Welcome to the University of Minnesota. The steps below will help you succeed as a non-degree graduate student. Please contact One Stop with any questions or concerns. One Stop contact information is available at onestop.umn.edu/contact_us.

STEP 1—Register as a non-degree student

If you are a graduate with a bachelor’s or another postsecondary degree who is not admitted to, or currently active in, a University of Minnesota degree program, you cannot register for class(es) through Web registration. Instead, please follow the appropriate link below for registration guidelines:

OPTION 1: Career, professional, or personal enrichment

To earn graduate credit that appears on a graduate level transcript and/or to explore degree programs through preliminary course work before being admitted to a degree program, register with the Office of the Registrar.

Checklist

☐ Download the Registration Request for Graduate Credit form at http://policy.umn.edu/forms/otr/otr026.pdf.

☐ Check available classes by going to the One Stop website and click on the “Class Search” link under the Tools section.

☐ Record the five-digit class number (call number), grade basis, units (credits), subject, and catalog number (e.g., Hist 5001) for each class.

☐ Get written approval from authorized signers in each department or program offering courses in which you plan to enroll A list can be found on this page http://z.umn.edu/approval

☐ You or your department must forward your completed form to the Office of the Registrar (email otr@umn.edu or drop off at 130 Coffey Hall).

OPTION 2: Graduate School credit

To take graduate level courses before admission to a Graduate School degree program or if you are an international student who needs to satisfy VISA requirements, apply to the Graduate School. Go to grad.umn.edu for more information.

Checklist

☐ Go to http://www.grad.umn.edu/admissions/application-instructions complete and submit the application. Submit the degree-seeking student application and then contact the Graduate School at gradquest@umn.edu to request special processing for professional development admission.

☐ Once the letter of admission is received, please follow these registration steps http://z.umn.edu/ndregister. You must register continuously to maintain active status in the program (excluding May/summer term).

STEP 2—Initiate your Internet account

Initiate your University account at umn.edu/initiate using your student identification (ID) number. If you encounter difficulty, please contact the Technology Helpline at 612-301-HELP.

You are responsible for all information sent to your University email account, the University’s official means of communication with you year-round. Check your University account often. You can access your email by going to mail.umn.edu.

STEP 3—Verify your registration

Before the start of each term, go to MyU: Academics to carefully check each class number, grade basis, credits, section, and time for any changes (e.g., room change, course canceled by the University).

STEP 4—Update your personal information

Log in to MyU and select the My Info tab to verify and/or suppress or prevent the release of any or all of the following information: your phone, address, and email.

STEP 5—Check your student account

An email notice will be sent to your University email account when your online billing statement is ready. Tuition, fees, and all other charges on your bill are due in full by the first billing due date of the term. If you do not pay your bill by the first University billing due date, all of your courses for the current term may be canceled or a hold will be placed on your student account. Check out the entire refund schedule on the One Stop website.

STEP 6—Search for financial aid options

If you are not currently admitted to a degree or eligible certificate program, visit onestop.umn.edu/non-degree/financial_aid for financial aid options.

STEP 7—Get a U Card

To get a U Card, or student identification card, bring your driver’s license, state ID, or passport to any U Card location and be prepared to have your picture taken. Go to umn.edu/ucard for U Card locations and hours.

STEP 8—View your grades & transcripts

You may view your grades online by term and print out an unofficial transcript by going to MyU: Academics. Official transcripts may be ordered online, in-person, by mail, or by fax.

2015-16 GRADUATE COSTS PER TERM

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident</th>
<th>Non-resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,320.34</td>
<td>$2,042.34</td>
</tr>
<tr>
<td>2</td>
<td>$2,640.68</td>
<td>$4,084.68</td>
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<td>3</td>
<td>$3,961.02</td>
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<tr>
<td>4</td>
<td>$5,281.36</td>
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<tr>
<td>5</td>
<td>$6,601.70</td>
<td>$10,211.70</td>
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<tr>
<td>6–14</td>
<td>$7,922.00</td>
<td>$12,254.00</td>
</tr>
<tr>
<td>Each credit over 14</td>
<td>$1,320.34</td>
<td>$2,042.34</td>
</tr>
</tbody>
</table>

FEES

Student Services Fee—As a non-degree student, you are exempt from paying the Student Services Fee. However, you must pay the fee if you want to have access to services covered by the fee (health plan excluded).

College & program fees will vary by college from $55–$600 based on your college of enrollment.

Other tuition rates or fee charges may apply to your registration that are not shown.