP), Agronomy Seed House, 1472 Gortner Ave
- AkerH, Akerman Hall, 110 Union St SE
- AlderH (StP), Alderman Hall, 1970 Folwell Ave \* R
- AmundH, Amundson Hall, 421 Washington Ave SE \* R
- AnAren (StP), Animal Arena, 1888 Carter Ave
- AndH(W), Anderson Hall, 257–19th Ave S \* R
- AnderLib (W), Elmer L Andersen Library, 222–21st Ave S \*
- AnSci/VM (StP), Animal Science/Veterinary Medicine, 1988 Fitch Ave \* R
- ApH, Appleby Hall, 128 Pleasant St SE \* R
- Armory, Armory Bldg, 15 Church St SE
- BaH (StP), Bailey Hall, 1458 Cleveland Ave N \* R
- BarkerCtr (W), Barbara Barker Ctr for Dance, 500–21st Ave S \*
- BCB (StP), Beef Cattle Barn, 1920 Buford Place \* R
- BellMus, Bell Museum of Natural History, 10 Church St SE \* R
- BFAB, Bierman Field Athletic Bldg, 516–15th Ave SE \* R
- BFC, Bierman Field Clubhouse, 1701–6th St SE
- ◆ BFH (StP), Botany Field House, 2033 Folwell Ave
- BioAgEng (StP), Biosystems & Agricultural Engineering, 1390 Eckles Ave \* R
- BioSci (StP), Biological Sciences Ctr, 1445 Gortner Ave \* R
- BlegH (W), Blegen Hall, 269–19th Ave S \* R
- BoatH, Univ of Minn Boathouse, 550 E River Pkwy
- BorH (StP), Borlaug Hall, 1991 Upper Buford Circle \* R
- BoynHS, Boynton Health Service, 410 Church St SE \* R
- BPomCtr (StP), Ben Pomeroy Student-Alumni Learning Ctr, 1964 Fitch Ave
- ◆ BSGH (StP), Biological Sciences Greenhouse, 1534 Lindig St
- BuH, Burton Hall, 178 Pillsbury Dr SE \* R
- CargillB (StP), Cargill Building, Microbial & Plant Genomics, 1500 Gortner Ave
- CarlSMgmt (W), Carlson School of Management, 321–19th Ave S \* R
- CCRB, Cancer Ctr Research Bldg, see DVCCRC/MCRB
- CECC (StP), Continuing Education & Conference Ctr–Univ of Minn, 1890 Buford Ave \* R
- CenH, Centennial Hall, 614 Delaware St SE \* R
- ChildDevel, Child Development Center, 51 E River Parkway \*
- ChildCare, Child Care Ctr, 1600 Rollins Ave SE \* R
- ChRC, Children’s Rehabilitation Ctr, 426 Church St SE \* R
- CivE, Civil Engineering Bldg, 500 Pillsbury Dr SE \* R
- CMRR, Ctr for Magnetic Resonance Research, 2021–6th St SE
- CMU, Coffman Memorial Union, 300 Washington Ave SE \* R
- CofH (StP), Coffey Hall, 1420 Eckles Ave \* R
- ComH, Comstock Hall, 210 Delaware St SE, \*
- ◆ ComoRFac, Como Recycling Facility, 3009 Como Ave SE \*
- CookeH, Cooke Hall, 1900 University Ave SE \* R
- CowlesSta, Jane Sage Cowles Stadium, 620–18th Ave SE
- ◆ CRL (StP), Cereal Rust Lab (USDA), 1551 Lindig St
- CrRes (StP), Crop Research, 1902 Dudley Ave \*
- CrServ (StP), Crops Service, 1895 Hendon Ave
- CrstnL (StP), Christensen Lab, 1515 Gortner Ave \* R
- ◆ CTCC (StP), Commonwealth Terrace Community Ctr, 1250 Fifield St
- CUHCC, Community University Health Care Ctr, 2001 Bloomington Ave S
- DCTRC (StP), Dairy Cattle Teaching & Research Facility, 1478 Fairview Ave
- DiehlH, Diehl Hall, 505 Essex St SE\*
- DinC (StP), Dining Ctr, 2011 Buford Ave \*
- DonhoweB, Donhowe Bldg, 319–15th Ave SE \* R
- DVRC/MCRB, Dwan Variety Club Cardiovascular Resrch Ctr Masonic Cancer Resrch Bldg, 425 E River Pkwy \* R
- Ecology (StP), Ecology Bldg, 1987 Upper Buford Circle \* R
- EdSciB, Education Sciences Bldg, 56 E River Rd \* R
- EltH, Elliott Hall, 75 E River Rd \* R
- EngrFishL (StP), Engineering & Fisheries Lab, 1995 Fitch Ave
- ◆ FCFH (StP), Farm Crops Field House, 1922 Hendon Ave
- FergH (W), Ferguson Hall, 2106–4th St S \* R
- ◆ FGMnt (StP), Farm & Grounds Maintenance Bldg, 1866 Dudley Ave
- FieldHse, University Field House, 1800 University Ave SE
- FieldOp (StP), Field Operations Bldg, 1606 Fairview Ave
- FleetServ, Fleet Services Facility, 901–29th Ave SE
- FMB (StP), Facilities Management Bldg, 1936 Commonwealth Ave
- FolH, Folwell Hall, 9 Pleasant St SE \* R
- ◆ FoodOpB, Food Operations Bldg, 2904 Fairmount St SE
- FordH, Ford Hall, 224 Church St SE \* R
- FraserH, Fraser Hall, 106 Pleasant St SE \* R
- FronH, Frontier Hall, 701 Fulton St SE \*
- FScN (StP), Food Science & Nutrition, 1334 Eckles Ave \*
- GNFPF, Gibson/Nagurski Football Practice Facility, 600–15th Ave SE \* R

- GorL (StP), Gortner Lab of Biochemistry, 1479 Gortner Ave (SP)\* R
- GrnH(StP), Green Hall, 2005 Upper Buford Circle, 1530 Cleveland Ave N \* R
- Gym(StP), Gymnasium, 1536 Cleveland Ave N \* R
- HayesH(StP), Hayes Hall (Agronomy), 1509 Gortner Ave
- HckrH(StP), Haecker Hall, 1364 Eckles Ave \*
- HellerH(W), Walter W Heller Hall, 271–19th Ave S \* R
- HHHSPA(W), Hubert H Humphrey School of Public Affairs, 301–19th Ave S \* R
- HMMH(W), Herbert M Hanson Jr Hall, 1925 4th St S \* R
- HodsonH(StP), Hodson Hall, 1980 Folwell Ave \* R
- JacH, Jackson Hall, 321 Church St SE \* R
- JohH, Johnston Hall, 101 Pleasant St SE \* R
- JonesH, Jones Hall, 27 Pleasant St SE \* R
- KaufL(StP), Kaufert Lab of Forest Prods & Wood Sci, 2004 Folwell Ave \* R
- KHKH, Kenneth H. Keller Hall, 200 Union St SE \* R
- KoltH, Kolthoff Hall, 225 Pleasant St SE \* R
- LCF, Landcare and Facilities Operations, 2609 4th St SE R
- LES (StP), Learning and Environmental Sciences, 1954 Buford Ave \* R
- LindH, Lind Hall, 207 Church St SE \* R
- LRB/MTRF, Lions Research Bldg/McGuire Translational Research Facility, 2001–6th St SE \* R
- MagrathLib (StP), Magrath Library, 1984 Buford Ave \* R
- MannConc (W), Ted Mann Concert Hall, 2128–4th St S \* R
- MarA, Mariucci Arena, 1901–4th St SE \* R
- MGYH, Mark G Yudof Hall, 220 Delaware St SE \* R
- MasMB, Masonic Cancer Memorial Building, 424 Harvard St SE
- MASTLab, Multi-Axial SubAssemblage Testing Laboratory, 2525 4th St SE
- Mayo, Mayo Memorial Bldg, 420 Delaware St SE \* R
- MechE, Mechanical Engineering, 111 Church St SE \* R
- MCIC (StP), Minnesota Crop Improvement Ctr, 1900 Hendon Ave
- McNH (StP), McNeal Hall, 1985 Buford Ave \* R
- MCT (StP), Molecular & Cellular Therapeutics, 1900 Fitch Ave \* R
- MCNamaraC, McNamara Alumni Ctr\*R
- MdbH (W), Middlebrook Hall, 412–22nd Ave S \* R
- MCB, Molecular & Cellular Biology, 420 Washington Ave SE \* R
- MondaleH (W), Walter F Mondale Hall, 229–19th Ave S \* R
- MoosT, Malcolm Moos Health Sciences Tower, 515 Delaware St SE \* R
- MorH, Morrill Hall, 100 Church St SE \* R
- MurH, Murphy Hall, 206 Church St SE \* R
- NCCE, Nolte Ctr for Continuing Education, 315 Pillsbury Dr SE
- NHH, Nils Hasselmo Hall, 312 Church St SE \* R
- NichH, Nicholson Hall, 216 Pillsbury Dr SE \* R
- NMA, Northrop Memorial Auditorium, 84 Church St SE \* R
- OMWL (W), O Meredith Wilson Library, 309–19th Ave S \* R
- PeikG, Peik Gymnasium, 157 Pillsbury Dr SE
- PeikH, Peik Hall, 159 Pillsbury Dr SE\*R
- PetH (StP), Peters Hall, 1404 Gortner Ave
- PGF–E (StP), MAES/MDA Plant Growth Facilities–East, 1907 Dudley Ave
- PGF–W (StP), Plant Growth Facilities–West, 1538 Gortner Ave
- Phys, Tate Lab of Physics, 116 Church St SE \*
- PillsH, Pillsbury Hall, 310 Pillsbury Dr SE \*
- PioH, Pioneer Hall, 615 Fulton St SE
- PtH, Pattee Hall, 150 Pillsbury Dr SE \* R
- ◆ PTRF (StP), Poultry Teaching & Research Facility, 1835 Buford Place
- PWB, Phillips-Wangenstein Bldg, 516 Delaware St SE \* R
- RapsonH, Ralph Rapson Hall, 89 Church St SE \* R
- RegisCtr (W), Regis Center for Art, 405 21st Ave S (East Building), 418 21st Ave S (West Building) \* R
- RuttanH (StP), 1994 Buford Ave \* R
- SanH, Sanford Hall, 1122 University Ave SE \*
- ◆ ScottH, Scott Hall, 72 Pleasant St SE
- ShepLab, Shepherd Laboratories, 100 Union St SE, Mpls 55455 \*
- ShevH, Shevlin Hall, 164 Pillsbury Dr SE \* R
- SkokH (StP), Skok Hall, 2003 Upper Buford Circle \* R
- SmithH, Smith Hall, 207 Pleasant St SE \* R
- SnH (StP), Snyder Hall, 1475 Gortner Ave \* R
- SocSci (W), Social Sciences Bldg, 267–19th Ave S \* R
- SoilS (StP), Soil Science, 1529 Gortner Ave
- SS(StP), Seed Stocks, 1904 Hendon Ave
- StakH(StP), Stakman Hall of Plant Pathology, 1519 Gortner Ave \*
- StCen(StP), Student Ctr, 2017 Buford Ave \* R
- STSS, Science Teaching & Student Services, 222 Pleasant St SE, \* R
- SwResFac(StP), Swine Research Facility, 1850 Buford Place
- TCFSTAD, TCF Bank Stadium, 2009 University Ave SE \* R
- TerrH, Territorial Hall, 417 Walnut St SE \* R
- ThompCtr, Fay Thompson Center for Environmental Management,

- 501–23rd Ave SE \* R
- TSB, Transportation & Safety Bldg,  
511 Washington Ave SE \*
- UAqCtr, University Aquatic Ctr,  
1910 University Ave SE \* R
- UIC, University International Ctr,  
331 17th Avenue SE
- UOffPI, University Office Plaza,  
2221 University Ave SE \* R
- URecCtr, University Recreation Ctr, 1906 University Ave SE  
\* R
- VCRC, Variety Club Research Ctr,  
401 E River Pkwy \* R
- VetA(StP), Veterinary Anatomy,  
1946 Fitch Ave
- VetDL(StP), Veterinary Diagnostic Lab, 1333 Gortner Ave \*  
R
- ◆ VetIB(StP), Veterinary Isolation Bldgs, 1346 Gortner Ave
- VetMedCtrN (StP), Veterinary Medical Center North, 1365  
Gortner Ave \* R
- VetMedCtrS (StP), Veterinary Medical Center South, 1352  
Boyd Ave
- VetS(StP), Veterinary Science,  
1971 Commonwealth Ave \* R
- VFWCRC, VFW Cancer Research Ctr, 406 Harvard St SE \*
- VinH, Vincent Hall, 206 Church St SE  
\* R
- WaLib, Walter Library, 117 Pleasant St SE \* R
- WBOB(W), West Bank Office Bldg, 1300 S 2nd St \* R
- WBS(W), West Bank Skyway,  
219–19th Ave S R
- WDH, Weaver-Densford Hall,  
308 Harvard St SE \* R
- ◆ Weigley (StP), Weigley House,  
1316 Cleveland Ave N
- WeismanArt, Frederick R Weisman Art Museum, 333 E  
River Pkwy \* R
- WilkinsH, Roy Wilkins Hall,  
1212 University Ave SE \*
- WilleyH(W), Willey Hall,  
225–19th Ave S \* R
- WmsA, Williams Arena and Sports Pavilion, 1925 University  
Ave SE \* R
- WmsonH, Williamson Hall,  
231 Pillsbury Dr SE \* R
- WullH, Wulling Hall, 86 Pleasant St SE  
\* R

## Information & advising offices

### ADVISING FOR PROSPECTIVE STUDENTS

Undergraduate Admissions, 240 Williamson Hall.....	612-625-2008
Continuing Education, College of CCE Information Center, 20 Ruttan Hall, St. Paul campus.....	612-624-4000

### ADVISING FOR ADMITTED STUDENTS

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Carlson School of Management ( <a href="http://www.csom.umn.edu/index.aspx">http://www.csom.umn.edu/index.aspx</a> ) Carlson Undergraduate Program Office, 2-190 Hanson Hall, West Bank.....	612-624-3313
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Continuing Professional Education ( <a href="http://digitalcampus.umn.edu/profdevelopment/">http://digitalcampus.umn.edu/profdevelopment/</a> ).....	612-624-4000
Online and Distance Learning ( <a href="http://www.cce.umn.edu/creditcourses/distance/">http://www.cce.umn.edu/creditcourses/distance/</a> ).....	612-624-4000
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Holds/Orientation/Commencement, 49 Johnston Hall, East Bank.....	612-625-2020
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Society & Culture Student Community, 122 Johnston Hall, East Bank.....	612-624-2549
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### OTHER OFFICES

Graduate Assistant Employment, 100 Donhowe Building, East Bank.....	612-624-7070
Parking & Transportation Services, 300 Transportation and Safety Bldg ( <a href="http://www.umn.edu/pts/">http://www.umn.edu/pts/</a> ).....	612-626-7275
One Stop Student Services ( <a href="http://onestop.umn.edu">onestop.umn.edu</a> ).....	612-624-1111
University Veterans Services ( <a href="http://onestop.umn.edu/veterans/">onestop.umn.edu/veterans/</a> ).....	612-625-8076

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