



# ACADEMIC SUPPORT RESOURCES

OFFICE OF UNDERGRADUATE EDUCATION

## Procedures for GRD 4999 and UGRD 4999 Registration Summer 2022 Documented Research

### Overview:

Both USDOE and IRS Federal Regulations specify a student must be enrolled for credit and be assessed tuition to receive financial assistance. The only exception is if the student is engaged in a documented research opportunity during the summer term, and is not otherwise required to be enrolled. Courses (GRD 4999 and UGRD 4999) have been created to act as a placeholder for zero credits with no tuition/fees classes. Registration in these courses allows the Office of Student Finance (OSF) to process payments through Scholarship Automation.

- These were designed specifically and only for summer term.
- This process is only necessary if students have no other summer enrollment.
- The student must be returning in the fall, either as an undergraduate or graduate student, enrolling in a class for credit course. (Graduate class #999 does not qualify).
- If the student has graduated prior to summer term, they are ineligible for this payment method.

### Guidance:

After you have reviewed the scholarship Memorandum of Agreement (MOA) and determined a non-enrolled student meets the above criteria, you should provide the student the correct class number and permission so that they can register in the 4999 course. Departments will need to document the research opportunity for audit purposes to justify the 4999 registration and awarding of funding.

- Only CCS Department Schedulers have access to the Class Permissions
  - Students must be registered for summer term, regardless of class number, before uploading a scholarship file. The upload will not process if the student is not registered.
1. Assign Student Specific Permission to allow registration for the research.
    - UGRD 4999 for Undergraduate Summer Research
    - GRD 4999 for Graduate Summer Research
    - A. In Class Permissions Data table, Add a New Row.
    - B. Enter the student's ID number. Save.  
(screenshot on the following page)

Note: Permission numbers are not available with Student Specific Permissions and use Student ID numbers instead.
  2. Give the student the registration number and course name
    - **82806** UGRD 4999 Undergraduate Summer Research
    - **82807** GRD 4999 Graduate Summer Research

Note: The GRD and UGRD 4999 cannot be located in the Schedule builder/Class so students are not able to locate the classes themselves.

**Class Permissions**

**PRD**

Permission to Add | Permission to Drop

Course ID 805144 Course Offering Nbr 1  
 Academic Institution Twin Cities/Rochester  
 Term Summer 2022 Undergrad  
 Subject Area UGRD Undergraduate Summer Research  
 Catalog Nbr 4999 Undergraduate Summer Research

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

Session 001 001 Regular Academic Session **Class Nbr 82806** Class Status Active  
 Class Section 001 Class Type Enrollment Section  
 Component Independent Instructor Schiff, Leslie Ann  
 Student Specific Permissions

Expiration Date 07/29/2022

Permission Valid For

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

Assign More Permissions | Generate

**Class Permission Data** Personalize | Find | First 1-2 of 2 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1	1	xxxxxxx	Gopher, Goldy	Not Used		07/29/2022
2	2			Not Used		07/29/2022

## Resources

- The following user guide from [srhelp@umn.edu](mailto:srhelp@umn.edu) will walk you through the process: [Assigning Student Specific Permission](#). You may need to copy and paste this to your browser.
- If a student is having difficulty registering for GRD/UGRD 4999 after having been provided the Class Number and having Class Permission entered, direct the student to OneStop Student Services for assistance.
- If you have questions about the permission numbers, contact the Student Records team at [srhelp@umn.edu](mailto:srhelp@umn.edu)
- If you have scholarship processing questions, contact the Office of Student Finance at [saosf@umn.edu](mailto:saosf@umn.edu).

## Notes:

- See additional payment guidelines from the Tax Management Office: [TMOG #8](#)
- Class Numbers change every term. The screenshots reflect Class Numbers for Summer 2021. They will be different for Summer 2023, etc.