Procedures for GRD 4999 and UGRD 4999 Registration
Summer 2023 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 4999 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
   ➢ 86201 UGRD 4999 Undergraduate Summer Research
   ➢ 86202 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.
Resources

- The following user guide from 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
- If you have scholarship processing questions, contact the Office of Student Finance at 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 2023. They will be different for future Summer terms, ie 2024, etc.

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