



ENROLLMENT POLICIES & PROCEDURES

Twin Cities campus • Effective for spring semester 2016

Registration

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Registration

Before you register

✱ YOUR RESPONSIBILITIES

The policies in this publication directly affect your registration. You are responsible for all the information contained in this publication. Avoid potential problems by carefully reading through the sections and by checking course prerequisites.

Your contract with the University

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 incurred costs.

Official cancellation required

You will only receive credit for courses in which you are properly enrolled. Likewise, 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 class for which you do not receive a monetary credit. In addition, if you attend a class without registering for it, you will be considered an auditor in the course and will be billed for full tuition and fees.

Register yourself to prevent misunderstandings and errors. If you cannot, you may give written permission to another person to register for you at a One Stop Student Services Center. Anyone who registers for you must present valid identification (student ID, state-issued ID, or passport).

✱ OFFICIAL UNIVERSITY EMAIL

Your University-assigned student email account is the official means of communication at the University. For this reason, you are responsible for all information sent to your University email account. Because problems can occur when email is forwarded to another account, we recommend that you do not forward your University email to a non-University account. If you choose to do so, you are still responsible for all information, including attachments, sent to your University account.

If you forget your Internet ID/password or your Internet ID has expired, contact the Technology Helpline at 612-301-4357 (1-HELP) to reactivate your account or reset your password. You may use the system to access your records only. Accessing the records of other students is a violation of University policy and state and federal laws.

COMPUTER HARDWARE & SOFTWARE HELP—You can get technology help from the 1-HELP Technology Helpline staff on the phone, online, and in person. Go to <http://it.umn.edu/help> for Tech Stop hours and information for online chats, phone, or walk-in locations. A list of services is online at <http://oit.umn.edu/services-systems/>.

To purchase hardware and software at a student discount, go to M Tech at the University bookstore (<http://www.bookstores.umn.edu/>). You'll also find help and support for downloading software, setting up and securing your computer, and accessing campus computers and kiosks at <http://oit.umn.edu/help-support/>.

CAMPUS COMPUTER FACILITIES—See <http://it.umn.edu/computer-labs-locations-and-hours> for a list of campus computer facilities available to registered students. Registered CSE students can also use CSE labs listed at cselabs.umn.edu.

Self-serve computers are available for web registration, completing financial aid forms, and for viewing and paying tuition bills at the One Stop Student Services centers (see page 2 for locations). More than 110 communications kiosks with Internet access (5-minute use limit when others are waiting) are placed in convenient locations throughout campus. For more information about computer facilities and kiosks, including locations and hours, go to <http://it.umn.edu/computer-labs-learning-spaces-testing>.

One Stop Student Services & MyU

✱ ONLINE AT ONESTOP.UMN.EDU

Find comprehensive information.

✱ ONLINE AT [MYU.UMN.EDU](http://myu.umn.edu)

Find self-service tools, including: registration, student account, and financial aid.

EMAIL onestop@umn.edu

IN PERSON

Answers to financial aid and billing questions; turn in scholarship checks; have in person registration and cancel/adds processed; mail, email, and fax registrations for non-degree-seeking students; obtain Enrollment Verifications and APAS reports; self-service computers

Transcripts requests Official transcripts can be obtained (fee information on page 16) and in-person service for unofficial copies of student records at no charge are processed (two copies per day limit)

Enrollment Verifications No charge; limit six copies per day and fax service. See page 21.

Assistance with individual student records problems or questions; address changes; student loan deferments; turning in Application for Change of College forms; miscellaneous publications and information

East Bank—333 Bruininks Hall

Monday–Thursday: 8 a.m.–4:30 p.m.; Friday: 8 a.m.–4 p.m.

West Bank—130 West Bank Skyway

Monday–Friday: 8 a.m.–4 p.m.

St. Paul—130 Coffey Hall

Monday–Friday: 8 a.m.–4 p.m.

PHONE 612-624-1111 (M-F, 8 a.m. - 4 p.m.)

- **Disability Resources liaison** 612-625-9578
- **Toll-free** outside metropolitan area 1-800-400-8636
- **TTY** (for hearing-impaired only) 612-626-0701
- **Transcripts & certifications**
 - Recording** 612-624-1111
 - Fax** 612-625-4351

ONE STOP FAX 612-625-3002

UNIVERSITY VETERANS SERVICES

East Bank—320 Bruininks Hall

Monday–Friday: 8 a.m.–4 p.m.

- **Phone** 612-625-8076
- **Email**—veterans@umn.edu
- **Website**—onestop.umn.edu/veterans/
- **Fax** 612-625-3002

When to register

Registration happens in two phases: queued registration (for degree-seeking students), and open registration (for non-degree-seeking and visiting students). The date that each phase begins is posted online under the Calendars tab on <http://onestop.umn.edu>.

Approximately two weeks prior to the start of registration, you can find your appointment time by visiting the My Academics tab of MyU: z.umn.edu/myacademics.

LATE REGISTRATION FEES—You must register before the first day of the term to avoid late registration fees. If you register during the first 14 days of the term, your student account will be charged a \$50 late registration fee. If you register after the first two weeks of the term, you will be charged a \$100 late registration fee.

How to register

☀ ON THE WEB

You may register online with your University Internet ID and password at <http://z.umn.edu/shoppingcart>. Registration is available Monday–Saturday from 6:00 a.m.–3:30 a.m. and from 12:30 p.m. Sunday to 3:30 a.m. Monday.

If you have not yet initiated your University Internet account, you can do so online at <http://www.umn.edu/initiate>. If you have forgotten your password, have problems logging onto web registration, or get bumped off the system, call the technology helpline at 612-301-4357 or 1-4357 (1-HELP) if you are on campus, or go online to <http://www.oit.umn.edu/help/>.

If you need to be activated in the online registration system, go to http://onestop.umn.edu/registration/email_forms.html and follow the directions provided.

☀ IN PERSON

For in person registration at a One Stop Student Services Center, follow these steps:

Step 1 - Complete the registration check list on page 4.

Step 2 - Bring your Registration and Cancel/Add Request form

and your photo ID (e.g., University student ID, driver's license, or passport) to any One Stop Student Services Center. See page 2 for locations and hours (all locations are fully accessible).

Step 3 - Review all information on your registration statement for accuracy before you leave the One Stop center—name, address, and course information.

☀ BY REGISTRATION CANCEL/ADD FORM

You may also register by submitting a completed Registration and Cancel/Add Request Form. Be sure your completed Registration and Cancel/Add Request form includes your name, University student ID or Social Security number, and any required permission numbers and alternate courses and sections, where requested. Sign the form and return it according to the instructions on the form.

PRECAUTIONS—You may want to register in person or online if the course has a limited number of seats, special permission is required to register, or a registration and/or refund deadline is approaching. If your class is closed (and you have not listed alternate classes), or if you do not have the required permissions, your registration will not be processed and will be returned to you.

Your registration will be processed at your time in the registration queue, or 1-2 business days from the date that your request is received. Registrations received via a form submitted from 4 p.m. Friday through midnight Sunday or on a holiday will be processed based on the date received. Registrations received through the US Postal Service are processed based on the postmark date. Late registration fees will be assessed based on the postmark date for mail requests or based on the date/time the fax or email request is received.

Have you met with your adviser to plan your credit load and courses? Your adviser helps you stay on track for graduation. Create or update your Graduation Planner at <http://plan.umn.edu> before you meet with your adviser. Advising offices are listed on page 36. Undergraduates

Registration checklist

Use this check list to ensure your enrollment on the web is accurate & timely.

See the academic calendar in the Printable Academic Dates & Deadlines document or at <http://onestop.umn.edu/calendars/> to find the dates late registration fees apply during the current term.

You will be billed for all tuition and fees. See pages 12–20 for information on fees, billing, and payment.

need to register for at least 15 credits per semester to stay on track for graduation. 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 a per-credit rate only for those who have been approved for a reduced credit load). All undergraduates must also maintain a minimum 13-credit load to qualify for an earlier date in the registration rotation.

Do you want to register for College of Continuing Education courses? All day, evening, and Online and Distance Learning credit courses are available online at <http://z.umn.edu/shoppingcart>. You can register at the same time for all courses.

Have you completed a Registration and Cancel/Add Request form, if registering in person, by mail, email request, or fax? Download a form at <http://onestop.umn.edu/forms/>. Be sure to list a new address on the form if you have a new local address. List alternate courses in case your first choices are not available. Obtain online instructor or college approval as required.

Are you registering for the first time at the University? If this is your first term at the University and you have not been admitted to a degree or certificate program (typically this applies to non-degree-seeking students in the College of Continuing Education), you can register online using the Term Activation process (undergraduates) or Graduate Non-degree Registration process (graduates). Alternatively, you can register in person at one of three One Stop Student Services centers on campus (333 Robert H. Bruininks Hall, 130 West Bank Skyway, or 130 Coffey Hall), or register by mail, email request, or fax (see page 3).

Have you checked to see if space is available in your course? Check online at <http://z.umn.edu/myuclasssearch> and enter at least two criteria to search for the class. The space available is continuously updated.

Are you registering for graduate credit but not admitted to a graduate program? To receive graduate credit for courses taken while *not* admitted to a graduate program, you must obtain approval on a Registration Request for Graduate Credit form from the department offering the course. In some instances instructor approval may be required. See page 9 on how to obtain this form and approval. **NOTE:** These courses do not qualify for financial aid.

Registration may also be available through the Graduate School as a non-degree-seeking student. Contact the Graduate School for applications and more information. Go to <http://onestop.umn.edu/non-degree/registration/graduate/>.

Are you registering for Online and Distance Learning courses? See pages 26–28 for important information on Online and Distance Learning courses.

Do you need any class permission numbers? Is instructor approval, department approval, or college approval printed in the prerequisite statement of your course? Are you trying to register for a closed course after the first week of classes? *Remember:* You must have a class permission number or online course approval to register for these courses. All class permission numbers expire at the end of the second week of the semester. After the second week you must go to your college office for electronic approval. See http://onestop.umn.edu/registration/guidelines/closed_classes/index.html for more information.

Do you have any holds you need to clear? Clear your holds as soon as possible. You will not be able to register if you have any holds on your record. Notice of any hold, including the name of the department or office where it may be cleared, is available online at <http://z.umn.edu/myuholds> or by calling 612-624-1111. See Holds, page 5, for further information.

Do you have specific college instructions to review? If you are in the Law School, the Carlson School of Management, the Graduate School, or an international student, follow specific instructions on pages 9–11.

Registration restrictions

Please be aware that 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 incurred costs.

✱ CLASS TIME CONFLICTS

You may not register for classes that overlap or have less than one (1) minute separation without submitting a Class Time Conflict Approval form signed by the instructors of both courses. You can obtain a form online at <http://onestop.umn.edu/forms/or> at any One Stop Student Services center.

CREDIT LIMITS PER TERM

Many colleges restrict the number of credits students may take each semester without special permission. The maximum number of credits for all undergraduates is 20. Graduate and professional students should contact their college or graduate program office regarding the maximum number of credits allowed per term, and for information on approvals required to take more than the maximum number of credits. All other units (e.g., Health Science) have no limit on the number of credits you may take each semester. *Remember:* Undergraduates should take at least 15 credits per semester to stay on track for graduation in four years. Consult your adviser for help in registering for the right number of credits. Advising offices are listed on page 36.

✱ HOLDS

If you have a hold on your record, you may not register or,

in many cases, obtain transcripts until that hold is cleared. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition or fees, unpaid library fines, or delinquent health service payments) or for disciplinary or scholastic reasons. You will usually be notified of an existing or impending hold by the department or office authorizing the hold. Notice of any hold, including the name of the department or office where it may be cleared, is available online at <http://z.umn.edu/myuholds> or by calling One Stop Student Services at 612-624-1111.

To remove a hold from your record, you must first pay the debt owed, correct the scholastic deficiency, or have your hold cleared by the Office for Student Conduct and Academic Integrity. Once a debt has been paid, you may present the receipt to the department or office that authorized the hold as evidence that the debt has been paid.

When you clear a hold, the unit imposing the hold will remove the hold from your record. On occasion, a temporary hold release may be issued that allows you to either receive one transcript or to register during the semester in progress.

If, in order to register, you pay via check to remove a Student Account Assistance hold for a previous semester, and that check does not clear the bank, you will be notified by Student Account Assistance. If your balance due for current or prior semesters is not paid in full, you may not be allowed to register for the next semester, or your registration may be canceled before or during the semester.

☀ CLOSED CLASSES

GAINING ADMISSION—In general, go first to the department offering the class, where you may be put on a waiting list or be referred to the instructor for permission to register. For many classes, however, the wait list is online; if you are using web registration and an online wait list is available for the class, add your name to that list. Attend the first class meeting, even if you are on a wait list or need the instructor's permission, to see whether more students will be admitted. To register for a closed class, you must have a class permission number from the instructor. All class permission numbers expire at the end of the second week of classes. After the second week, you must go to your college office for electronic approval.

Class Schedule

☀ GENERAL CLASS INFORMATION

CLASS NUMBER (call number)—This five-digit number appears to the left of each class or each section of a course. You must use the class numbers and these specific class numbers (call numbers) when you register.

PREREQUISITES—In order to register for some classes, you must either complete or concurrently register for certain other classes, or possess some particular qualifications or academic level. These requirements, known as prerequisites, are listed inside the parentheses after the class titles. If no prerequisites are listed, none are required, except for the academic level requirement indicated by the class number. If you attempt to register for classes for which you have not met the prerequisites, you may need to obtain a class permission number from the appropriate instructor, department, and/or college.

Academic level requirements, unless otherwise noted, are indicated by course numbers as follows:

0xxx Courses that do not carry credit toward any University degree

- 1xxx Courses primarily for undergraduates in their first year of study
- 2xxx Courses primarily for undergraduates in their second year of study
- 3xxx Courses primarily for undergraduate students in their third year of study
- 4xxx Courses primarily for undergraduates in their fourth year of study. Graduate programs may accept University 4000-level course credits as graduate courses. See the official policy on Application of Graduate Credits to Degree Requirements for more information: <http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html>.
- 5xxx Courses primarily for graduate students; undergraduate students in their third or fourth years may also register
- 6xxx Courses for post-baccalaureate students in professional degree programs
- 7xxx Courses for post-baccalaureate students in professional degree programs. 6xxx and 7xxx courses are to be used primarily for post-baccalaureate professional programs.
- 8xxx Courses for graduate students

In addition, courses may carry a letter after the class number to indicate special status as follows:

- H Indicates the course fulfills Honors requirements
- V Indicates the course fulfills both Honors and Liberal Education Writing Intensive requirements
- W Indicates the course fulfills the Liberal Education Writing Intensive requirement

When courses that must be taken in sequence are prerequisites, only the last course of the sequence is listed. When no departmental designation precedes the course number listed as a prerequisite (e.g., prereq 3221), that course is in the same department as the course being offered. Likewise, a prerequisite reading "6 cr" means 6 credits in courses offered by the same department. A comma always means "and." Work equivalent to a prerequisite course (having either the same content or requiring the same competence) is ordinarily accepted in place of that prerequisite. An instructor may, in some instances, waive prerequisites at her or his discretion. See your college or department for further information.

Departments and colleges may use the registration system to place certain categories of qualified students into classes or sections on a priority basis (e.g., seniors, majors). If you meet all stated prerequisites for the course, including academic level, you may also need to meet other qualifications established at the time of registration. For this reason, it is helpful to list first *and* second class choices on your Registration and Cancel/Add form.

ACADEMIC LEVEL—Your semester academic level is determined by the number of credits you have completed:

| | |
|-----------|-------------------------|
| Freshman | Less than 30 credits |
| Sophomore | 30.000 - 59.999 credits |
| Junior | 60.000 - 89.999 credits |
| Senior | 90.000 or more credits |

Each quarter credit is worth 2/3 of a semester credit. For example, if you have 60 quarter credits, they translate to 40 semester credits; 80 quarter credits = 53.33 semester credits; 100 quarter credits = 66.67 semester credits; and 140 quarter credits = 93.33 semester credits. Your adviser can help you stay on track for semesters.

DUPLICATE COURSES—References in prerequisite statements to old courses that had the same course content (e.g., 'same as: PE 1990' or 'same as: 1431') are deleted after two years. To avoid registering for a course that duplicates work you previously completed, check with your college office.

SECTION ABBREVIATIONS—Sections of a course have

abbreviations that indicate the general format of the course or section.

- DIS Discussion
- EXC Extra Credit
- FWK Field work
- IND Independent Study

CHOICE OF CLASSES—When class numbers (call numbers) and section numbers precede the hours and days listed you may choose the section in which you wish to register (see the first example below). Many classes have a choice of laboratory or discussion sections, but only a single lecture section, in which all students taking the class are automatically registered. This lecture section will have no class number (call number) before it, signifying an automatic registration (see example 2 that follows). If laboratory or discussion sections are distributed under different lecture hour headings (as in example 3), then your choice of laboratory or discussion hours determines which lecture you are automatically registered to attend.

Example 1

- 31533 001 LEC, 8:00– 9:40am TThS
- 11533 002 LEC, 9:00–10:05am MWF
- 12533 003 LEC, 12:00–1:40pm TThS

Example 2

- *001 LEC, 10:15–11:20am MWF
- 81533 002 LAB, 12:00–1:40pm M
- 61533 003 LAB, 12:00–1:40pm W

Example 3

- *001 LEC, 8:00– 9:40am T
- 41533 002 LAB, 10:00–11:40am T
- 21533 003 LAB, 10:00–11:40am Th
- *004 LEC, 11:00am–12:40pm Th
- 11533 005 LAB, 2:00–3:40pm T
- 64574 006 LAB, 2:00–3:40pm Th

NO TIME OR DAYS—When hours and days, or the place of meeting (Room TBD), are missing, consult the instructor or department offering the course. This information will also show up for online courses.

HOURS & DAYS—Classes last for 50 minutes after the start time. Because a 15-minute break occurs between classes, start times for classes are staggered throughout the day. In addition, some Tuesday and Thursday classes are approved 75-minute class periods. Colleges are permitted to request non-standard class times. Classes in Minneapolis and St. Paul meet on the these schedules. Days of the week are abbreviated M, T, W, Th, F, S, and Su.

Standard class periods for Minneapolis:

8:00–8:50am, 9:05–9:55am, 10:10–11:00am, 11:15am–12:05pm, 12:20–1:10pm, 1:25–2:15pm, 2:30–3:20pm, 3:35–4:25pm, and 4:40–5:30pm.

Standard class periods for St. Paul:

8:30–9:20am, 9:35–10:25am, 10:40–11:30am, 11:45am–12:35pm, 12:50–1:40pm, 1:55–2:45pm, 3:00–3:50pm, 4:05–4:55pm, 5:10–6:00pm.

Standard 75-minute class periods for Minneapolis:

8:15–9:30am, 9:45–11:00am, 11:15am–12:30pm, 1:00–2:15pm, 2:30–3:45pm, 4:00–5:15pm

Standard 75-minute class periods for St. Paul:

8:45–10:00am, 10:15–11:30am, 11:45am–1:00pm, 1:30–2:45pm, 3:00–4:15pm, and 4:30–5:45pm

NUMBER OF CLASS CREDITS—The number of credits approved for a particular class, or section of a class, appears at the end of the time and room information for each class or class section, e.g., 10:15–11:00am MWF, BlegH 450, Brown, 4 cr. You must register for the number of credits indicated; you may not, for example, take a 4-credit class for either more or fewer than the approved 4 credits (Extra credit is sometimes possible, however, through EXC registration, see “Special Course Categories,” page 7). A few classes are offered for a variable number of credits, as indicated by the notation “ar cr” (credits arranged) or by an optional-credit notation, e.g., “3-4 cr.” In such cases, you may register for the number of credits agreed upon by you and the instructor.

GRADING OPTIONS—If either ‘A-F only’ or ‘S-N only’ is printed in the prerequisite statement for a class, you must register for that grading system. If no grading system is listed, you may often register in either A-F or S-N grading (for undergraduate classes on the Twin Cities campus, an S grade is equal to a C- or better). For information on classes offered for S-N grading, and any degree or semester limits on credits taken under this system, consult both your own college office and the college offering the class. You may not change your grading option after the second week of classes. For the grading and credit policy, see <http://policy.umn.edu/Policies/Education/Education/BACREDITREQ.html>.

CLASS CHANGES—Web class listings are located at <http://z.umn.edu/myuclasssearch> and contain the most current, accurate information. Room changes are usually posted on classroom doors.

COURSE DESCRIPTIONS—Classes are listed online with a minimum of information: title, prerequisites, day and time, location, and instructor. The *Undergraduate Catalog* or *Graduate School Catalog* provide official descriptions of course content. Catalogs are available online at <http://z.umn.edu/coursecatalog>, and departments can provide information on recent changes to course content.

☼ **SPECIAL COURSE CATEGORIES**

TOPICS COURSES—A number of departments offer “topics” courses. A topics course is usually assigned a single course number (e.g., 3910), but subjects, course titles, and number of credits may change from semester to semester. Besides 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 Robert H. Bruininks Hall, 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

* **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**

The Disability Resource Center 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 the Disability Resource Center at Suite 180, McNamara Alumni Center, 200 Oak Street SE; by phone at 612-626-1333 (V/TTY); by email at 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

* **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/. 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/Policies/Education/Education/GRADINGTRANSCRIPTS.html>.

* **TUITION CHARGES & REFUNDS**

Full tuition is charged on a per-credit basis for all changes in registration that increase your credit load, except for those credits that fall within any applicable tuition plateaus or bands.

No additional tuition is charged when any course addition is balanced at the same time by a course cancellation, i.e., a cancellation equal to the number of credits being added *or* a cancellation and course addition that keeps the total number of credits within tuition plateaus or bands. (Online and Distance Learning courses qualify as replacement courses when cancel/adding only if the course being added is an ODL course offered during the same session. Extended term sessions have separate refund policies. See page 28 for more information on

refunds for Online and Distance Learning courses.)

Refunds are issued on a per-credit basis according to the refund rate that applies to the date of cancellation. In a very limited number of circumstances, retroactive cancellations and refunds may be authorized. For more information on refunds, see page 21. No refund is made for those credits that fall within any tuition plateaus or bands. If you are an undergraduate student, to be eligible for a refund if your credit load drops below 13 credits, you must be approved for a 13-credit exemption. For more information, see the 13-credit policy at http://onestop.umn.edu/registration/guidelines/credit_load/13_credit_policy.html.

✱ WHEN TO CANCEL COURSES

If you decide before the semester begins not to attend, cancel courses before the first day of classes. If you stop attending class for any reason, cancel immediately. On occasion, a course may be canceled by the department offering the course. Contact the department immediately to see if other arrangements have been made. If no arrangements exist, you are responsible for officially canceling the class to remove the course from your transcript.

You must pay for any course for which you register, unless you officially cancel during the 100 percent refund period. Cancellations are effective *on the day you officially cancel*. Use web registration to cancel online or submit a completed Registration and Cancel/Add form to a One Stop Student Services Center at one of three campus locations: 333 Robert H. Bruininks Hall, 130 West Bank Skyway, or 130 Coffey Hall.

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: you will receive an email with a link to your online billing statement for tuition and fees, including additional billing charges. If you fail to pay by the due date on your billing statement, a hold will be placed on your record.

✱ HOW TO CHANGE YOUR REGISTRATION

Before making changes to your course load or grading system, check the cancel/add deadlines to determine if you need approvals and if your changes have financial repercussions. Talk to your adviser about how changes may affect your academic progress and to a One Stop counselor about potential effects on financial aid.

- If no approvals are required, use web registration to process your registration change(s).
- Undergraduate students: If you are unable to use web registration, use the email request or cancel/add forms at http://onestop.umn.edu/registration/email_forms.html. You may also use the printable Registration and Cancel/Add Request form available at <http://onestop.umn.edu/forms/> and at one of three One Stop Student Services centers on campus. You may deliver the completed form to One Stop in person, by mail, or by fax (see page 2 for One Stop contact information).
- Graduate students: Use the Registration Exception Request form to make changes to your registration once cancel/add deadlines have passed.
- If permission from an instructor or college scholastic committee is required, obtain permissions prior to changing your registration.

CONFIRMATION—Changes made by email request or in person will be confirmed when the change has been completed.

Any charges or credits that result from a change in registration are posted to your Student Account and will appear on your next billing statement (see pages 16–22 for more information).

✱ TRANSCRIPT RECORD OF CANCELED COURSES

When you cancel an individual class during the first two weeks of the semester, your transcript will show no record of that course. If you cancel all classes up to and during the first two weeks, a notation of cancellation will appear on your transcript, although no ‘Ws’ will be recorded. **NOTE:** Cancellation of any class after the second week of the semester will result in a “W” on your transcript. Cancellation information for Online and Distance Learning courses is on page 28.

Special registration instructions

✱ SENIOR CITIZEN EDUCATION PROGRAM

Eligibility—If you are 62 or older prior to the start of the term of registration, and a Minnesota resident, you are eligible for the Senior Citizen Education Program (SCEP). You are also eligible if you are 60 years old and receiving a railroad retirement annuity. At your initial registration for classes, you will need to provide identification to verify your age, Minnesota residency, and (if applicable) railroad retirement annuity.

PROGRAM FEES—If you are eligible for SCEP, you may audit courses free of charge or take courses for credit at \$10 per credit. Most senior citizens attend as non-degree students. However, if you are admitted to a degree program, you are still eligible for SCEP. You do not have to pay the student services fee, but you must pay any required laboratory or materials fees.

REGISTRATION—You may register on or after the registration date for non-degree students for the term, and you can register through the first two weeks of the term without penalty. Distance Learning classes have separate registration dates that are different from regular term classes.

To register for the first, go to a One Stop Student Services Center with your Registration and Cancel/Add Request form (available at Forms Online at <http://onestop.umn.edu/forms/>). If the class is open, you may sign up without instructor or department permission. After your age has been verified, you’ll be able to use the online registration system.

The online Class Search can tell you if a course is open or closed. If the class is closed (i.e., full), you will need a permission number from the instructor or department offering the class. Some classes have restrictions on who is allowed to take the class. In these cases, you will need a permission number from the instructor or department. For more information, call One Stop Student Services at 612-624-1111.

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/>.

Submit the form with your signature to the department for department signatures. The Department forwards the registration request to the Office of the Registrar (non-degree graduate registration must be processed by the Office of the Registrar and cannot be done online). When processing is complete, you will be notified by email and may review your registration via www.myu.umn.edu on the Academics tab. 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 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/).

☼ 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 time (or after). 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 Petition form. 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. 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), MILL, 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>.
- **MS in Business Analytics (MSBA) courses:** Non-MSBA graduate students may request registration for MSBA courses by emailing their requests for course enrollment directly to the MSBA program at msba@umn.edu. All registrations will be completed by the MSBA program office. Please note that most MSBA courses require completion of course pre-requisites (or having equivalent experience, as determined by the course instructor). Please contact the MSBA program office for details.
- **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 Human Resources and 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 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 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 fall 2016 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 at <http://z.umn.edu/myuholds>.

- **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). 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 (Determine Current Visa Status), and AZ (English proficiency). Please read the following information carefully.

GLOBAL GOPHER ONLINE ORIENTATION AND IMMIGRATION CHECK-IN (AI HOLD)—All new international students are required to complete the Global Gopher Online Orientation (GGOO) and an in-person Immigration Check-in prior to removal of the AI hold. The Global Gopher Online Orientation provides new international students with essential information about maintaining legal status, as well as living and studying in the U.S., and must be completed before Immigration Check-in. Graduate, Professional, and Non-Degree students will make a reservation for Immigration Check-in as part of the GGOO; undergraduate students will have their Immigration Check-in at their New Student Orientation (Freshman or Transfer).

What to bring to Immigration Check-in: Originals and copies of passport picture page, visa stamp, entry stamp, and current I-20. Also bring originals and copies of any F2 or J2 dependent documents.

More information about ISSS new international student requirements, including a link to the GGOO, can be found on the ISSS website: iss.umn.edu/new

Sponsored students: 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. If you have any questions regarding your sponsorship, please call our main line or email Gabriele at schm0535@umn.edu.

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 an 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 at the Minnesota English Language Program (MELP) in 20 Nicholson Hall.

If you are a student with an English language proficiency score lower than that required by your college, you may be required to take an English language proficiency test. You can register for the test at MELP. There is a test fee of \$35. If you do not meet the English requirement for your college through a test, you will be required to fulfill the requirement by passing one or more English classes. 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 education 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 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.

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.

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

Finances

Tuition

✱ 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. 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. Professional school tuition rates are available online at http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/professional_school_tuition.html.

Undergraduate students

You will 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.

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.

Fees

✱ 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.

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.

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.

✱ 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.

Boynton Health

Main Clinic: 410 Church Street S.E., Minneapolis MN 55455

Information: 612-625-8400

Appointments: 612-625-3222

Medical Information (Nurse): 612-625-7900

University of Minnesota students have access to one of the highest-quality health services in the nation. Boynton takes pride in meeting students' health care needs with compassion and professionalism by offering a wide variety of services delivered by top-notch health care professionals.

Students admitted to a degree program who pay the mandatory Student Services Fee and have health plan coverage receive most services at Boynton at no out-of-pocket cost or at reduced cost after the bill has been processed by their health plan carrier.

Clinics & services—Urgent Care; Gopher Quick Clinic, Primary Care; Eye Clinic; Dental Clinic; Women's Clinic; Mental Health Clinic (students only); Immunization Clinic, International Travel Clinic; Massage Therapy; Nutrition Services; Physical Therapy; Pharmacy; Lab and X-ray; Financial Counseling, Nicotine Dependence Counseling; Alcohol and Chemical Health Services, Sexually Transmitted Infection Testing; HIV Testing, Pregnancy Testing and Counseling; Nursing Mother's Room.

Programs & classes—CPR and First Aid classes; Yoga, Tai Chi, and Pilates, stress management; contraceptive education; chemical health assessments; Eating Disorder Services; Group Therapy Sessions; flu vaccination clinics. Information: 612-625-8400 or online at www.bhs.umn.edu.

After-hours emergency care—When Boynton Health is closed, visit the facility specified by your health plan (check your plan card). For all emergency assistance, call 911.

Student Services Fee and health plan coverage—Students who are assessed the Student Services Fee and have active health plan coverage will receive most health care services at Boynton Health at no out-of-pocket cost, or at reduced cost after the bill has been processed by their health plan carrier. For a list of services covered by the Student Services Fee, please visit www.bhs.umn.edu.

Health plan coverage

All University of Minnesota students who are 1) admitted to a degree program and 2) registered for six or more credits per semester that count toward the automatic assessment of the Student Services Fee are required by the University of Minnesota to have health plan coverage. Eligible students who do not waive the Student Health Benefit Plan, per established guidelines, will be automatically enrolled in and billed for the University-sponsored Student Health Benefit Plan. To learn more, visit www.shb.umn.edu or contact the Office of Student Health Benefits at umshbo@umn.edu.

Note: International students have separate health plan requirements (see below).

Non-degree-seeking students: If you are a non-degree-seeking student, you are not required to carry health plan coverage and are not eligible to enroll in the University-sponsored Student Health Benefit Plan.

Graduate assistants—(Also see Graduate Assistant Health Plan) The University-sponsored Graduate Assistant Health Plan is available to graduate assistants and professional students who meet eligibility requirements. The University will pay 47.5 to 95 percent of the cost of coverage, depending on eligibility. Students are billed for any portion of the premium they owe. Coverage for a spouse and children is also available. To apply, or for more information, contact the Office of Student Health Benefits, 612-624-0627.

International students—All international students and their dependents are required to purchase and enroll in the University-sponsored Student Health Benefit Plan, unless they are eligible for a waiver. International students may waive this plan only if they are covered by a United States-based employer-sponsored group health plan or the Graduate Assistant Health Plan (GAHP). For more information, contact the Office of Student Health Benefits, 612-624-0627 or 1-800-232-9017.

Immunization

Minnesota law requires all students born after 1956, who enroll in a Minnesota college or university, to be immunized against diphtheria/tetanus, measles, mumps, and rubella. This law allows for some exemptions.

All University of Minnesota students (with the exception of students enrolled in an Academic Health Center program) must complete an immunization form at the start of their college career. Forms are held by Boynton Health. Students may complete and submit their immunization records online or use a printable form. To access either form, go to www.bhs.umn.edu/immunization-requirements.htm. Students who do not submit the form will have a hold placed on their account that will prevent them from registering for classes.

AHC Students: According to OSHA regulations, CDC guidelines, and Academic Health Center policy, all students (including international students) enrolled in AHC colleges must meet immunization requirements as a condition of enrollment. AHC students who do not complete these immunization requirements will not be able to register for classes. To learn more, go to www.bhs.umn.edu/immunization-requirements.htm. Please note: AHC student immunization requirements do not apply to Veterinary Medicine students.

Graduate Assistant Health Plan

The University-sponsored Graduate Assistant Health Plan is available to graduate and professional school students who meet one of the following:

1. Graduate assistants with appointments of 195 hours or more (65 hours for summer term) per payroll semester in class titles 9511 (Teaching Assistant), 9515 (Graduate Instructor), 9517 (PhD Cand. Graduate Instructor), 9518 (Advance Masters TA), 9519 (PhD Cand. W/24 thesis cred. TA), 9521 (Research Assistant), 9526 (Graduate Research Project Assistant), 9527 (PhD Cand. Grad Research Proj. Asst.), 9528 (Advance Masters RA), 9529 (PhD Cand. W/24 thesis Cand. RA), 9531 (Administrative fellow), 9532 (Advance Masters Admin. Fellow), 9533 (PhD Cand. W/24 thesis cred. AF), 9535 (Professional Program Asst.), 9571 (Summer Term TA), 9572 (Summer Term RA), 9573 (Summer Term AF), 9574 (Summer Session TA w/T. Ben.), or 9575 (Summer Session TA w/o T. Ben).
2. Trainees or fellows with appointments in class titles, 9560 (Post-Doctoral Fellow), 9561 (Graduate School Fellow), 9562 (Graduate School Trainee), 9564 (Professional School Fellow), 9565 (Professional School Trainee), or 9566 (Graduate Fellow), who receive a stipend during the academic year equivalent to at least a 25 percent nine-month graduate assistantship and whose departments agree to pay the full departmental cost of coverage during the academic year.
3. Graduate assistants holding hourly appointments in an

eligible class title of 195 hours or more per semester (65 hours in summer), as estimated by their departments, are eligible for the GAHP.

Where a graduate assistant has more than one GA appointment, the appointments are combined to determine eligibility.

Summer Contribution: The University will contribute to the summer premium for graduate assistants who were enrolled in the plan spring semester. Students enrolled on the GA Health Plan for the entirety of spring semester will automatically remain enrolled for summer unless a cancellation form is completed and submitted to the Office of Student Health Benefits by May 31.

To enroll in the Graduate Assistant Health Plan, students must complete an enrollment form and submit it by the established deadline to the Office of Student Health Benefits. For most students, this deadline is the first week of classes. Coverage is available for eligible dependents.

For questions on eligibility, enrollment, and coverage, visit www.shb.umn.edu, contact the Office of Student Health Benefits at 612-624-0627, or email umgahbo@umn.edu.

* TRANSCRIPT FEES

Official transcripts—Official transcripts are certified and signed by the University Registrar. You can order a transcript online, by mail, by fax, or in person. Telephone requests are not accepted. To submit an official transcript request, visit http://onestop.umn.edu/grades_and_transcripts/ or download and complete a Request for Official Transcript form. You may also order a transcript in person at any One Stop Student Services Center.

Several types of delivery service for transcripts are available. The fee is \$15 per transcript with an extra charge for some delivery options:

- **Electronic** transcripts are typically processed within one hour, up to one business day. When processing is complete, a download notice is sent to the recipient(s) automatically.
- **Regular mail service** transcripts are mailed within one business day. Allow sufficient time for delivery by US Postal Service, with three weeks or more for international mail.
- **Overnight Priority service** offers next-business-day delivery of official transcripts by 3 p.m. to most US addresses, if your request is received by 2 p.m. central time. Overnight Priority service cannot be delivered to PO Boxes. There is an additional \$15 delivery fee for each address.
- **International Priority service** offers delivery of official transcripts to most international locations within approximately two to five days. International Priority service cannot be delivered to PO Boxes. **You must include a recipient name and phone number with all International Priority requests.** There is an additional \$25 delivery fee for each address.

If you are submitting your request by mail, you must fill out the Request for Official Transcript form completely.” Fax transcript requests to 612-625-4351. Mail your request to the Office of the Registrar, 160 Williamson Hall, 231 Pillsbury Drive SE, Minneapolis, MN 55455. **Your request will be returned to you if it is missing your signature or payment.**

PAYMENT—Online and fax requests must be paid by credit card. In person and mail requests can be paid by check, money order, or credit card. In person requests may also be paid in

cash. Make checks payable to the University of Minnesota. We accept Visa, MasterCard, American Express, Diner’s Club, and Discover (Visa, MasterCard, and Discover only for online requests). Include card number and expiration date on your mail or fax request. Scanned signatures are not accepted. Payments must be made in US funds drawn through a US bank. If you have questions, please call 612-624-1111 or see http://onestop.umn.edu/grades_and_transcripts/.

UNOFFICIAL TRANSCRIPTS—If you have an active University Internet ID (x.500) and password, you can view and print an unofficial copy of your transcript online at z.umn.edu/myacademics. Click on the Degree Progress tab and then the Unofficial Transcript link. If you are a former student of the University, you can activate your Internet ID to access your unofficial transcript online. If you do not have an Internet ID, you must request a copy in person at a One Stop Services Center, and a picture ID is required. There is no charge for an unofficial transcript. Unofficial copies of your record are not available by mail. **Disciplinary action is taken if academic records are forged or altered.**

* U CARD

The U Card is the University of Minnesota official photo identification card/badge. You can use your U Card for:

- Building Access
- University library borrowing privileges
- Access to your meal plan and/or FlexDINE account
- Verification card to charge your student account
- ATM Card (if you open the optional TCF account)
- Access your Gopher GOLD account

Gopher GOLD is a University account on your U Card. It is a prepaid declining balance account, meaning that your account can never go negative. You simply deposit money into your Gopher GOLD account and use your U Card to make purchases all over campus. Gopher GOLD is the ONLY way to pay for printing in University Libraries and printing labs. You do not need to sign up for a Gopher GOLD account; it is already available on all U Cards. Make a deposit to your Gopher GOLD account in order to begin using it. If you would like to deposit to your Gopher GOLD account on your U Card you can do so at the U Card Office, at a ValuePort located around campus, or online at gophergold.umn.edu. Please visit gophergold.umn.edu for more information.

You can obtain your first U Card at the U Card Office in Coffman Memorial Union, Room G22. The U Card Office is open Monday-Friday 8:00AM-4:30PM. You must bring a government issued photo ID to receive your U Card. The U Card Office does have satellite locations that are available to make replacement U Cards during evenings and weekends at the Information Desks. Please go to sua.umn.edu/info for Info Desk hours.

When you obtain your U Card you have the opportunity to sign up for the optional TCF U Card Checking Account. The account allows you to connect your U Card to your TCF checking account, which allows your U Card to function as an ATM Card. This account has no minimum balance, no monthly service charge and no checking processing fee. It provides mobile and online banking, including bill pay. Visit

www.umn.edu/ucard or go to the Coffman Union U Card Office for more details about the account.

If your U Card is lost or stolen you should deactivate it. You can deactivate it online at www.umn.edu/ucard or at the U Card Office. Once your card is deactivated it can never be reactivated. When you obtain a replacement U Card all of your account services and door access will be transferred over to the new card. Lost, stolen or damaged U Cards are subject to a replacement fee.

Charging Bookstore purchases to your student account – You can use your U Card as verification to charge textbooks or class materials purchases. These purchases can be made in person or online at any University of Minnesota Bookstore. To be eligible you must be enrolled in the current academic term, have no holds on your record, and present your U card along with another form of photo ID at checkout. Make sure that you tell the cashier that you want to pay using your student account. You will sign the receipt, therefore agreeing to pay back the charges on your student account from the purchase. The University Bookstore does require your U Card to make textbook purchases.

Your bookstore charge 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 Financial Aid Award Notice (FAAN)). 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 or in the *Academic Dates and Deadlines* available on the web page, Printable publications, at 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://z.umn.edu/studentaccountsummary> 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 <http://z.umn.edu/myfinances>, or via mail, by including a printed copy of your bill from MyU and sending to the address given. 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://z.umn.edu/accountactivity>. 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/um_pay/index.html or contact One Stop Student Services at 612-624-1111.

Online billing statements list the balance due and minimum payment due. It also offers the option to enroll in a payment plan. (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 sign up to pay in three installments during the fall and spring terms. If you do not sign up for the payment plan, your balance is due in full. No payment plan is available in the summer. After you enroll in the payment plan, a \$20 installment fee per semester will be billed on your next statement. If you haven't enrolled in the payment plan, any time you pay less than the minimum amount by the due date listed on your billing statement, you will be charged a \$40 late payment and a hold will be placed on your record. Payments must be received by the due date to be considered on-time.

Balances from previous terms are due in full and not eligible for a payment plan. All payments will be applied to the oldest charge on your account. You will continue to be billed late payment fees if your balance due continues to remain unpaid.

✱ THIRD-PARTY BILLING

If you have been authorized to have a sponsor pay the University for your tuition and fees, please bring or mail your authorization to Third Party Billing, Office of Student Finance, 169 Fraser Hall, 106 Pleasant Street SE, Minneapolis, MN 55455, or email to tpbill@umn.edu.

You, along with your sponsor, are responsible for ensuring that the authorization is received before the first billing due date to avoid late and installment/rebilling fees on sponsored charges.

Your authorization must include:

- Your (the student's) name and identification number;
- Type of charges, such as tuition, mandatory fees, health plan coverage, and/or the maximum amount the sponsor will pay;
- Term or dates of eligibility;
- Sponsor's authorizing signature (required);
- Sponsor's complete billing address;
- Sponsor contact person's name and phone number.

Register following the instructions in Section 1. You are responsible for any late fees.

If your authorizing sponsor pays for tuition only (e.g., Public Law 894 for military personnel on Off-Duty Academic Instruction; Regents Scholarship), you are responsible for all other fees assessed, including late fees.

If you are a new international student whose tuition and fees will be paid by a sponsor (the US or a foreign government, an international organization, non-profit organization or foundation, an employer abroad, or other third party), you must bring a copy of the billing authorization letter to the sponsored student coordinator in International Student & Scholar Services (ISSS), 190 Humphrey Center, when you arrive on campus. If you are a sponsored student who has been previously enrolled as an international student, please make sure a copy of your billing authorization is on file with the ISSS sponsored student coordinator in 190 Humphrey Center.

NOTE: You are responsible for monitoring your sponsor's payments. A hold will be placed on your record if your sponsoring agency falls behind in payment. If the sponsoring agency does not pay within 90 days after billing, they will be assessed a \$90 late fee. You are responsible for all unpaid tuition and fees (including late fees) if your sponsoring agency does not fulfill its obligations.

If you would like more information or have questions about this process, please go online to http://onestop.umn.edu/finances/pay/third_party_billing/, send an email to the Third Party Billing office at tpbill@umn.edu, or call 612-625-8559.

✳ BILLING ERRORS

If you suspect there is an error in your bill, contact the department that placed the charge as soon as you receive your billing statement to request a correction or clarification. Be sure to also notify One Stop Student Services when a charge is in dispute. You must pay all undisputed charges by the due date. Questions about payments and billing charges should be addressed to One Stop Student Services.

✳ NAME & ADDRESS CHANGE UPDATES

You are responsible for reporting any change in your address. You can verify and correct your address online by going to <http://z.umn.edu/myinfo>. Always verify your address when you register. If you register online, you can correct your address when you register. If you register in person, verify that the address printed on your course confirmation form is correct and immediately ask staff to make any necessary corrections. To update your name, download the Name Change Request form under the Student Records Forms category at <http://onestop.umn.edu/forms>. Complete the form and submit it by mail, fax, or in person with the required documentation. Name

changes are reflected on your record approximately one week after submission of the form.

✳ PRIVACY RELEASE

In compliance with the federal Family Education Rights and Privacy Act of 1974 and Regents policy, information about your student financial account cannot be released to a third party (including your parents, spouse, or sponsors) without your permission. Authorize view access for a third party by going to <http://z.umn.edu/myinfo> and clicking the link "Share My Information" in the Parent/Guest Access box.

✳ WHEN TO PAY

Billing and due dates for the current term are available in the *Academic Dates and Deadlines* document and at http://onestop.umn.edu/finances/pay/where_when_how/. Always pay by the due date listed on your bill.

NOTE: Initial registrations that occur on or after the first day of the term are subject to late registration fees. If your accounts for current or prior semesters are not paid in full, you may not be allowed to register for the next semester or your registration may be canceled before or during the semester.

✳ HOW TO PAY

Online billing & payment services

The quickest way to make your payment (and avoid standing in line, writing checks, and buying stamps) is to pay online at your University student account. Payments made online with an e-check from your checking or savings account are easy and convenient, have no University processing fee, and are posted instantly to your University student account. You may also choose to pay the balance due with a MasterCard, DISCOVER, American Express, or Visa credit card.

Credit card payment is available for a fee and only as an online service.

The University will not accept credit card payments through the mail, in person, or over the phone. You will be charged a one-time, non-refundable service fee per transaction that is 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/howto/pga_student.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://z.umn.edu/myfinances>, 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 <http://z.umn.edu/accountactivity>. 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 TO RELEASE 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 to release 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.

NOTE: If you pay via check to release a hold, it will be two weeks before you can obtain a transcript or diploma. For an immediate transcript or diploma release, pay with a cashier's check.

Financial aid

✱ 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 (FAAN).

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://z.umn.edu/myfinances> and select the Direct Deposit 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 payment plan at a cost of \$20 during each semester. For more information, see http://onestop.umn.edu/finances/pay/installment_plan.html.

NOTE: Use <http://z.umn.edu/myfinances> 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 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 late fee. 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. Go to <http://z.umn.edu/accountactivity> 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.

✱ 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.

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 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/ 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/ (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 GAPSA, MSA, Council of College Board, and SELF fees are generally not refunded (the GAPSA 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.

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://z.umn.edu/myfinances> and select the Direct Deposit link. 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

✱ 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 the states of Wisconsin, North Dakota, South Dakota, and the province of Manitoba, Canada. If you are a resident of any of these states or province, you may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates. Some exceptions are:

- 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 student from Wisconsin enrolled in the School of Dentistry, the Medical School, or the College of Veterinary Medicine, you are not eligible for reciprocity.
- If you are a student from North Dakota or South Dakota (2006 and later) enrolled in the School of Dentistry, the Law School, the Medical School, the School of Pharmacy or the College of Veterinary Medicine, you are not eligible for reciprocity.
- If you are a student from Manitoba (2012 and later) enrolled in the School of Dentistry, the Medical School, the School of Pharmacy or the College of Veterinary Medicine, you are not eligible for reciprocity.
- If summer session is your first registration at the University, you need to reapply for the next academic year.

Tuition reciprocity is not automatic

You must apply for reciprocity prior to the term in which you plan to register. You need to apply for reciprocity through the higher education office in your state or province. For information and application forms, check with your home state's reciprocity office below. You can also obtain application forms and information in the Admissions Office, 240 Williamson Hall, East Bank campus, Minneapolis.

You will receive an approval letter from your home state when your reciprocity application has been approved. The University is notified by your home state when your reciprocity agreement has been approved. However, if your billing statement does not reflect your reciprocity tuition, bring your approval letter to a One Stop Student Services Center.

After your first year, provided that you have earned credits on campus, your reciprocity automatically renews.

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
www.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 verified as full-time or half-time in order to defer payment of your student loan. This verification 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 verified. 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 verified as half-time or full-time is available at http://onestop.umn.edu/registration/guidelines/credit_load/enrollment_certification.html.

Courses taken as an audit are not applicable for verification 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 verified and mailed, the registration status that was verified, 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 verification letter that you can forward to your lender.

You can request an enrollment verification online at z.umn.edu/myacademics. Click on the Degree Progress tab and then the Enrollment Verification link, or you can download the enrollment verification form at <http://onestop.umn.edu/forms/index.html>. Enrollment verifications requested by mail or fax are processed in 2–3 business days. No charge is made for regular service for verification 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 verification 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 verification 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, and 1606, 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 Veterans Services (listed on page 2 and below) or visit their website at <http://onestop.umn.edu/veterans/>.

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

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. LE requirements are available at http://onestop.umn.edu/degree_planning/lib_eds/index.html.

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. Some liberal education (LE) courses fulfill more than one requirement (e.g., core and theme, theme and writing intensive, etc.) More information is available at onestop.umn.edu/degree_planning/lib_eds.

Diversified core

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

Designated Themes (Complete four of the five)

- 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 and Society—3 credits

Writing Requirements

Students are expected to fulfill the First-Year Writing requirement within the first two semesters of registration. Additionally, students must complete four Writing Intensive (WI) courses. Two of these must be upper-division (3xxx or higher) level, and one of the two upper-division courses must be within the student's major field of study.

If you were admitted before fall 2010:

The requirements for students who were admitted to the University of Minnesota Twin Cities before fall 2010, and information to help continuing students navigate the transition, are available at http://onestop.umn.edu/degree_planning/lib_eds/transition_information.html.

Please reference the Class Search Tool to identify courses certified for a Liberal Education requirement.

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. All term-based and most extended-term courses are online. A few extended-term courses are print-based. Term-based courses follow a semester schedule. Extended-term courses allow you the flexibility to work at your own pace. Because extended-term courses don't have class meetings or due dates to keep you on track, determine if distance learning is a good fit for you by visiting <http://www.cce.umn.edu/online/online-academic-credit-courses> and talking 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 for registering in ODL courses, although specific courses or programs may require prerequisite study or experience. Prerequisites, course descriptions, and a list of courses ODL offers are located at onestop.umn.edu. Use the Class Search under Quick Links. Select the term and select Twin Cities as the Institution; set the Course Attribute to "College of Continuing Education" and the Course Attribute Value to "Online and Distance Learning." To obtain a list of all ODL courses offered that term, click Search; to search only for a particular course, add the subject and course number before clicking Search. 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.

✧ 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 at <http://cce.umn.edu/online-courses/dates-and-deadlines>. 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.

✧ 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.

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 Change of Grade Base Schedules, and Cancellation and Refund Schedules tabs at <http://cce.umn.edu/online-courses/dates-and-deadlines> 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 at <http://cce.umn.edu/online-courses/dates-and-deadlines>. 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 at

<http://cce.umn.edu/online-courses/dates-and-deadlines>. An installment plan is available to admitted students for sections A and B only. If you elect to pay by installments, a \$35 installment/rebiling 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. 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 Change of Grade Base Schedules and Cancellation and Refund Schedules tab at <http://cce.umn.edu/online-courses/dates-and-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

One business 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 EXTENDED TERM COURSES WORK

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.

For print-based courses allow about three weeks between the time you send an assignment to ODL and the time it is returned to you. For online courses, allow one week (three for proctored exams).

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.

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/cetesting. 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.

cceinfo@umn.edu, or visit ODL on the web at <http://cce.umn.edu/online/online-academic-credit-courses>. 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).

*** FURTHER INFORMATION**

Contact the College of Continuing Education Information Center at 612-624-4000 or 1-800-234-6564, by email at

| 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 |
| A Jan. 19–May 6, 2016 | Allowed through Feb. 1 | February 1: Last day to cancel without transcript record; no permission required to cancel. Feb. 2-Apr. 4: "W" recorded on transcript; no permission required to cancel. On or after Apr. 5: "W" recorded on transcript; College Scholastic Committee permission required to cancel. | <ul style="list-style-type: none"> • 100% if you cancel by January 25 • 75% if you cancel by February 1 • 50% if you cancel by February 8 • 25% if you cancel by February 15 • 0% if you cancel on or after February 16 |
| B Jan. 15-Oct. 15, 2016 | Allowed through Feb. 25 | 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"> • 100% if you cancel by Feb. 15 • 50% if you cancel by Mar. 15 • 0% if you cancel on or after Mar. 16 |
| C Feb. 15-Nov. 15, 2016 | Allowed through Mar. 27 | Mar. 27: Last day to cancel without transcript record; no permission required to cancel. Mar. 28-Jun. 14: "W" recorded on transcript; no permission required to cancel. On or after Jun. 15: "W" recorded on transcript; College Scholastic Committee permission required to cancel. | <ul style="list-style-type: none"> • 100% if you cancel by Mar. 15 • 50% if you cancel by Apr. 15 • 0% if you cancel on or after Apr. 16 |
| D Mar. 15-Dec. 15, 2016 | Allowed through Apr. 25 | Apr. 25: Last day to cancel without transcript record; no permission required to cancel. Apr. 26-Jul. 14: "W" recorded on transcript; no permission required to cancel. On or after Jul. 15: "W" recorded on transcript; College Scholastic Committee permission required to cancel. | <ul style="list-style-type: none"> • 100% if you cancel by Apr. 15 • 50% if you cancel by May 15 • 0% if you cancel on or after May 16 |
| E Apr. 15, 2016-Jan. 15, 2017 | Allowed through May 26 | May 26: Last day to cancel without transcript record; no permission required to cancel. May 27-Aug. 14: "W" recorded on transcript; no permission required to cancel. On or after Aug. 15: "W" recorded on transcript; College Scholastic Committee permission required to cancel. | <ul style="list-style-type: none"> • 100% if you cancel by May 15 • 50% if you cancel by Jun. 15 • 0% if you cancel on or after Jun. 16 |

* All students on financial aid who are cancelling a course should contact One Stop Student Services (612-624-1111) to see how the change in registration will affect their financial aid.

Exams & grades

Examinations

✱ FINAL EXAMINATION SCHEDULE

The final exam schedule for each semester is posted online at 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.

✱ 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 4 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. 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 October 16. Notification of room assignments for all ASR 123 forms received by March 4 will be sent to departments on or before March 11.

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://z.umn.edu/myuapplytograduate>. The link to apply to graduate will show up for undergraduate students once they have completed the appropriate numbers of credits.

Students in professional programs must check with their college office for graduation application steps.

Students in graduate programs should apply for degrees by submitting their application online via MyU.umn.edu by the first day of the month you would like to graduate.

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. If you fail to apply by the dates listed, you may not be able to graduate until the following term.

Grades

✱ STUDENTS

Grades are available online at <http://z.umn.edu/viewgrades>. You can review the grades for all courses on your record.

✱ FACULTY & STAFF

In-progress Notifications—The University policy on in-progress notifications states “instructors are required to provide in-progress notifications 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 will be provided to students within a timeframe to allow them to improve their academic performance or to withdraw by the withdrawal deadline. In-progress notifications will not be recorded on transcripts.” The notification system can be accessed online through the MyU Faculty Center.

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 through the MyU Faculty Center.

GRADING POLICIES

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

One-Time Late Withdrawal— If a student withdraws from a course from the third through the tenth week of class, there will be a W entered on a student’s transcript. Only once as an undergraduate student, may a student 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>.

ACADEMIC STANDING

Academic Standing is used by colleges to identify a student’s academic performance. It will be updated in real-time allowing current students to see their status throughout a term, including good standing, probation and suspension. You can view your academic standing in MyU’s Student Center.

Communications

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.

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. You may prevent the release of public information; you can do so at <http://z.umn.edu/myinfo>. You can also choose to allow access to student record information to third parties (e.g., parent,

spouse) through the “Share My Information” link under Parent/Guest Access on the My Info page.

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. Campus safety and security information is available at www.umn.edu/police/alerts.html.

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

Email

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 <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
ECCR 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 2016 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
 Hindi 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
 Smli 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
 Venez 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
- BoynH, Boynton Health, 410 Church St SE * R
- BPomCtr (StP), Ben Pomeroy Student-Alumni Learning Ctr, 1964 Fitch Ave
- BruH, Bruininks Hall, 222 Pleasant St SE
- ◆ 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
- DiehIH, 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
 - HHSPA(W), Hubert H Humphrey School of Public Affairs, 301–19th Ave S * R
 - HMH(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
 - PAN, Physics and Nanotechnology, 115 Union Street SE
 - 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, **(offline until fall 2017)** 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-Wangensteen Bldg, 516 Delaware St SE * R
 - RarigC, Rarig Center, 330 21st Ave S * 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
 - 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

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|--|--------------|
| 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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| Society & Culture Student Community, 122 Johnston Hall, East Bank..... | 612-624-2549 |
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| Graduate Assistant Employment, 100 Donhowe Building, East Bank..... | 612-624-7070 |
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