Enrollment Policies and Procedures
Fall Semester 2007 • Twin Cities
September 4–December 20, 2007

- Registration policies and procedures
- Tuition and fees
- Billing, payments, and refund schedules
- Financial aid
- Liberal Education courses
- Final exam schedules
- Queued registration begins April 12, 2007
- Open registration begins May 4, 2007

Visit onestop.umn.edu for registration, financial aid, billing, payment, and other student services information
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EQUAL OPPORTUNITY
The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455, 612-624-9547, eoaa@umn.edu. Website at eoaffact.umn.edu.

PUBLICATION INFORMATION
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SPRING SEMESTER 2007

MARCH 2007
1  Last day for students in the Graduate School to apply for participation in spring commencement ceremony.
15  Graduate School application deadline for summer session 2007.
12–16  Spring break.
16  Floating holiday. University offices closed.
21  Last day for undergraduates and students in professional degree programs to apply for May session graduation (see Graduation in Section 5).
26  Last day to cancel second 7-week spring semester courses and receive a 100% refund.

APRIL 2007
10  Registration begins for May session and summer session 2007 for admitted students.
12  Registration begins for fall 2007 for admitted students.
17  Registration begins for May session and summer session 2007 for non-admitted students.

MAY 2007
4  Last day of instruction. Open registration and registration for non-degree seeking students begins for fall 2007.
5–6  Study days.
7–12  Final examinations.
12  End of spring semester.

SUMMER TERM 2007

May Session 2007

MAY 2007
21  May session begins.
28  Memorial Day holiday. Classes excused and University offices closed.

JUNE 2007
8  May session ends.

Summer Session 2007

JUNE 2007
4  Last day for undergraduates and students in professional degree programs to apply for summer session graduation (see Graduation in Section 5).
11  Summer session classes begin.
15  Graduate School application deadline for fall semester 2007.

JULY 2007
4  Independence Day holiday. Classes excused and University offices closed.

AUGUST 2007
3  End of General Session classes.
17  Summer Term ends.

FALL SEMESTER 2007

SEPTEMBER 2007
3  Last day to enroll for fall without incurring late enrollment fees.
4  Fall semester classes begin.
11  Last day to cancel 7-week and full term fall semester courses and receive a 100% refund.
28  Last day for undergraduates and students in professional degree programs to apply for fall semester graduation (see Graduation in Section 5).

OCTOBER 2007
1  Last day for students in the Graduate School to apply for participation in fall commencement ceremony.
15  Graduate School application deadline for spring semester 2008.

NOVEMBER 2007
5  Last day to cancel second 7-week fall semester courses and receive a 100% refund.
6  Registration begins for spring semester 2008.
22-23  Thanksgiving holiday. Classes excused and University offices closed.
30  Open registration and registration for non-degree seeking students begins for spring 2008.

DECEMBER 2007
12  Last day of instruction.
14-15, 17-20  Final examinations.
20  Fall semester classes end.
24-25  University holidays. University offices closed.

SPRING SEMESTER 2008

JANUARY 2008
1  New Year’s holiday. University offices closed.
21  Martin Luther King holiday. University offices closed.
21  Last day to enroll for spring without incurring late enrollment fees.
22  Spring semester classes begin.
31  Last day for undergraduate and students in professional degree programs to apply for spring semester graduation (see Graduation in Section 5).

MARCH 2008
15  Graduate School application deadline for summer session 2008.
17-21  Spring break.
21  Floating holiday. University offices closed.
27  Last day for undergraduates and students in professional degree programs to apply for May session graduation (see Graduation in Section 5).

EXPANDED CALENDAR AVAILABLE ONLINE
For an expanded calendar, go to onestop.umn.edu/onestop/calendar.html.
APRIL 2008
8 Registration begins for May session and summer session 2008 for admitted students.
11 Registration begins for fall 2008 for admitted students.

MAY 2008
5 Open registration and registration for non-degree seeking students begins for fall 2008.
9 Last day of instruction.
10-11 Study days.
12-17 Final examinations.
17 End of spring semester.

SUMMER TERM 2008
May Session 2008

MAY 2008
26 Memorial Day holiday. Classes excused and University offices closed.
27 May session begins.

JUNE 2008
13 May session ends.

Summer Session 2008

JUNE 2008
10 Last day for undergraduates and students in professional degree programs to apply for summer session graduation (see Graduation in Section 5).
15 Graduate School application deadline for fall semester 2007.
16 Summer session classes begin.

JULY 2008
4 Independence Day holiday. Classes excused and University offices closed.

AUGUST 2008
8 Summer session ends
ONE STOP STUDENT SERVICES CENTERS

200 Fraser Hall, Minneapolis
   Monday–Thursday: 8:00 a.m.–5:30 p.m.;
   Friday: 8:00 a.m.–4:00 p.m.
   (8:00–6:00 August 27–30, September 4–6)

130 West Bank Skyway, Minneapolis
   Monday–Tuesday: 8:00 a.m.–5:00 p.m. (when fall and spring
   semester classes are in session)
   Monday–Tuesday: 8:00 a.m.–4:00 p.m. (May session, sum-
   mer session, or when no classes are in session)
   Wednesday–Friday: 8:00 a.m.–4:00 p.m.

130 Coffey Hall, St. Paul
   Monday–Friday: 8:00 a.m.–4:00 p.m.

General Registration Information, 612-624-1111
Transcripts and Certifications (recording), 612-624-1111
Transcripts and Certifications (inquiries), 612-626-4432
Transcripts and Certifications Fax, 612-625-4351
Fax registration, 612-626-0008
e-mail: helpingu@umn.edu

For service in the areas of registration, financial aid, billing,
payments, and student accounts.

For turning in scholarships and obtaining duplicate study lists;
processing in-person registrations and cancel/adds; mail, e-
mail, and fax registrations for non-degree seeking-students;
obtaining certification letters and APAS reports.

For official transcripts (see page 29 for service and fee in-
formation) and for in-person service for unofficial copies of
student records at no charge with a limit of two copies per
day (unofficial transcripts and requests for official transcripts
are also available on the Web at onestop.umn.edu/onestop.
grades.html).

For regular service for certification letters (no charge—limit six
copies per day) and rush/fax service ($10 charge).

For assistance with individual student record problems or
questions; address changes; Veterans certification (Fraser
Hall only); student loan deferments; turning in Application
for Change of College or Status forms; obtaining maps and
miscellaneous publications and information.

STUDENT RESPONSIBILITY

By registering for classes, you enter into a legally bind-
ing contract to pay all tuition and fees, including any
nonrefundable fees. The policies in this publication directly
affect your registration. You are responsible for all the infor-
mation contained in this publication: avoid potential problems
by reading carefully through the sections and by checking
the prerequisites of all your courses. You can receive credit
only for those courses for which you are properly registered.
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% refund period. If you cancel
after the 100% refund period, you must pay for any portion
of the course 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.

To prevent misunderstandings and errors in registration, you
should register yourself. If you cannot register yourself, you
can have someone register for you at a One Stop Student
Services Center with your written permission. Whoever reg-
isters for you must have valid identification (student ID, state
issued ID, or passport).

E-MAIL COMMUNICATIONS

University-assigned student e-mail accounts are the Uni-
versity's official means of communication with all students.
You are responsible for all information sent to you via your
University-assigned e-mail account. Because problems
can occur when e-mail is forwarded, we recommend that
you do not forward your University e-mail account. If you
choose to forward to a non-University account, you are
still responsible for all information, including all attach-
ments, sent to your University account.

REGISTING ON THE WEB

Registration is available on the Web using Netscape 7.0, In-
ternet Explorer 6.0, Firefox 1.5, Apple Safari 1.3.1, or higher
(at onestop.umn.edu/onestop/registration.html). Registration
is available Monday–Saturday from 6:00 a.m.–3:30 a.m. and
Sunday from 12:30 p.m.–3:30 a.m. To use Web registration,
you will need to enter your University Internet ID and password.
If you have not yet initiated your University Internet account,
you can do so online (at www.umn.edu/initiate). If you have
forgotten your password, have any problems logging on to
Web registration, or get bumped off the system, contact
1-HELP (the technology helpline) at 612-301-4357; on cam-
pus, call 1-4357.

Hardware and Software—1-HELP walk-in locations are open
Monday–Friday, 8:00 a.m.–5:00 p.m., in 152 Shepherd Labs,
93 Blegen Hall, and 50 Coffey Hall. Students can also go to
Technology Minute Clinics in 860 Coffman Union, 103 Walter
Library, C160 Centennial Hall, and 50 Magrath Library for

NOTE: By registering for classes, you enter
into a legally binding contract to pay all tu-
ition and fees, including any nonrefundable
fees.
help with passwords, e-mail setup, Internet connections, and software installation. To purchase hardware and software at a discount, go to www.1help.umn.edu and click on Computers. You’ll also find information about downloading software, setting up and securing your computer, and accessing campus computers and kiosks.

Student Computer Facilities Locations—Registered students can use any of the following computer facilities to access Web registration:

- East bank: CMU B60; EltH 121; and WaLib 103.
- West bank: HHHCtr 50.
- St. Paul: ClaOff 17, 135; MagrathLib B50; McNH 305 (frequently scheduled for classes).

Registered IT students can also use the following IT labs: CivE 230; EE/CSci 3-170, 4-250; LindH 24; MechE 308.

Computers are available for Web registration, for completing financial aid forms, and for viewing and paying tuition bills at the One Stop Student Services Centers (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall). Also, more than 110 communications kiosks with Internet access have been placed in convenient locations throughout campus.

For more information about computer facilities and kiosks, including locations and hours, visit www.1help.umn.edu.

REGISTERING IN PERSON AT THE ONE STOP STUDENT SERVICES CENTERS

You are welcome to use the One Stop Student Services Centers for in-person registration. Follow the steps below to register in person:

Step 1 Complete the registration check list on the next page.

Step 2 Bring your Registration and Cancel/Add form and your ID to any One Stop Student Services Center. You may register at 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, whichever is more convenient for you. 130 West Bank Skyway and 130 Coffey Hall are fully accessible offices. Hours for the One Stop Student Services Centers are listed on page 5. NOTE: A picture ID (U of M ID, driver’s license, or passport) is required for service.

Step 3 Review all information on your registration statement for accuracy before you leave the One Stop Student Services Center—name, address, and course information. See pages 30–34 for complete information on paying your fees.

REGISTERING BY MAIL, E-MAIL FORM, OR FAX

Students can register by mail, e-mail form, or fax for any course. You can mail your Registration and Cancel/Add form to: University of Minnesota, 130 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108-6054. You can also use the e-mail registration, cancellation, and swap forms online at http://onestop.umn.edu/onestop/Registration/Email_forms.html, or fax your form to 612-626-0008. Be sure to include your name, and U of M ID number or social security number on each page. Include any required permission numbers and alternate courses and sections on your form. If your course is closed (and you have not listed alternate courses), or if you do not have the required permissions, your registration will not be processed and will be returned to you.

Registrations are processed at your time in the registration rotation (see page 16) or 1–2 business days from the date that your request is received. Registrations received via e-mail form or fax from 4:00 p.m. Friday through midnight Sunday, or on a holiday, will be processed based on the date received. Registrations received through U.S. mail are processed based on the postmark date.

You may want to register in person or on the Web if the course has a limited number of seats, special permission is required to register, or a registration and/or refund deadline is approaching.

You will be billed for all tuition and fees. See pages 32–37 for information on billing and payment. Late registration fees will be assessed based on the postmark date for mail requests or based on the date/time the fax or e-mail form is received. Late registration fees and dates are listed below.

LATE REGISTRATION FEES

You must register by September 3 for all regular session and first 7-week session classes, and by October 24 for second 7-week session classes to avoid late registration fees. If your initial registration for each session occurs after these dates, you will be assessed a $50 late registration fee ($100 limit per semester). If your initial registration occurs after September 17 for regular or first 7-week session courses, or after October 31 for second 7-week session courses, you will be assessed a $100 late registration fee. (NOTE: Regular session courses are semester-long courses that meet from September 4 - December 12; first 7-week session courses generally meet from September 4–October 24; and second 7-week session courses generally meet from October 25–December 12). You must register for special term courses (courses that don’t meet during the dates listed above) by the day before the course begins in order to avoid a late registration fee.

Use the following information about registration and courses in conjunction with the online course listings (at onestop.umn.edu/onestop/registration.html)
REGISTRATION CHECK LIST

- A Registration Check List—Run through this check list before you register on the Web or before you go to your One Stop Student Services Center. You will be able to avoid frustrating delays by following these hints:

- Be sure to meet with your adviser to plan your credit load and courses. Your adviser can help you stay on track for graduation. Advising offices are listed on page 95. Undergraduates need to register for 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. NOTE: The 13-credit policy does not apply to Wisconsin reciprocity students for tuition rates. However, Wisconsin reciprocity students will be charged for institutional fees according to the 13 credit policy. This includes the University fee, technology fee, etc.

- Do you want to register for College of Continuing Education courses? All day, evening, and Independent and Distance Learning credit courses are available on the Web (at onestop.umn.edu/onestop/registration.html). You can register at the same time for all courses.

- Fill out a Registration and Cancel/Add form completely if registering in person, by mail, e-mail form, or by fax. (See page 95 or download a form at onestop.umn.edu/onestop/forms.html.) 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.

- Do you know the name and policy number of your hospitalization insurance company or HMO? Unless you provide this information on the Student Hospitalization Insurance form (on page 97 or download a form at onestop.umn.edu/onestop/forms.html), or provide or verify this information when registering yourself, you will automatically be charged for the University-sponsored Health Benefit Plan if you take 6 or more credits (degree-seeking students only). The deadline for providing insurance information is Tuesday, September 11, for fall 2007. See Boynton Health Service, page 27, for more information.

- Do you know what courses are appropriate to your academic level? See page 8 for an explanation of the course categories.

- 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 program (typically this applies to non-degree-seeking students in the College of Continuing Education), you must either register in person at a One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall) or register by mail, e-mail form, or fax. For information on mail or fax registration, see page 6.

- Have you checked to see if space is available in your course? Check the Web (go to onestop.umn.edu/onestop/registration.html and click on “Section Status Reports” under Quick Links). 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 Request for Graduate Credit form from the department offering the course. In some instances college approval may be required. See page 10 for information on obtaining this form and approval. NOTE: These courses do not qualify for financial aid. Registration may also be available through the colleges of Education and Human Development and Food, Agricultural and Natural Resource Sciences in departmental masters and professional development programs as a non-degree-seeking student. Contact those college offices for applications and more information.

- Are you registering in Independent and Distance Learning courses? See page 81 for important information on Independent 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 (magic 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 (September 17 for fall 2007)—after the second week you must go to your college office for electronic approval.

- Are you trying to register for classes that overlap? You may not register for courses that overlap or have less than 1 minute separation without submitting a Course Time Conflict Approval form signed by the instructors for both courses.

- Do you have any holds you need to clear? 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 on the Web (at onestop.umn.edu/onestop/registration.html under Quick Links) or by calling 612-624-1111. Clear your holds as soon as possible. See Holds, page 11, for further information.

- Do you have specific college instructions to review? Students in the College of Education and Human Development, the Carlson School of Management, and the Graduate School, and all international students have specific registration instructions available on pages 11–14.
Use the following information about registration and courses in conjunction with the online course listings (at onestop.umn.edu/onestop/registration.html)

GENERAL COURSE INFORMATION

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

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

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

- 0xxx Courses that do not carry credit toward any University degree.
- 1xxx Courses primarily for undergraduate students in their first year of study.
- 2xxx Courses primarily for undergraduate students in their second year of study.
- 3xxx Courses primarily for undergraduate students in their third year of study.
- 4xxx Courses primarily for undergraduate students in their fourth year of study. 4xxx courses can be applied to a Graduate School degree with approval by the student’s major field and if taught by a member of the graduate faculty or an individual authorized by the program to teach at the graduate level.
- 5xxx Courses primarily for graduate students; undergraduate students in their third or fourth year may register for such courses.
- 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 that are not offered through the Graduate School.
- 8xxx Courses for graduate students.
- 9xxx Courses for graduate students.

In addition, courses may carry a letter after the course 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 Indicate 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., “preq 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 help place certain categories of qualified students into courses or sections on a priority basis (seniors, majors, etc.). 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 both first and second course 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, Registering for—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 2 years. To avoid registering for a course that duplicates work you have previously completed, check with your college office.

Section Abbreviations—Sections of a course have abbreviations that indicate, in a general manner, the format of the course or section. More information on course content and teaching style can be found in the Course Guide, available online (at onestop.umn.edu/onestop/registration.html).

- CLN ........................................................ Clinic
- COL ........................................................ Colloquium
- CST ........................................................ Case Study
- DEM .................................................. Demonstration
- DIS .................................................. Discussion
- DRS .................................................. Directed Reading
- DRS .................................................. Directed Research
- DST .................................................. Directed Study
- EXC .................................................. Extra Credit
- FWK .................................................. Fieldwork
- INI ..................................................... Individual Instruction
- IND .................................................. Independent Study
- IAS ................................................... Industrial Assignment
- IEX ................................................ Intern/Externship
- LAB ................................................ Laboratory
- LEC ................................................ Lecture
- LET ................................................ Lecture only (without LAB or DIS sections)
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 courses have a choice of laboratory or discussion sections, but only a single lecture section, in which all students taking the course are automatically registered. This lecture section will have no class number (call number) before it, signifying an automatic registration (see example 2, below). If laboratory or discussion sections are distributed under different lecture hour headings (as in example 3, below), then your choice of laboratory or discussion hours determines which lecture you are automatically registered for.

Example 1
31533  001 LEC, 08:00am–09:40am TThS
11533  002 LEC, 09:00am–10:55am MWF
12533  003 LEC, 12:00pm–01:40pm TThS

Example 2
*001 LEC, 10:15am–11:20am MWF
81533  002 LAB, 12:00pm–01:40pm M
61533  003 LAB, 12:00pm–01:40pm W

Example 3
*001 LEC, 08:00am–09:40am T
41533  002 LAB, 10:00am–11:40am T
21533  003 LAB, 10:00am–11:40am Th
*004 LEC, 11:00am–12:40am Th
11533  005 LAB, 02:00pm–03:40pm T
64574  006 LAB, 02:00pm–03:40pm Th

No Time or Place—When hours and days, or the place of meeting (Room TBA), are missing, consult the instructor or department offering the course.

Hours and Days—Classes continue for 50 minutes after the start time. Because there is a 15-minute break between classes, start times for classes are staggered throughout the hours. Classes in Minneapolis and St. Paul meet on the different schedules. Standard class periods for Minneapolis are: 08:00am–08:50am, 09:05am–09:55am, 10:10am–11:00am, 11:15am–12:05pm, 12:20pm–01:10pm, 01:25pm–02:15pm, 02:30pm–03:20pm, 03:35pm–04:25pm, and 04:40pm–05:30pm. Standard class periods for St. Paul are: 07:30am–08:20am (optional), 08:30am–09:20am, 09:35am–10:25am, 10:40am–11:30am, 11:45am–12:35pm, 12:50pm–01:40pm, 01:55pm–02:45pm, 03:00pm–03:50pm, 04:05pm–04:55pm, and 05:20pm–06:00pm.

The University Senate approved the above 50-minute class periods with the understanding that classes may continue for 55 minutes after the starting time whenever students' schedules permit.

There are also standard approved 75-minute Tuesday and Thursday periods. Times for these classes in Minneapolis are: 08:15am–09:30am, 09:45am–11:00am, 11:15am–12:30pm, 12:45pm–02:00pm, 02:30pm–03:45pm, and 04:00pm–05:15pm. Standard 75-minute periods for St. Paul are: 08:45am–10:00am, 10:15am–11:30am, 11:45am–01:00pm, 01:15pm–02:30pm, 03:00pm–04:15pm, and 04:30pm–05:45pm.

Days of the week are abbreviated M, T, W, Th, F, S, and Su.

Credit Limits per Term—Many units restrict the number of credits students may take each semester without special permission. The maximum number of credits for all undergraduates is 20. Students in the Graduate School may take a maximum of 18 credits per semester. Contact your college office for information on approvals required to take more than the maximum number of credits. All other units (i.e., Health Science units), have no limit on the number of credits you may take each semester. REMEMBER: Undergraduates should take 15 credits per semester to stay on track for graduation in 4 years. Consult your adviser for help in registering for the right number of credits. Advising offices are listed on page 95.

Number of Credits per Course—The number of credits approved for a particular course or section of a course appears at the end of the time and room information for each course or course section: e.g., 10:15am–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 course for either more or fewer than the approved 4 credits. (Extra credit is sometimes possible, however, through X registration. See below.) A few courses 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 Option—If either ‘A-F only’ or ‘S-N only’ is printed in the prerequisite statement for a course, 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 information on courses 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 course. You may not change your grading option after the second week of classes.

Course Changes—Web course listings (at onestop.umn.edu/onestop/registration.html) always contains the most current and accurate information. Room changes are usually posted on classroom doors.

Course Descriptions—Courses are listed on the Web with a minimum of information—title, prerequisites, day and time, location, and instructor. You should not choose your classes on the basis of title alone. For more information about undergraduate courses (expanded course descriptions, required books, use of class time, workload, grade requirements, and types of exams), use the online Course Guide (at onestop.umn.edu/onestop/registration.html). The Undergraduate Catalog or Graduate School Catalog provide official descriptions of course content. Catalogs are also available on the Web (at www.catalogs.umn.edu). Departments can provide information on recent changes to course content.
SPECIAL COURSE CATEGORIES

Registering for 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. You usually 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 parenthesis: “(max 6 crs; 6 repeats allowed),” for example, means 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. Take your Student-Faculty Contract (signed by instructor and department) to 49 Johnston Hall for college approval.

Both types of registration require instructor and department approval. When you receive this approval, you must obtain a class number for the course (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 on the Web or in person at a One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, and 130 Coffey Hall).

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.

To register as an auditor once you have received any necessary approval, place a V or AUD in the grading option column for that course.

Registering for Graduate Credit—Nonadmitted students may be able to register for graduate credit when 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, and who 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 receive graduate credit for courses taken while not admitted to a graduate program, you must have approval of the department offering the course on a Request for Graduate Credit form. (Departmental Masters and Continuing Professional Development program non-degree-seeking students need to obtain college approval.) Forms are available on the Web (at onestop.umn.edu/onestop/forms. html) or from departments. Once you submit the form with your signature to the department, the department will forward the registration request to a One Stop Student Services Center for processing. When processing is complete, a study list will be mailed to you.

Non-degree graduate students do not have access to the Web registration system to change the number of credits or grade base; these requests must be processed with One Stop Student Services. Approval from the department offering the course may be required (see the Uniform Cancel/Add Requirements and Refunds on page 16). Students can drop course(s) online and are subject to the refund percentage rate at the time of withdrawal.

Non-degree graduate status is active for one term only. Students wishing to register for another term must repeat the above procedure.

Attendance at Another Campus—A consortium agreement exists among the four 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 student 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. (For example, you want to take courses not offered on your home campus.)

Twin Cities students who are interested in applying to attend another University of Minnesota campus should download the application from http://onestop.umn.edu/onestop/forms. html or contact One Stop Student Services at 612-624-1111 to request an application. You must complete the application one month before the start of the term.
Courses that Overlap, Registering for—You may not register for courses that overlap or have less than one minute separation without submitting a Course Time Conflict Approval form signed by the instructors of both courses. You can obtain a form on the Web (at onestop.umn.edu/onestop/forms.html) or at any One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall).

Independent and Distance Learning—Complete information on Independent and Distance Learning registration deadlines, fees, texts, assignments, exams, and refunds is available on pages 80-83.

HOLDS

If you have a hold on your record, you may not register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. 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 from One Stop Student Services (612-624-1111) or on the Web (at onestop.umn.edu/onestop/registration.html under Quick Links).

To remove a hold from your record, you must first pay the debt owed, correct the scholastic deficiency, or be cleared by Student Judicial Affairs. For most debts, you will receive a billing statement, which you will submit with payment at the Bursar’s Office; you may present the receipted billing statement to the department or office that authorized the hold as evidence that the debt has been paid.

When you clear any hold, the unit imposing the hold will electronically remove the hold from your record. Units may, on occasion, issue temporary hold releases. Temporary releases will allow you to either receive one transcript or to register during the semester in progress.

If, in order to register, you pay a Student Financial Collections hold for a previous semester with a personal check, and that check does not clear the bank, you will be sent a notice by Student Financial Collections. 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.

WEB ACCESS

You can check your record and obtain a wide variety of other information and services on the Web (by going to onestop.umn.edu).

Web access includes the following:

- **Grades/Unofficial Transcripts**—All courses on your record.
- **APAS**—Academic Progress Audit System reports.
- **Registration**—eligibility, queue information, self registration, course availability, Class Schedule, Course Guide, textbook information, building location maps, and address change.
- **Financial Aid**—financial aid status, eFAAN (electronic Financial Aid Award Notice), FAFSA (Free Application for Federal Student Aid), cost estimates, scholarships, grants, work-study, loans, aid alternatives, and academic progress requirements.
- **Student Account**—account balance and transaction information, payments received, and financial aid disbursements on “Student Account,” and view and pay tuition bills online on “UM Pay.”

Students who have forgotten their Internet IDs/passwords, or who last registered after fall 1992 and whose Internet IDs have expired, may contact the Technology Helpline, 612-301-4357 (1-HHELP) for help with reactivation of accounts or resetting of passwords. Students who last registered before fall 1992 are not able to access online services.

Only use the system to access your own record. Accessing the records of other students is a violation of University policy and state and federal law.

DISABILITY SERVICES

Disability Services assists disabled students, staff, and visitors in accessing campus courses, programs, facilities, services, employment, and activities by providing services such as assistance with information, referral, and reasonable accommodations. For more information, contact Disability Services at Suite 180, McNamara Alumni Center, 200 Oak Street SE; by phone 612-626-1333 (V/TTY); by e-mail (ds@umn.edu); or on the Web (at ds.umn.edu).

Classroom Changes—Requests for room changes for courses scheduled in inaccessible locations may be made directly to the department offering the course.

PARKING FOR EVENING COURSES

When special events such as concerts and athletic games are occurring on campus, special event rates go into effect at some facilities. However, students taking evening classes may park in Lot 37 on the east bank (at the intersection of 5th Street SE and 18th Ave. SE) after 4:30 p.m. for the regular daily rate if they have a special event hang tag. Call 612-624-1111 for information on obtaining a special event hang tag.

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT REGISTRATION INSTRUCTIONS

Program Approval—Students who were registered for the previous term and who do not need to change their registration status may register on the Web by following the instructions on page 5. Students who were not registered for the previous term, or who need to change their registration status (undergraduate to graduate, for example), may complete the Application for Non-Degree-Seeking Status, available on the Web (at www.education.umn.edu) or from Student and Professional Services, 110 Wulling Hall, 86 Pleasant Street SE, Minneapolis, MN 55455. You may also request a form or further information by calling 612-625-6501.
Registration Options—There are three ways to register: (1) self registration by computer either in one of the computer labs on campus or from home following the instructions on page 5; (2) in-person registration at the One Stop Student Services Centers (200 Fraser Hall or 130 West Bank Skyway in Minneapolis, or 130 Coffey Hall in St. Paul); and (3) mail, e-mail form, or fax registration if you cannot do either of the above.

Mail or Fax Registration—Mail/fax registration is available for those students who are admitted undergraduate, professional studies, M.Ed. initial licensure (postbaccalaureate), or non-degree-seeking students in the College of Education and Human Development. (NOTE: EdHD courses are not open to non-degree-seeking students.) Mail/fax registrations are processed according to your registration appointment time (see page 16) and according to the availability of space if registrations are limited. Mail/fax registration does not guarantee that you will be registered for the class(es) you are requesting. It is not possible to register for 8000-level courses by mail or fax without the necessary approvals. For specific information and instructions on registering for 8000-level courses, contact the department offering the course. You are responsible for choosing the courses for which you register and are encouraged to contact your faculty adviser before you register.

Follow the steps below to register by mail or fax:

1. Complete a Registration and Cancel/Add form. (See page 96 or download a form at onestop.umn.edu/onestop.forms.html.) Before you submit your Registration and Cancel/Add form, be sure to include class permission numbers when a course has a prerequisite that requires instructor or department approval. When college approval is required or when the class is full, approval can be obtained from SPS. Any holds on your record must be cleared or temporarily removed before your registration can be processed.

2. Check your course online (at onestop.umn.edu/onestop/registration.html) to see if space is available and to identify second choices, if necessary.

3. Complete the hospitalization insurance information on the Student Hospitalization Insurance form; this is a requirement and must be included with your registration. (See page 98 or download a form at onestop.umn.edu/onestop.forms.html.)

4. Mail your completed forms to the following address: Enrollment, Student & Professional Services, 110 Wulling Hall, 86 Pleasant Street S.E., Minneapolis, MN 55455, or fax your forms to 612-626-1580. DO NOT send payment with your registration materials. Any incomplete or inaccurate registration materials will be returned to you; you may then have to register in person or register online by computer.

Registration materials received after the first day of the term will be processed but will be subject to a late registration fee. After your registration is processed, you will receive a registration statement by mail. If you have not received notification within 10 days after your registration appointment time (or within ten days after mailing or faxing your registration), call 612-625-5815 to confirm your registration. If you know your internet ID and password, you can check your registration on the Web (at onestop.umn.edu, click on “Enrollment Summary” under Quick Links). If you need your password reset, call the helpline at 612-301-4357.

Non-degree-seeking students must pay tuition and fees in full by the first billing due date of the term (October 3, for fall 2007). Payments must be received, not postmarked, by October 3. If payment is not received by October 3, your registration will be canceled. You will receive an e-mail after the term begins, notifying you that your bill is ready to be viewed online. You can check your student account (at onestop.umn.edu under Quick Links) for your tuition and fees one month before the start of the term.

Degree-seeking students are eligible for the installment payment plan. See page 31 for more information.

You may change your registration by mail or fax only if your original registration was processed by mail or fax. Should you decide not to attend the class, or to cancel after the class starts, you must cancel the class officially either online or by faxing a Registration and Cancel/Add form to 612-626-8150. Informing the instructor is not sufficient action alone. You are responsible for officially canceling classes you do not intend to complete. See pages 15–16 for more information on cancel/add deadlines and policies.

Students who register as non-degree-seeking students with graduate status have a graduate transcript. Non-degree seeking students with undergraduate status have an undergraduate transcript; this option is available only for individuals completing prerequisites for an M.Ed. licensure program. You must discuss this option with an SPS adviser in 110 Wulling Hall. Call 612-625-6501 for assistance in contacting the appropriate adviser.

If you have questions about registration, visit SPS in 110 Wulling Hall, call the registration specialist at 612-625-5815, or send an e-mail message to spsinfo@tc.umn.edu.

REGISTRATION INSTRUCTIONS FOR CARLSON SCHOOL OF MANAGEMENT COURSES

LOWER DIVISION COURSES

1000- and 2000-level courses are open to all students during their time in the registration rotation. No permission is required for registration but credit prerequisites are enforced.

UPPER DIVISION COURSES

Degree-seeking Students in the Carlson School—Students enrolled in the Carlson School may register for upper division business courses during their time in the registration rotation. You must have a declared major and at least 60 semester credits to register for most 3000-, 4000-, and 5000-level courses. Major declaration forms are available in the Undergraduate Program Office, 1-105 CarlSMgmt.

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.
courses which 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 with 60 or more semester credits and a cumulative GPA of 2.0 or higher may be able to register for most courses in courses in the 3000-, 4000- and 5000-level Carlson School courses during open registration by calling 612-624-3313 or coming to 1-105 CarlSMgmt for permission. Prerequisites are strictly enforced.

GRADUATE COURSES

Carlson School of Management and IR Graduate Students—Graduate students admitted to the Carlson School or the Industrial Relations program may register for most Carlson School courses on or after their registration time. MBA courses are restricted to students admitted to the MBA program.

Non-Carlson School of Management Graduate Students—Non-Carlson School graduate students may request approval to register for MBA courses by completing a petition for entry form. Approval will be given just prior to the first class meeting based on availability of space in courses. Forms and additional information are available in 2-210 CarlSMgmt for students requesting day courses and 4-106 CarlSMgmt for students requesting evening courses. Approval for HRIR graduates must be obtained from the director of graduate studies in Industrial Relations, 3-300 CarlSMgmt.

GRADUATE SCHOOL REGISTRATION INSTRUCTIONS

New Students—If you are registering for the first time in The Graduate School, contact your department to make an appointment to see your adviser.

Active Students—You must hold active status (i.e., you must have registered in The Graduate School for spring 2007) to be eligible to register. Graduate School students must register every fall and spring term to maintain active student status. For more information about maintaining active status, refer to The Graduate School’s registration website (at www.grad.umn.edu/Current_Students/registration/index.html).

If there is a hold on your record, you may not be allowed to register. Notice of any hold, including the department or office where it may be cleared, is available from One Stop Student Services (612-624-1111) or on the Web (at onestop.umn.edu under Quick Links).

Inactive Students—You must hold active status (i.e., you must have registered in The Graduate School for spring 2007) to be eligible to register. Graduate School 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 graduation, or otherwise participate as Graduate School students. For more information about maintaining active status, refer to The Graduate School’s registration website (at www.grad.umn.edu/Current_Students/registration/index.html).

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), or a Ph.D. or Ed.D. degree (at least 24 credits of 8888 are required). D.M.A. students should consult their department or The Graduate School to determine their requirement. Doctoral students may not register for thesis credits until the term after they have passed their preliminary oral examinations. If you are taking your preliminary oral within the first two weeks of the term, contact The Graduate School for registration instructions. 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 or The Graduate School, 316 Johnston Hall (612-625-3490).

Graduation—Graduate School degrees are awarded monthly. To graduate at the end of any given month you must:

- submit your Graduate School Application for Degree form to 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall on or before the first workday of the month.
- complete all other requirements by the last workday of the month.

Graduating before the end of the term may affect your eligibility for student loans, housing, etc. Check with the appropriate office if you have questions on eligibility.

Graduate School students request the Application for Degree form and detailed graduation instructions from 316 Johnston Hall or at The Graduate School’s website (at www.grad.umn.edu/Current_Students/forms/index.html).

Fall Commencement Ceremony—The spring commencement ceremony will be held at 1:00 p.m. on Friday, December 14, 2007, in Northrop Memorial Auditorium. Additional information about the ceremony is available at www.grad.umn.edu/current_students/degree_completion/commencement. If you wish to attend, you must submit a completed Commencement Attendance Approval Form (signed by your adviser and director of graduate studies) to 316 Johnston Hall by October 1, 2007. Forms are available in your graduate program office, in The Graduate School, or on the Web (at www.grad.umn.edu/Current_Students/forms/index.html).

If you have questions about registration, graduation, or the commencement ceremony, contact The Graduate School at 612-625-3490 or visit our website (www.grad.umn.edu).

REGISTRATION INSTRUCTIONS FOR NON-LAW SCHOOL STUDENTS IN LAW SCHOOL COURSES

Students who have not been admitted to the Law School may not register in any 6001–6009 or 7000-level courses. Other courses are open on a space available basis to students admitted to, and enrolled in, a degree-seeking graduate program at the University of Minnesota. Full-time Law School students are given priority for registration in all courses. 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 nonimmigrant visa of any type, have been formally admitted to the University of Minnesota, and are registering for the first time, there are three holds which may be placed on your record—AI (check of nonimmigrant status documents), ME (health clearance), and AZ (English proficiency). Please read the following information carefully.

Document Check and International Student Orientation (AI Hold)—Upon your arrival, come to International Student and Scholar Services (ISSS) for a document check. We recommend calling 612-626-7100 first to find out what days and times document checks are being done. You must bring your passport and other documents indicating your legal status in the U.S. (e.g., I-94 form, current U of M and any previous I-20 or DS-2019 forms, and any Employment Authorization Document). Students arriving with F-2 or J-2 dependents must also present dependent documents at Document Check. Sponsored students should bring all documents related to their sponsorship. An adviser at ISSS will examine these documents, create a file for you, and temporarily remove the AI hold from your record so you can register. At this time you will also sign up for the mandatory International Student Orientation, during which you will receive essential information about maintaining your legal status and about living and studying in the U.S. and at the University of Minnesota. Once you have completed this orientation, ISSS will permanently remove the AI hold. ISSS is located in 190 Humphrey Center on the West Bank.

Mantoux Test (ME Hold)—Noncitizens of the United States registering for the first time at the University of Minnesota must have a Mantoux test, a test for tuberculosis, after which their ME holds will be released. Call Boynton Health Service, 612-625-3222, for an appointment.

If you have had a Mantoux test within the past 12 months and bring proof in English of your testing, this test will not be required. A positive reaction indicates that you have been exposed to tuberculosis but it does not necessarily mean that you have contracted the disease. If your test is positive, you will be allowed to register for classes, but you will be required to have a chest x-ray and to return for the results. Be sure to tell the nurse if you have been recently immunized for tuberculosis, since this could cause a reaction to the Mantoux test.

Other 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 29.

Mandatory Health/Hospitalization Insurance—All international students and their dependents are required to purchase the Student Health Benefit Plan unless they are covered by a U.S.-based employer-sponsored health plan or the Graduate Assistant Insurance Plan. Insurance coverage must be continuous from the date of arrival in the U.S. through the final date of departure from the U.S. This means that international students will be charged for insurance 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 27.

English Proficiency (AZ Hold)—New international students who have not met the University’s English proficiency requirement have a hold placed on their records. The AZ hold must be released by an English as a Second Language (ESL) adviser.

Students with a TOEFL score lower than that required by their college, or for whom the TOEFL was waived at the time of admission, may be required to take an English language proficiency test. You must pay a $30 testing fee when you register for the test at the Language Testing Program, 137 Jones Hall.

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

If you have questions about the English language requirement, contact an ESL adviser at 612-624-4000.

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 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. (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.

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

THE FIRST WEEK OF CLASS

Fall semester classes begin Tuesday, September 4.

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. If you wish to remain in a course from which you have been 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. You must officially cancel any course to which you are denied admission.

Gaining Admission to a Closed Course—In general, you should first go to the department offering the course, where you may be put on a waiting list or be referred to the instructor for permission to register. For many courses, however, the waiting
list is online; if you are using Web registration and there is an online waiting list available for the course, you should add your name to that list. Attend the first class meeting if you are on a waiting list or need the instructor’s permission, to see if more students will be admitted. To register for a closed course you must have a class permission number (magic 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.

Senior Citizen Education Program—If you are 62 or older and a Minnesota resident, you may audit courses free of charge or take courses for credit at $10 per credit whenever space is available after the first day of class. (The Section Status Report, available on the Web [at onestop.umn.edu/onestop/registration.html under Quick Links], can tell you if a course with limited registration is open or closed.) Under this plan, you will not pay the student services fee, but must pay any required laboratory or materials fees.

Registration for the Senior Citizen Education Program is on the second day of class (Wednesday, September 5, for fall semester). Attend the first day of class, however, to see if space is available and to receive information about course procedures. Senior citizens who are registering for 8000-level classes need permission from the department of instruction. Late registration fees are waived through the second week of the term. To register, go to 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall with your registration forms, department permission (if applicable), and identification to verify age and Minnesota residency. Call 612-624-1111 for more information. Non-degree-seeking students can also register by mail, e-mail form, or fax.

If you cancel courses through the first 3 weeks of the term, you will receive a 100% refund. After the first 3 weeks, no refund is available. Call One Stop Student Services, 612-624-1111, for more information.

**CHANGE OF REGISTRATION**

All-University Policies on Cancel/Add—All-University policies on cancel/adds apply to all students in all colleges. See the chart on the next page for requirements and dates for this semester. Contact your college office for information about committee requirements and procedures when scholastic committee approval is required. Such approvals are not routinely given.

Each student may, once during his or her undergraduate enrollment, withdraw from a course, and receive the transcript symbol W, after the eighth week of class and at any time up to and including the last day of class for that course. Check with your college office for withdrawal procedures. Complete grading policies are on the Web (at umn.edu/usenate/policies/gradingpolicy.html).

Transcript Record of Canceled Courses—When you cancel an individual course during the first two weeks of the semester there is no transcript record of that course. If you cancel all courses during the first two weeks, a notation of cancellation will appear on your record, although no Ws will be recorded.

**NOTE:** Cancellation of any course after the second week of the semester will result in a W on your record. Cancelation information for Independent and Distance Learning courses is on page 82.

**Change of Grading Option**—You may not change your grading option after the second week of classes. See page 9 for more information on grading options.

**When to Cancel Courses**—If you decide before the semester begins not to attend, cancel 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, it is then your responsibility to remove the course from your record by changing your registration.

Cancellations are effective the day you officially cancel (either by canceling online or by taking a completed Registration and Cancel/Add form to a One Stop Student Services Center—200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall) not on the date you stopped attending class. You must pay for any course for which you register unless you officially cancel during the 100% refund period. If you cancel after the 100% refund period, you must pay for any portion of the course for which you do not receive a monetary credit: you will receive an e-mail 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.

**Tuition Charges and Refunds for Course Additions and Cancellations**—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. (Independent and Distance Learning courses qualify as replacement courses when cancel/adding only if the course being added is an IDL course offered during the same session. Extended term sections have separate refund policies. See pages 82-83 for more information on refunds for Independent 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 35. There is no refund for those credits that fall within any tuition plateaus or bands.

**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).
### UNIFORM CANCEL/ADD REQUIREMENTS AND REFUNDS, FALL 2007

<table>
<thead>
<tr>
<th>Calendar Days of Term</th>
<th>Refund Percentage</th>
<th>Changes to Grade Base or Variable Credits</th>
<th>Required to Cancel</th>
<th>Required to Add</th>
</tr>
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<tr>
<td><strong>FALL SEMESTER 2007</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Through September 11</td>
<td>100%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>No approval required</td>
</tr>
<tr>
<td>September 12-17</td>
<td>75%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>Instructor approval</td>
</tr>
<tr>
<td>September 18-24</td>
<td>50%</td>
<td>Not allowed</td>
<td>No approval required (&quot;W&quot; recorded on transcript)</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>September 25-October 1</td>
<td>25%</td>
<td>Not allowed</td>
<td>No approval required (&quot;W&quot; recorded on transcript)</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>October 2-29</td>
<td>0%</td>
<td>Not allowed</td>
<td>No approval required (&quot;W&quot; recorded on transcript)</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>October 30-December 12</td>
<td>0%</td>
<td>Not allowed</td>
<td>College scholastic committee approval (&quot;W&quot; recorded on transcript)</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td><strong>1ST 7-WEEK SESSION FALL SEMESTER 2007</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Through September 11</td>
<td>100%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>No approval required</td>
</tr>
<tr>
<td>September 12-17</td>
<td>50%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>Instructor approval</td>
</tr>
<tr>
<td>September 18-October 1</td>
<td>0%</td>
<td>Not allowed</td>
<td>No approval required (&quot;W&quot; recorded on transcript)</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>October 2-24</td>
<td>0%</td>
<td>Not allowed</td>
<td>College scholastic committee approval (&quot;W&quot; recorded on transcript)</td>
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</tr>
<tr>
<td><strong>2ND 7-WEEK SESSION FALL SEMESTER 2007</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Through November 5</td>
<td>100%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>No approval required</td>
</tr>
<tr>
<td>November 6-11</td>
<td>50%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>Instructor approval</td>
</tr>
<tr>
<td>November 12-25</td>
<td>0%</td>
<td>Not allowed</td>
<td>No approval required (&quot;W&quot; recorded on transcript)</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>November 26-December 12</td>
<td>0%</td>
<td>Not allowed</td>
<td>College scholastic committee approval (&quot;W&quot; recorded on transcript)</td>
<td>Instructor approval and college scholastic committee approval</td>
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Web registration (at onestop.umn.edu/onestop/registration.html) is available from 6:00 a.m. to 3:30 a.m., Monday-Saturday, and 12:30 p.m. to 3:30 a.m., Sunday. In-person registration is available at the One Stop Student Services Centers. Regular hours for 200 Fraser Hall are Monday-Thursday: 8 a.m.-5:30 p.m., Friday: 8 a.m.-4 p.m. (200 Fraser Hall is open 8 a.m.-6 p.m., August 27-30, September 4-6.) 130 West Bank Skyway is open Monday-Tuesday: 8 a.m.-5 p.m., Wednesday-Friday: 8 a.m.-4 p.m. (on days when classes are in session) and Monday-Friday: 8 a.m.-4 p.m. (on days when classes are not in session). 130 Coffey Hall is open 8 a.m.-4 p.m., Monday-Friday.
has not yet been set for fall 2007. Check onestop.umn.edu/onestop/Registration/Registration_Times.html after March 29 for complete registration times.

You will be sent your registration time by e-mail. Check your University e-mail account frequently.

CHANGE OF COLLEGE

Any student who wishes to transfer from one college of the University to another should submit a completed Application for Undergraduate Change of College to a One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall) according to the following schedule for admitting colleges. Applications and general information are available from any One Stop. College offices can provide information on admission requirements. The form can be printed from the Web (at onestop.umn.edu/onestop/forms.html) or can be obtained at any One Stop Student Services Center.

These dates are not applicable to programs in the Graduate School. If the college in which you are interested is not listed below, contact that college office for specific information.

<table>
<thead>
<tr>
<th>College</th>
<th>Spring 2008</th>
<th>Fall 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>October 1, 2007</td>
<td>March 3, 2008</td>
</tr>
<tr>
<td>Continuing Education¹</td>
<td>January 22, 2008</td>
<td>September 2, 2008</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>---</td>
<td>December 15, 2007</td>
</tr>
<tr>
<td>Design, College of Architecture</td>
<td>---</td>
<td>May 15, 2008</td>
</tr>
<tr>
<td>Education and Human Development, College of Education and Human Development majors only</td>
<td>---</td>
<td>February 1, 2008</td>
</tr>
<tr>
<td>All other majors</td>
<td>October 1, 2007</td>
<td>February 1, 2008</td>
</tr>
<tr>
<td>Food, Agricultural, and Natural Resource Sciences</td>
<td>October 1, 2007</td>
<td>March 3, 2008</td>
</tr>
<tr>
<td>Institute of Technology:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduates</td>
<td>October 1, 2007</td>
<td>March 3, 2008</td>
</tr>
<tr>
<td>Non-Degree-seeking students</td>
<td>January 22, 2008</td>
<td>September 2, 2008</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduates</td>
<td>October 1, 2007</td>
<td>March 3, 2008</td>
</tr>
<tr>
<td>Non-Degree-Seeking students</td>
<td>January 22, 2008</td>
<td>September 2, 2008</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduates</td>
<td>---</td>
<td>March 3, 2008</td>
</tr>
<tr>
<td>Non-Degree-Seeking students</td>
<td>---</td>
<td>September 2, 2008</td>
</tr>
<tr>
<td>Medical Technology</td>
<td>---</td>
<td>June 2, 2008</td>
</tr>
<tr>
<td>Mortuary Science</td>
<td>---</td>
<td>June 2, 2008</td>
</tr>
<tr>
<td>Nursing</td>
<td>---</td>
<td>February 1, 2008</td>
</tr>
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</table>

¹Admission to some majors may require additional steps or earlier deadlines
TUITION RATES

2007-2008 Undergraduate, Graduation, and Professional School Tuition Rates—Tuition rates for the 2007-2008 academic year will not be set until early summer. Complete tuition information will be published by mid-July on the Web (at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates.html).

UNIVERSITY FEE

The University fee helps cover support costs in a wide variety of areas. It is not dedicated to one particular need or to one particular office. In 2006 this fee funded portions of the University Libraries, Classroom Management, Office of the Registrar, Office of Student Finance, and Office of Admissions. This fee is assessed to all students. Undergraduates (including reciprocity students) who are classified as full time by their college are required to pay the full University fee regardless of their credit load. Students must appeal to their college for an exception to full-time classification.

The fee for the 2007-2008 academic year will be set in early summer. Complete fee information will be published by mid-July on the Web (at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates.html).

STUDENT SERVICES FEE

All students enrolled for 6 or more credits must pay a student services fee in addition to tuition. The fee for the 2007-2008 academic year will be set in early summer. Complete student services fee information, including the distribution of the fee, will be published by mid-July on the Web (at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates.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.

MINIMUM 13-CREDIT LOAD FOR MOST DEGREE-SEEKING UNDERGRADUATES

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 for those students who have been approved for a reduced credit load. Non-degree-seeking students are charged per credit for credits 1-12 and a flat tuition rate for 13 or more credits.

NOTE: The 13-credit policy does not apply to Wisconsin reciprocity students for tuition rates. However, Wisconsin reciprocity students will be charged for institutional fees according to the 13-credit policy. This includes the University fee, technology fee, etc.

TWIN CITIES CAMPUS TUITION SCHEDULE 2007–08

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, Independent 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 and Academic Staff Tuition Benefit recipients, as well as students enrolled in the Senior Citizen Education program, are also exempt from this fee and may not elect to pay the fee.

COURSE FEES

All fees are per semester unless otherwise indicated. Students taking the following courses will pay course fees as follows:

AEROSPACE ENGINEERING AND MECHANICS
4331 - $50 - Materials fee
4332W - $20 - Materials fees
4333 - $100 - Materials fee
4601 - $15 - Materials fee
4602W - $40 - Materials fee

AGRICULTURE
3001 - $20 - Materials fee
3500 - $3,800 - International studies program fee

AGRONOMY
1101 - $46.50 - Materials fee
1103 - $30 - Materials fee
1660 - $40 - Transportation fee
2101 - $30 - Materials fee
4005 - $30 - Materials fee
4603 - $25 - Transportation fee

ANIMAL SCIENCE
1001 - $25 - Transportation fee
2005 - $25 - Materials fee
3052 - $50 - Materials fee
3301 - $25 - Materials fee
4404 - $35 - Software license
4603 - $100 - Transportation fee

1Tuition pays for approximately 67% of the costs of instruction at the University of Minnesota. The State of Minnesota pays approximately $4,277 of the average cost for full-time students. Tuition and fees are subject to change without notice.

2Fees are subject to change without notice. 2006-2007 fees listed. 2007-2008 fees not set at time of publication. Complete fee information will be published on the Web (at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates.html) when available.
<table>
<thead>
<tr>
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<th>Fee</th>
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<tbody>
<tr>
<td>4604</td>
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<td>5991</td>
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<tr>
<td>1421H</td>
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<td>Support visual resources collection</td>
</tr>
<tr>
<td>1701</td>
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</tr>
<tr>
<td>3301</td>
<td>$50</td>
<td>CALA imaging lab</td>
</tr>
<tr>
<td>3351</td>
<td>$100</td>
<td>Access to computing center</td>
</tr>
<tr>
<td>3381</td>
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</tr>
<tr>
<td>3382</td>
<td>$100</td>
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<td>Visual resources collection and CALA imaging lab</td>
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Various courses - $55 - Support visual resources collection.

**ART**

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**COURSES**

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**BIOCHEMISTRY**

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<td>4025</td>
<td>$77 - Lab consumables, equipment replacement</td>
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<tr>
<td>4125</td>
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**BIOLOGY**

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<td>1001</td>
<td>$77 - Lab consumables, equipment replacement</td>
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<tr>
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<td>2005</td>
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<td>2012</td>
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<tr>
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**BIOMEDICAL ENGINEERING**

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**CIVIL ENGINEERING**

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<td>0-credit course - tuition based on 2-credit equivalency</td>
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**CLINICAL LABORATORY SCIENCE**

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<tr>
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<td>$100 - Materials fee and microscope rental fee</td>
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<td>$90 - Materials fee and microscope rental fee</td>
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**COMMUNICATION STUDIES**

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**CULTURAL STUDIES AND COMPARATIVE LITERATURE**

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<td>$55 - Support visual resource center</td>
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**DANCE**

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**DENTISTRY**

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<td>$45.85 - Materials fee</td>
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<td>$429.80 - Materials fee, partial framework fee</td>
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**DESIGN, HOUSING, AND APPLAURE**

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<td>5170</td>
<td>$106-$191 - Materials, activity fee Split Rock</td>
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**CENTER FOR SPIRITUALITY AND HEALING**

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**CHEMISTRY**

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(Courses continue)
ECOLOGY, EVOLUTION, AND BEHAVIOR
4014 - $77 - Materials fee
4014W - $55.50 - Transportation fee
4016W - $55.50 - Transportation fee
4129 - $77 - Materials fee
4134 - $77 - Materials fee
4605 - $132 - Materials fee
4607 - $77 - Materials fee
4839 - $84.50 - Materials fee, recreation fee Itasca Station
4842 - $4,000 - Course fee (in lieu of tuition and fees)
4844 - $84.50 - Materials fee, recreation fee Itasca Station
5013 - $77 - Materials fee
EDUCATIONAL POLICY AND ADMINISTRATION
5080 - $175 - Per credit, Special tuition rate
EDUCATIONAL PSYCHOLOGY
8403 - $45 - Materials fee
8405 - $42 - Career development tests, doctoral level assessment
8413 - $65 - Testing fee: MMPI, MCMI, Rotter's
8503 - $4 - Handbook fee
8504 - $4 - Handbook fee
ENGLISH: WRITING
5993 - $80-$145 - Materials, activity fee Split Rock
ENTOMOLOGY
5361 - $30 - Materials fee
ENVIRONMENT AND NATURAL RESOURCES
1001 - $60 - Transportation, food, lodging
1201 - $15 - Transportation fee
4195W - $50 - Text fee
ENVIRONMENTAL SCIENCE
3221 - $20 - Transportation fee
5555 - $25 - Transportation and materials fee
FISHERIES AND WILDLIFE
1001 - $40 - Materials fee
3136 - $50 - Transportation and materials fee
4104 - $25 - Transportation fee
4108 - $775.86 - Transportation, food, lodging, insurance fees
4292 - $25 - Transportation and materials fee
5136 - $50 - Transportation and materials fee
5625 - $150 - Materials fee
FOOD SCIENCE AND NUTRITION
1021 - $45 - Materials fee
3102 - $35 - Materials fee
3231 - $25 - Materials fee
4122 - $75 - Materials fee
4312W - $25 - Materials fee
4332 - $30 - Materials fee
4613 - $75 - Materials fee
FOREST RESOURCES
1001 - $40 - Transportation, food, lodging
2102 - $800.36 - Transportation, food, lodging, insurance
3104 - $60 - Transportation fee
3203 - $20 - Transportation fee
3431 - $25 - Transportation fee
3612 - $100 - Transportation, food, lodging
5104 - $60 - Transportation fee
5161 - $800.36 - Transportation, food, lodging, insurance
5203 - $20 - Transportation fee
5228 - $50 - Transportation fee
5413 - $50 - Transportation fee
5431 - $25 - Transportation fee
5611 - $65 - Summer field lodging, equipment, supplies
5612 - $100 - Transportation, food, lodging
5615 - $70 - Summer field lodging, equipment, supplies
5621 - $65 - Summer field lodging, equipment, supplies
5621 - $75 - Transportation fee
FRENCH
0001 - 0-credit course - tuition based on 2-credit equivalency
3014 - $11 - Materials fee, CD duplication
GENETICS, CELL BIOLOGY, AND DEVELOPMENT
4015 - $77 - Lab consumables, equipment replacement
4025 - $77 - Lab consumables, equipment replacement
4111 - $77 - Lab consumables, equipment replacement
6103 - $50 - Microscope rental fee
8920 - $7.50 - Recreation fee Itasca Station
GEOLOGICAL ENGINEERING
3301 - $26.52 - Materials fee
GEODESY AND GEOPHYSICS
1006 - $10 - Field trip fee
2201 - $16.50 - Transportation fee
2302 - $16.50 - Transportation fee
3890 - $247.50 - Transportation fee
3911 - $770 - Field camp fees
4301 - $16.50 - Transportation fee
4501 - $33 - Transportation fee
4701 - $49.50 - Transportation fee
4911 - $770 - Field camp fees
4971 - $770 - Field camp fees
5353 - $60 - Materials fee
5701 - $49.50 - Transportation fee
5702 - $49.50 - Transportation fee
GERMAN
0221, 0222 - 0-credit course - tuition based on 2-credit equivalency
HORTICULTURAL SCIENCE
1001 - $35 - Materials fee
1004 - $40 - Transportation fee
1013 - $200 - Materials fee
1015 - $15 - Transportation fee
1031 - $50 - Materials fee
3002W - $40 - Materials fee
4000, 4000H - $3,800 - International experience
4021 - $75 - Materials fee
4022 - $75 - Access to CAD equipment
4071W - $50 - Materials fee
4072 - $10 - Transportation fee
5018 - $75 - Materials fee
5021 - $75 - Materials fee
INDEPENDENT AND DISTANCE LEARNING
$82.50 - for 1-5 IDL credits per semester
$165 - for 6-10 IDL credits per semester
$247.50 - for 11 or more IDL credits per semester
INFRASTRUCTURE SYSTEMS ENGINEERING
$113 - per credit returning fee
$850 - 1st year comprehensive fee (in addition to tuition)
$850 - 2nd year comprehensive fee (in addition to tuition)
$800 - 3rd year comprehensive fee (in addition to tuition)
$500 - Late capstone fee
INSTITUTE OF TECHNOLOGY
0001 - 0-credit course - tuition based on 2-credit equivalency
$53.05 - 1101 - Lab fee
$170 - Fee assessed to non-IT undergraduate and graduate students taking courses that require the use of IT computer labs.
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<td>6101, 6102, 6103, 6104</td>
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<td><strong>LANDSCAPE ARCHITECTURE</strong></td>
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<td>Various courses</td>
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<td><strong>MEDICAL TECHNOLOGY</strong></td>
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<td><strong>MICROBIOLOGY</strong></td>
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<tr>
<td>3301, 4215, 4235</td>
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<tr>
<td><strong>MORTUARY SCIENCE</strong></td>
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<tr>
<td><strong>MUSIC</strong></td>
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<tr>
<td>1051, 1052</td>
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<tr>
<td><strong>MUSIC, APPLIED</strong></td>
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<tr>
<td>Applied lessons - 1 half-hour lesson per week for 2 credits; 2 half-hour lessons or 1 hour lesson per week for 4 credits.</td>
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<tr>
<td>Majors taking extra credits (beyond requirement) or taking lessons on a second instrument: $150 per 2 credits</td>
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<tr>
<td>Students taking lessons for minor in music: $150 per 2 credits</td>
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<tr>
<td>Non-majors, elective credit: $300 (0-2 credits)</td>
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<td><strong>NEUROSCIENCE</strong></td>
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<td>4105, 5111, 6111, 6112</td>
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### FALL 2007

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<tr>
<th>Course Code</th>
<th>Fee Description</th>
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<tr>
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<td>$100 - Special facilities fee</td>
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<td>1205</td>
<td>$85 - Special facilities fee</td>
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<td>$85 - Materials fee</td>
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<td>1306</td>
<td>$30 - Special facilities fee</td>
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<tr>
<td>4321</td>
<td>$90 - Lab consumables, equipment replacement, transport fee</td>
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<td>$77 - Lab consumables, equipment replacement</td>
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<td>4811</td>
<td>$84.50 - Lab consumables, equipment replacement, recreation fee Itasca Station</td>
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<td>5416</td>
<td>$77 - Lab consumables, equipment replacement</td>
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<tr>
<td>4501</td>
<td>$36 - Usability lab fee</td>
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<tr>
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<td>$10 per credit - Practicum fee</td>
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<td>8020</td>
<td>$10 per credit - Practicum fee</td>
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<tr>
<td>8030</td>
<td>$10 per credit - Practicum fee</td>
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</table>

**SOFTWARE ENGINEERING**

- $1,290 - 2nd year comprehensive fee (in addition to tuition)
- $1,290 - 1st year comprehensive fee (in addition to tuition)

**SOIL, WATER, AND CLIMATE**

4093 - $35 - Transportation fee
4511 - $35 - Transportation fee
5515 - $35 - Transportation fee
5555 - $25 - Transportation and materials fee
5711 - $13 - Transportation fee
8195 - $35 - Transportation fee

**SPANISH**

- 0144, 0221, 0344 - 0-credit course - tuition based on 2-credit equivalency
- 3401 - $10 - Vendor service
- 3401 - $700 - Transportation fee

**SPEECH LANGUAGE HEARING SCIENCES**

- 5802, 8720, 8801, 8820 - $15 - Materials fee

**SPORTS STUDIES**

- 1701 - $50 - Subscription fee
- 3143 - $50 - Subscription fee

**THEATRE ARTS**

1101W - $32 - Subscription fee and ticket costs
1911W - $100 - Subscription fee
4523 - $50 - Materials fee
5570 - $40 - Materials fee
5580 - $50 - Materials fee

**VETERINARY AND BIOMEDICAL SCIENCES**

2032 - $70 - Laboratory fee
3700 - $50 - Transportation fee

**YOUTH DEVELOPMENT AND RESEARCH**

5101 - $25 - Field trip, materials fee
5102 - $25 - Field trip, materials fee
5240 - $25 - Space rental, guest speaker fee
5241 - $25 - Guest speaker fee
5301 - $10 - Guest speaker fee

\*2Fees are subject to change without notice. 2006-2007 fees listed. 2007-2008 fees not set at time of publication. Complete fee information will be published on the Web (at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates.html) when available.

\*3In lieu of tuition.
OTHER FEES

CARMSON SCHOOL OF MANAGEMENT
$785—MBA Lap Top fee

COLLEGIANS FOR A CONSTRUCTIVE TOMORROW
$2.25 (refusable/refundable)—Assessed to most students. Collegians for a Constructive Tomorrow (CFACT) is a non-profit, non-partisan, student run advocacy group that gives students the opportunity to participate in issues, research, and public policies revolving around environmentalism and other social concerns. CFACT upholds a conservative philosophy and believes that most consumer and environmental problems can best be met and overcome through the power of the free enterprise system and the ingenuity of science and technology.

COUNCIL OF COLLEGE BOARDS
$0.84—Assessed to all undergraduates. (Fee not refundable.)

CREDIT BY SPECIAL EXAMINATION
$30—Check with your college office for further information.

DENTISTRY—INSTRUMENT USAGE FEE
$155—Equipment fee for all students (dental hygiene, DDS, certificate, and graduate students)
$350—Instrument usage fee for TMJ residents.
$445—Instrument usage fee for postdoctoral students enrolled in periodontics.
$605—Instrument usage fee for postdoctoral students enrolled in pedodontics.
$635—Instrument usage fee for students enrolled in endodontics.
$400—Microscope rental fee for postdoctoral students enrolled in endodontics.
$690—Instrument usage fee for postdoctoral students enrolled in prosthodontics.
$1,205—Instrument usage fees for 1st year predoctoral dental students.
$1,170 ($585 summer)—Instrument usage fees for 2nd and 3rd year predoctoral dental students.
$1,135 ($567.50 summer)—Instrument usage fees for 4th and 5th year predoctoral dental students.
$580—Instrument usage fee for dental hygiene students.
$728.44—Dental Fellow Spec (OMS)
$1,456.88—Dental Fellow Spec (ENDO, OHSOA, ORTHO, PED, PERIO, PROS, TMJ)
$70.62—Disability insurance fee for 1st-4th year students.
$85—Health insurance premium for dental hygiene students.

DIPLOMA REPLACEMENT FEE
$15—Replacement fee for diplomas.

EDUCATION AND HUMAN DEVELOPMENT, COLLEGE OF
$550—EdPa administrative licensure fee.
$275—EdPa multiple endorsement fee.
$30—Part-time school counseling license application fee.
$75—School psychology program fees, 1st and 2nd year students.
$30—School psychology program fees, 3rd year students.
$50—Initial licensure, Master of Education confirmation fee.
$48—Credential registration fee.
$5—Credential fee additional files.
$5—Credential copy fee.
$12—Inactive credential file fee.
$15—Credential next day service.
$5—Credential pick-up fee.

GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY (GAPSA)
$11.74—Assessed every semester to degree-seeking students in most professional schools and students in the Graduate School. (Fee not refundable.)

HEALTH BENEFIT PLAN, UNIVERSITY SPONSORED
$744 per semester—Automatically assessed to most students who do not have hospitalization insurance and are enrolled in a degree program for 6 or more credits per semester (3 or more credits for summer) that count toward the assessment of the mandatory student services fee.
$899 per semester for Academic Health Center Students.
Note: International students and their dependents must be enrolled in the University sponsored Student Health Benefit Plan (SHBP) unless they are eligible for a waiver. Visit www.bhs.umn.edu/insurance/international.htm or contact the Student Insurance Office, Boynton Health Service, 410 Church Street SE, Minneapolis, MN 55455, for more details.

INSTALLMENT PLAN FEE
$35 flat fee per term to pay student account charges by installments.

INTERNATIONAL PROGRAMS SERVICE FEE
$400 per semester according to services provided—For international students supported under contractual arrangements with sponsoring agencies or entities requiring special administrative or management services beyond those normally provided.

INTERNATIONAL STUDENT AID FEE
$6 per semester—Required of all students who hold nonimmigrant visas.

INTERNATIONAL STUDENT FEE
$60 per semester—Required of all students who hold temporary nonimmigrant visas—administrative fee.

I.T. STUDENT PUBLICATIONS
$2.17—Assessed to all I.T. students who pay the student services fee.

LATE PAYMENT FEE
$30 per billing cycle.

LATE REGISTRATION FEES
$50—for any initial registration during the first two weeks of any session (regular, first, or second session).
$100—for any initial registration beginning the third week of any session (regular, first, or second session) or later.

MINNESOTA PUBLIC INTEREST RESEARCH GROUP (MPIRG)
$2.40 (refusable/refundable)—Assessed to most students. The Minnesota Public Interest Research Group (MPIRG) is a nonprofit, nonpartisan, student-run organization funded at the Twin Cities campus by an optional semester fee of $4.13. A statewide advocacy group, MPIRG gives the students the opportunity to speak out on public issues and work for social change. The fee supports a professional staff for lobbying, litigation, organizing, and research.

4Fees are subject to change without notice. 2006-2007 fees listed. 2007-2008 fees not set at time of publication. Complete fee information will be published on the Web (at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates.html) when available.
FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. 2006-2007 FEES LISTED. 2007-2008 FEES NOT SET AT TIME OF PUBLICATION. COMPLETE FEE INFORMATION WILL BE PUBLISHED ON THE WEB (AT ONESTOP.umn.edu/onestop/Tuition_Billing/Tuition_Rates.html) WHEN AVAILABLE.

TECHNOLOGY AND COLLEGIATE FEES

MINNESOTA STUDENT ASSOCIATION (MSA)
$2.53—Assessed to all undergraduates registered for 6 or more credits. (Fee not refundable.)

MUSIC PRACTICE ROOMS
Rooms with upright or grand piano, harp, harpsichord, organ, or percussion as well as rooms with no instrument are available on a per semester basis. Check in 100 Ferguson Hall for rental information and rates.

ORIENTATION FEE
$40—Required of all new students in the Graduate School except: graduate students who attended the University as undergraduates; graduate Management students; and students in post-baccalaureate education, master of education, and master of agriculture programs. (Fee not refundable.)

PUBLIC HEALTH
$160—One-time credentialing fee assessed to all admitted and matriculated certificate students in the Public Health Practice Major. This includes the Public Health Certificates in Core Concepts, Food Safety & Biosecurity, Occupational Health & Safety and Preparedness, Response & Recovery.

RECREATIONAL SPORTS MEMBERSHIP FEES/LOCKER RENTALS
NOTE: All individuals must present a valid U Card every time they enter Recreational Sports facilities.
Currently registered students who have been assessed the student services fee will need to provide proof of that assessment by presenting their U Card.
Currently registered students who are not assessed the student services fee must purchase a semester membership to become eligible to use recreational facilities and programs. Similar memberships (at different costs) are available for faculty, staff, and spouses/partners of members.
Summer memberships are also available to students, faculty, and staff from all University of Minnesota campuses.
A variety of activities are available, including aquatics, intramurals, fitness programs, aerobics, open recreation, court sports, sports clubs, rock climbing, and other activities. Some activities require payment of additional fees.
Lockers and towels can be rented at the University Recreation Center and the St. Paul Gym.
For further information, including the current fee rates, call or visit one of the Recreational Sports offices: University Recreation Center, Minneapolis (612-625-6800), or St. Paul Gym (612-625-8283). To learn more about Recreational Sports offerings, visit the Web (at recsports.umn.edu).

RETURN ITEM FEE
$20—Assessed for any returned check or electronic payment.

SPEECH-LANGUAGE-HEARING SCIENCES, DEPARTMENT OF
The Julia M. Davis Speech-Language-Hearing Center collects modest clinical fees for services in evaluation and treatment of communication disorders related to speech, language, cognition, and hearing. A sliding scale of reduced fees is available to individuals who pre-qualify based on documented financial need. Full-time students pay $5 per session. More information about fee policies is available on the Web (at www.cdis.umn.edu).

STOP PAYMENT FEE
$10—Assessed if refund check is stopped due to incorrect address.

TRANSPORTATION FEE
$15.00—Assessed to all students (except post secondary option students, Regents Scholarship and P&A academic benefit students, and students registered in off-campus, nonmetro courses or Independent and Distance Learning courses only)—to support the UPass program. (Nonrefundable.)

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THERAPY, College of (CBS)—A college counseling fee of $115 per semester will be assessed to all undergraduates registered in the college and taking 6 or more credits. Undergraduates registered for 3–5 credits will be assessed a $57.50 fee.

Carlson School of Management—A computer/technology fee of $380 per semester is assessed at registration to all Carlson School of Management undergraduates taking 6 or more credits. Undergraduates taking less than 6 credits are assessed a fee of $100 per semester.

Graduate-level non-degree seeking students, and part-time HRIR master’s and MBT students taking 6 or more credits are assessed a fee of $215 per semester. Full-time MBA students are assessed a fee of $480 per semester and part-time MBA students are assessed $270 per semester. Ph.D. students in Carlson School graduate programs and full-time HRIR master’s students are assessed a $315 per semester fee.

Continuing Education, College of (CCE)—A collegiate fee of $35 per semester will be assessed to all CCE students taking courses for credit. This fee does not apply to Independent and Distance Learning courses. Information Technology Infrastructure students will be assessed a $170-per-semester fee.

Dentistry—All students (Dental Hygiene, DDS, and graduate) are assessed a $155 fee in addition to any assessed instrument fees.

Design, College of—A technology fee of $225 per semester will be assessed to undergraduate and graduate students in Architecture and Landscape Architecture majors, as well as to MFA students in Design, Housing, and Apparel (DHA). A technology fee of $150 will be assessed to all other undergraduate and graduate DHA majors.

Education and Human Development, College of—A college technology fee of $120 per semester will be assessed to all...
undergraduate, non-degree seeking, and post-baccalaureate students registered in the college and taking 6 or more credits. The college technology fee is also assessed to anyone registered in an Education and Human Development program through the Graduate School and taking 6 or more credits. All students registering for less than 6 credits will be assessed a $60-per-semester fee. Students registering for Education and Human Development courses and not admitted to a program in another college will also be assessed the technology fee at the above rates.

Humphrey Institute of Public Affairs—A computer fee of $250 per semester will be assessed to Humphrey Institute students taking 6 or more credits and a fee of $125 per semester will be assessed to Humphrey Institute students taking less than 6 credits.

Institute of Technology (IT)—Computer fees are charged to students in the Institute of Technology and some students in other colleges. The fees will be assessed to the following groups of students:

- All IT undergraduates, UNITE, and non-degree seeking students registered for 6 or more credits will be assessed a $170 computer fee. Those students registered for 3–5 credits will be charged $85, unless they are registered for a course or courses requiring use of the IT instructional computing labs, in which case they will be charged $170 (see fourth bullet for more information);
- All CLA undergraduates majoring in astronomy, chemistry, computer science, geology, mathematics, or physics, and registered for 6 or more credits will be assessed a $170 fee. Those CLA undergraduates registered for 3–5 credits will be charged $85, unless they are registered for a course or courses requiring use of the IT labs, in which case they will be charged $170 (see fourth bullet for more information);
- All graduate students in IT graduate programs taking one or more courses and registered for 6 or more credits will be assessed a $170 fee. Those taking one or more courses and registered for 3–5 credits will be charged $85, unless they are registered for a course or courses requiring use of the IT labs, in which case they will be charged $170 (see below for more information). (These programs are aerospace engineering, analytical chemistry, astronomy, astrophysics, biomedical engineering, chemical engineering, chemical physics, chemistry, civil engineering, computer and information sciences, computer engineering, control science and dynamical systems, electrical engineering, fluid mechanics, geological engineering, geology, geo-engineering, geotechnology, geophysics, history of science and technology, hydrogeology, industrial and systems engineering, inorganic chemistry, industrial engineering, manufacturing systems, materials science and engineering, mathematics, mechanical engineering, mechanics, metallurgical engineering, metallurgy/materials science, mineral engineering, mining engineering, petrology, mineral resources engineering, organic chemistry, physical chemistry, physics, and scientific computation.) Those graduate students who have completed 24 semester credits in graduate school at the University of Minnesota Twin Cities campus, exclusive of thesis credits, will be exempt unless they take a course that requires use of the IT labs (see below);
- Students who are not assessed the fee in any of the above categories (including those students in other colleges) and who are taking one or more courses that require use of the IT labs, as determined by the departments, will be assessed a $170 fee. For a complete list of the courses, visit www.itlabs.umn.edu/itlabfees. This fee is in addition to any computer/technology fee assessed to non-IT students by their individual colleges. IT graduate students with more than 24 semester credits who are registered for one or more of these courses will be required to pay the fee.

IT undergraduate or graduate students who have not been required to pay the fee may sign up for an IT Labs Account in the computer labs. They will then be billed the $170 fee through Student Financial Collections each term they open an account.

For computer fee questions or problems, call the IT Student Affairs Office at 612-624-8504.

Law School—A technology fee of $690 per semester will be assessed to all law students.

Liberal Arts, College of (CLA)—CLA will assess a $100 college computing fee for all undergraduate degree-seeking students and non-degree seeking students who take 6 or more credits. The fee for undergraduate students and non-degree seeking students who take less than 6 credits is $50 per semester. Undergraduates, however, who major in CALA, CBS, or IT majors will not pay the CLA computing fee but will instead pay the CALA, CBS, or IT computing fees respectively.

Graduate students in CLA programs registered for 6 or more credits will pay a computing fee of $100 per semester. Graduate students taking less than 6 credits pay a computing fee of $50.

Medical School—A technology fee of $150 per semester is assessed to Academic Health Center undergraduates, as well as to graduate students in Health Informatics, Rehabilitation Science, Physical Therapy, and Occupational Therapy. Medical students pay a technology fee of $200. Mortuary Science students pay a technology fee of $50.

Nursing—There is a collegiate fee of $117 for all Nursing undergraduates taking 10 or more credits and all graduate students taking 6 or more credits. Undergraduates taking 1–9 credits pay a fee of $11.17 per credit. Graduate students taking 1–5 credits pay a fee of $19.50 per credit. Students in

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*Fees are subject to change without notice. 2006-2007 fees listed. 2007-2008 fees not set at time of publication. Complete fee information will be published on the Web (at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates.html) when available. Technology fees are used by individual colleges to fund many different kinds of student-friendly technology projects.

*Collegiate fees are nonrefundable.
the Nurse Anesthesia program pay a collegiate fee of $390 per semester.

Pharmacy, School of—A collegiate fee of $100 per semester will be assessed to each student.

Public Health, School of—All students taking 6 or more credits will be assessed a fee of $82.50 per semester. Students taking less than 6 credits pay a $55 per semester fee.

Veterinary Medicine, College of—All students will be assessed a collegiate fee of $240 per semester.

BOYNTON HEALTH SERVICE

410 Church Street SE, Minneapolis MN 55455 (Main Clinic) Information: 612-625-8400; Appointments: 612-625-3222; Medical Info: 612-625-7900

As a member of the University of Minnesota community, you have access to one of the highest quality University health services in the nation. Boynton has been providing medical care, health education, and public health services for the University for over 75 years. Boynton’s mission is to create a healthy community by working with students, staff, and faculty to achieve physical, emotional, and social well-being.

When it comes to quality, Boynton maintains the highest standards. Our facility and the technology we use to care for patients are updated and improved on an ongoing basis. Whether you’re visiting our pharmacy, lab, dental clinic, eye clinic, or some other area in Boynton, rest assured we utilize cutting edge equipment and processes to meet your health care needs.

Students, staff, faculty, and others in the community are eligible to use Boynton Health Service. Students who pay the Student Services Fee and have health insurance receive most services at Boynton at no additional cost. University staff and faculty (and their dependents) may visit Boynton if they are enrolled in a health plan in which Boynton participates, or they may visit on a fee-for-service basis.

Clinics & Services: urgent care; primary care; eye clinic; dental clinic; women’s clinic; mental health clinic (students); travel immunization clinic; massage therapy; nutrition services; health education; physical therapy; pharmacy; lab & x-ray (Appointments: 612-625-3222)

Programs & Classes: CPR & first aid classes; smoking cessation coaching; stress management; nursing mothers rooms; pregnancy testing and counseling; contraceptive education; sexually transmitted infection testing; HIV/AIDS testing and counseling; chemical health assessments; eating disorders program. (Information: 612-625-8400, http://www.bhs.umn.edu)

After-hours Emergency Care—When Boynton Health Service is closed, visit the facility specified by your health insurance plan (check your plan card). If you’ve purchased the University-sponsored Student Health Benefit Plan, proceed to the University of Minnesota Medical Center Emergency Room located near the corners of Harvard Street SE and East River Parkway. Student visits outside of Boynton Health Service are not covered by the Student Services Fee or the Extended Coverage Benefit.

To report life-threatening emergencies, call 911.

Student Services Fee & Health Insurance—Students who are automatically assessed the Student Services Fee and have health insurance receive most health care services at Boynton Health Service at no cost to the student. All charges for services received at Boynton are first billed directly to students’ health insurance plans. Most charges not covered by the insurance company will be covered by the Student Services Fee. For example, general medical visits, urgent care visits, annual eye exams, nutrition appointments, and women’s clinic visits incur no charge to students who pay the Student Service Fee and have health insurance. A co-payment or full payment is charged for some services. For a full list of services covered under the Student Services Fee, please visit http://www.bhs.umn.edu.

Health insurance (also called hospitalization insurance) is required for all degree-seeking students registered for six or more credits per semester (or three or more credits during Summer Term). Students who have hospitalization insurance will enter their insurance company name, policy number, and telephone number as part of registering for classes (this information is subject to audit). Students who do not provide hospitalization insurance information by the end of the first week of classes will automatically be enrolled in the University-sponsored Student Health Benefit Plan (if they meet the eligibility criteria) and charged a non-refundable semester coverage fee. For more information about eligibility requirements, please visit http://www.bhs.umn.edu/insurance/campus.htm.

Admitted students who are not automatically charged the Student Services Fee may be eligible to purchase Boynton’s Extended Coverage Benefit. This benefit provides eligible students with the same medical benefits provided to students who pay the Student Services Fee. Please call (612) 624-0627 to determine eligibility. Those who purchase the Extended Coverage Benefit at Boynton are also required to carry hospitalization insurance. Requesting the Student Services Fee does not qualify the students to purchase the University-sponsored Student Health Benefit Plan.

Non-degree-seeking Students: Non-degree-seeking students are not required to carry hospitalization insurance and are not eligible to enroll in the University-sponsored Student Health Benefit Plan.

AHC Students: All Academic Health Center students will be automatically enrolled in and charged for the AHC Student Health Benefit Plan. Students covered by the GA Plan, Minnesota Care, or a U.S.-based employer health insurance plan may waive out of the University-sponsored plan by completing the waiver form found at: www.bhs.umn.edu/insurance/insurance.htm. This will need to be done once every two years.

Graduate Assistants: (Also see Graduate Assistant Health Benefit Plan, page 30.) The University-sponsored Graduate Assistant Health Benefit 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. Subsidized coverage for a spouse or domestic partner and children is also available. To apply or for more information contact the Graduate Assistant Health Benefits Office, Boynton Health Service, 612-624-0627.
International Students: International students and visiting scholars must enroll in the Student Health Benefit Plan from the date of arrival in the United States through the final date of departure from the United States. Coverage is also required for their dependents. For more information contact the Student Health Benefits Office, Boynton Health Service, 612-624-0627 or 1-800-232-9017 (toll free).

Immunization Clearance—The University requires all students born after December 31, 1956, and taking more than one class, to provide documentation of two immunizations for measles, mumps, and rubella, and a tetanus-diphtheria immunization within the last 10 years. This documentation must be entered on a Student Immunization Record form and must include the month and year each immunization was given. Forms are available at the One Stop Student Services Centers, on the Boynton Website at http://www.bhs.umn.edu/services/immunization.htm, and at the Boynton Health Service information desk. Students who graduated from a Minnesota high school in 1997 or later are exempt from this policy. If you are a graduate student who meets this criteria and your undergraduate degree is from a school other than the University of Minnesota, please complete the immunization form and check the box indicating you are from a Minnesota high school. All students enrolled in Academic Health Center programs are required to complete the AHC immunization requirements, located at www.bhs.umn.edu.

Check your medical or high school immunization records. All students are legally required to provide information on immunizations or exemptions; students who fail to provide the required information will have a hold placed on their records and will not be allowed to register for classes. (The law does allow for an exception based on age, or documented medical or conscientious exemptions for non-AHC students.) If you need any of the required immunizations, call your family doctor or the Boynton Immunization Clinic (612-625-3222) for an appointment. These required immunizations are not covered by the Student Services Fee. For more information, go to the Boynton Health Service website at www.bhs.umn.edu.

Additional Information—For more information about the Student Health Benefit Plans contact the Student Health Benefits Office, Boynton Health Service, 612-624-0627 or 1-800-232-9017 (toll free). www.bhs.umn.edu

Permanent Residents and International Students—If you hold an immigrant or student visa, have been formally admitted to the University of Minnesota, and are registering for the first time, an ME (health clearance) hold has been placed on your record. To clear the hold, you must show proof of tuberculosis testing before registering for classes. This requirement can be met either by having a tuberculosis test or by showing proof that you have taken tuberculosis medication in the past. If your tuberculosis test shows that you have been exposed to tuberculosis, you will be allowed to register, but you will be expected to receive follow-up care as recommended. Come to the main check-in desk, 3rd floor Boynton, with your written proof of tuberculosis testing. Call 612-625-3222 or stop at the main desk to schedule an appointment for testing.

GRADUATE ASSISTANT HEALTH BENEFIT PLAN

The University-sponsored Graduate Assistant Health Benefit Plan is available to graduate and professional school students who:

• hold appointments of 195 hours or more (65 hours for summer term) per payroll semester in class titles 9511 (teaching assistant), 9515 (graduate instructor), 9517 (Ph.D. candidate/graduate instructor), 9518 (advance master’s TA), 9519 (Ph.D. candidate/TA with 24 thesis credits), 9521 (research assistant), 9526 (graduate research project assistant), 9527 (Ph.D.candidate/graduate research project assistant), 9528 (advance master’s RA), 9529 (Ph.D.candidate/RA with 24 thesis credits), 9531 (administrative fellow), 9532 (advance master’s administrative fellow), 9533 (Ph.D.candidate/AF with 24 thesis credits), 9535 (professional program assistant), 9571 (summer term TA), 9572 (summer term RA), 9573 (summer term AF), 9574 (summer session TA with T. Ben.), 9575 (summer session TA without T. Ben.), or

• hold 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% nine-month graduate assistantship and whose departments agree to pay the full departmental cost of coverage ($226.06 per month) during the academic year. Post-doctoral fellows (class 9560) need not be registered for credits.

Each enrollee on the GA plan will pay 5% of the monthly premium (cost to be determined), billed once per semester to their student account. The University subsidizes the cost of health coverage on the GA Plan, paying a contribution toward the premium of 1.9 times the appointment percentage. A student with a 50% appointment will receive a 95% subsidy of premium, while a student with a 25% appointment will receive a 47.5% subsidy. Students will be billed for the balance of premium once each term on their student account. For the cost of alternative dependent coverage, please review the worksheet for enrolling dependents at www.bhs.umn.edu/insurance/graduate/index.htm. The University will continue to subsidize the dependent plans at 65% of the lower cost plan.

To receive this coverage you must complete an enrollment form and submit it to the Graduate Assistant Health Benefits Office, N323 Boynton Health Service, by the registration deadline. For most students, this deadline is the first week of classes. Plan members are billed each term for any portion of the premium they owe. Those on hourly appointments who work less than the estimated number of hours are billed for their portion of the premium. Once enrolled, you remain a plan member until your appointment ends or drops below the qualifying level. At this time, you must cancel or choose to continue coverage. If you elect to continue coverage, you are then responsible for the full amount of the health insurance premium.

Students receiving continuation coverage who become eligible again must contact the Graduate Assistant Health Benefits Office to be reinstated; otherwise they will continue to be
billed. Students enrolled in the plan spring semester remain enrolled for summer. The University will pay a portion of the summer premium based on the semesters during the academic year in which students were enrolled in the plan and the percentage of their appointments. Students who wish to cancel coverage for summer have until May 31 to do so; if they do not cancel, they will be billed for their portion, if applicable, through August 31.

Coverage for dependents of eligible students is available. The cost of dependent coverage is subsidized by the University. For further information, contact the Graduate Assistant Health Benefits Office, N323 Boynton Health Service, 612-624-0627, or visit the Web at www.bhs.umn.edu/insurance/graduate/index.htm.

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 online, go to onestop.umn.edu and click on “Grades and Transcripts.” You must have an active University of Minnesota Internet ID (x.500) and password to access the online request.

If you are unable to order online, go to onestop.umn.edu and click on “Grades and Transcripts” to print a PDF version of the Request for Official Transcript form. You may also order a transcript in person at any One Stop Student Services center.

There are several types of delivery service for transcripts:

- **Regular service** transcripts are mailed within 2-3 working days and are $5.00 each. Allow sufficient time for delivery by U.S. mail, up to three weeks for international mail.
- **Rush service** transcripts are mailed the same day (if request is received by 2:00 p.m. central time) and are $10.00 each. Allow sufficient time for delivery by U.S. mail, up to three weeks for international mail.
- **Rush/fax service** transcripts are faxed, and a paper copy is mailed, the same day (if the request is received by 2:00 p.m. central time). Rush/fax service is also $10 per transcript. Allow sufficient time for delivery by U.S. mail, up to three weeks for international mail.
- **Overnight priority service** offers next-business-day delivery of official transcripts by 3 p.m. to most U.S. addresses, if your request is received by 2 p.m. central time. The fee for this service is $10 per transcript, plus a $15 delivery fee for each address. If you request Fax & Overnight Priority service, your transcript will also be faxed to you the same day. Overnight Priority service cannot be delivered to P.O. boxes.
- **International priority service** offers delivery of official transcripts to most international locations within approximately 2-5 days. The fee for this service is $10 per transcript, plus a $20 delivery fee for each address. Request Fax & International Priority service, and your transcript will also be faxed the same day (if your request is received before 2 p.m. central time). International Priority service cannot be delivered to P.O. boxes.

If you are submitting your request by letter, you must include: the complete mailing address to which the transcript should be sent; your student ID number and/or social security number; your date of birth; your name(s) while attending the University; a daytime telephone number or cell phone number; an e-mail address and a home address; the college you attended (for example, the College of Liberal Arts), including evening classes; the type of transcript service you are requesting (see above); and your signature. Your request will be returned to you for lack of signature.

Mail your request to:

- Transcripts Services
- 130 Coffey Hall
- 1420 Eckles Avenue
- St. Paul, MN 55108

Fax transcript requests to 612-625-4351.

Payment—Online requests must be paid by credit card or charged to an active student account. In-person and mail requests can be paid by check, money order, or credit card. Fax requests must be paid by credit card. Make checks payable to the University of Minnesota. We accept Visa, MasterCard, American Express, Diner’s Club, and Discover. Include card number and expiration date on your mail or fax request. Scanned signatures are not accepted.

If you have questions, please call 612-624-1111 or visit the Web at onestop.umn.edu and click on “Grades and Transcripts.”

Unofficial transcripts—If you are currently enrolled, you can print an unofficial copy of your transcript on the Web at onestop.umn.edu. Click on “Grades and Transcripts,” then select “View or Print Your Unofficial Transcript.”

If you are not currently enrolled, you must request a copy in person at a One Stop Services center; a picture ID is required. There is no charge for an unofficial transcript; there is, however, a limit of two copies per day. Unofficial copies of your record are not available by mail.

Disciplinary action is taken if academic records are forged or altered.

U CARD (STUDENT ID)

The University of Minnesota’s official student photo identification card is called the U Card. You can use your U Card to check out library materials; enter the Rec Center, St. Paul Gym, the golf course, secured buildings, and computer labs; qualify for art and athletic ticket discounts; cash checks on campus; charge books and supplies to your University student account at University of Minnesota Bookstores; and more.

Your U Card Checking account allows you to make free unlimited transactions at any TCF EXPRESS TELLER® ATM. In addition, TCF waives its fee for up to four withdrawals per statement at non-TCF ATMs. TCF also waives its fee for withdrawing funds at out-of-state or out-of-country ATMs. U Card Checking has no minimum balance, no monthly service charge, no check processing fees, and Preferred Online Banking (including bill
pay). You can have your financial aid credit balance directly deposited into your U Card Checking account.

Gopher GOLD allows you to repeatedly deposit up to $50 on the bottom magnetic stripe on the U Card for purchases at vending, beverage, and copy machines that accept Gopher GOLD.

Your first U Card is free and can be obtained at the U Card office, G22 Coffman Union, from 8:00 a.m.–4:30 p.m. weekdays. You can also obtain a card at the Rec Center and St. Paul Gym during limited hours. You can call the U Card office, 612-626-9900, or visit the Web (at www.umn.edu/ucard) to obtain current information on hours. You must present a government-issued photo ID; digital photos are taken as part of the card issuance process.

Replacement (lost, stolen, or damaged) U Cards are subject to a replacement fee. Lost or stolen cards should be reported to the U Card office to prevent unauthorized use of your card.

**Charging Books to Your Student Account**—You can charge purchases to your student account using your U Card at any University of Minnesota Bookstore (Coffman Union, St. Paul, or Law School). To be eligible you must have your U Card and another form of photo ID with you, you must be enrolled in the current term, and you can have no holds on your record. At checkout, tell the cashier that you want to charge to your student account. You will sign a receipt acknowledging you will pay back your student account for your purchase. You can also charge your University of Minnesota Bookstore online textbook purchases to your U Card student account.

Your bookstore charges will be posted to your student account along with other charges (tuition, fees, housing, etc.) and will appear on your next month's billing statement. Unpaid bookstore charges may result in a hold on your student record.

Save your receipt in case you need to return or exchange books. Return privileges are limited. Check with the bookstore for restrictions. Any returns will show as a credit on your student account.

Financial aid disbursements can be applied towards your bookstore charges on your student account if you check “Yes” on the Financial Aid Withholding Authorization section of your electronic Financial Aid Award Notice (eFAAN). You may also download the Financial Aid Withholding Authorization form from the Web (at onestop.umn.edu/onestop/forms.html scroll down to “Managing Your Student Account”). If you have questions regarding your bookstore charges, call One Stop Student Services at 612-624-1111.
PAYMENT OF FEES

BILLING AND PAYMENT DATES FOR FALL SEMESTER 2007

<table>
<thead>
<tr>
<th>Statement</th>
<th>Billing date</th>
<th>Due date</th>
<th>Balance due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st billing statement</td>
<td>September 8</td>
<td>October 3</td>
<td>33%</td>
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<tr>
<td>2nd billing statement</td>
<td>October 6</td>
<td>October 31</td>
<td>50%</td>
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<tr>
<td>3rd billing statement</td>
<td>November 3</td>
<td>November 28</td>
<td>100%</td>
</tr>
<tr>
<td>4th billing statement</td>
<td>December 1</td>
<td>December 26</td>
<td>100%</td>
</tr>
<tr>
<td>5th billing statement</td>
<td>December 29</td>
<td>January 16</td>
<td>100%</td>
</tr>
</tbody>
</table>

Non-Degree-Seeking Students—Non-degree-seeking students must pay tuition and fees in full by the first billing due date of the term (October 3 for fall 2007). Payments must be received, not postmarked, by October 3. If payment is not received by October 3, your registration will be canceled. You will receive an e-mail after the term begins, notifying you that your bill is ready to be viewed online. You can check your student account (at onestop.umn.edu under Quick Links) for your tuition and fees approximately one month before the start of the term. Make payments online with an electronic check from your checking or savings account at UMPay (at onestop.umn.edu under Quick Links), in person at the Bursars Office, or by mail to Bursar Office, University of Minnesota, Twin Cities, P.O. Box 88, Minneapolis, MN 55440-0088. More information is available from a One Stop Student Services Center (200 Fraser Hall, 130 Coffey Hall, or 130 West Bank Skyway).

Degree-Seeking Students—Degree-seeking students have a student account and receive an electronic bill for tuition and fees for day, evening, and Independent and Distance Learning (IDL) 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 onestop.umn.edu and click on “Student Account” under Quick Links.

Online Billing Statements—The University of Minnesota now offers online billing and payment of your student account bills (tuition, fees, housing, books). Online billing is the official means of generating tuition bills for all enrolled University of Minnesota students. This means that paper bills no longer exist for enrolled students. Online billing statements list the current balance and a minimum payment due as of the date on the bill. (Some charges may not qualify for installment payments and will be due in full.) If you are officially admitted to a degree or certificate program, you may pay in three installments during the fall and spring terms by paying at least the minimum amount due by the due date. No installment plan is available in the summer. A $35 installment fee per semester is due for paying by the installment plan. If you pay less than the full balance on the bill, you will be assessed the $35 per semester installment fee on your next statement. Any time you pay less than the minimum amount by the due date listed on your billing statement, you will be charged a $30 late payment fee in addition to the $35 installment fee, if applicable, and a hold will be placed on your record. Payments must be received by the due date to be considered on time.

Online billing payments may be made only for current charges. Balances from previous terms are due in full. All payments will be applied to the oldest charge on your account. You will continue to be billed late payment and installment fees if your balance due continues to remain unpaid. Note: Paying more than the minimum payment due on your statements or paying before you receive your statements does not reduce the percentage required on your next billing statement—you will still be required to pay the standard percentage of the balance.

The chart on this page lists the billing dates and the payment dates for this term.

The UM Pay online billing and payment system will automatically send an e-mail notification to your U of M e-mail address when the bill is ready to be viewed online. You will need your University-assigned Internet ID and password to login to the UM Pay system. For more information on UM Pay, go to onestop.umn.edu/onestop/TuitionBilling/UM_Pay.html or contact One Stop Student Services at 612-624-1111.

Current Address—It is your responsibility to report any change in address. 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. You can also verify and correct your address on the Web (click on “Personal Information” under Quick Links at onestop.umn.edu/onestop) or by contacting One Stop Student Services.

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 onestop.umn.edu and selecting “Parent/Guest Access” under Quick Links.

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.

When to Pay—For students who register through September 7, the first payment is due by October 3. Students whose registrations occur after the first billing date will be billed in the next billing cycle and will have an October 31 due date. Always pay by the due date listed on your bill. REMEMBER: Initial registrations that occur after September 3 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—Payments on your student account can be made in several ways:

**UM Pay—Online Billing and Payment Services**—The quickest way to make your payment (and avoid standing in line, writing checks, and buying stamps) is to pay online using UM Pay. Payments made online with an e-check from your checking or savings account are easy and convenient and are posted to your account the same day if submitted before 5:00 p.m. central time. You may also choose to pay the balance due with a MasterCard, DISCOVER, or American Express credit card (VISA is not a participant). Credit card payment is available only as an online service of UM Pay. 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 charge 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 Infinet, the University’s contractor, to offset their costs in working with the credit card companies.

You can easily set up authorized payers to make payments on your behalf. For more information go to onestop.umn.edu/onestop/Tuition_Billing/UM_Pay.html or call One Stop Student Services at 612-624-1111 if you need further assistance.

**Pay by U.S. Mail**—Address your payments to:

Bursar Office  
University of Minnesota, Twin Cities  
P. O. Box 88  
Minneapolis, MN 55440-0088

Do not send scholarship checks, cash, or overnight deliveries to the P.O. Box. Also, if you are paying for multiple students with one check, please do not mail the payment to the P.O. Box (it can be mailed directly to the East Bank Bursar Office, 145 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455, for processing). Please make your check or money order payable to “University of Minnesota.” If you used the UM Pay electronic billing system to view your bill, please be sure to print a copy of the “Printable Version/PDF.” This will ensure timely crediting of your payment. Write your student ID number on your check and include it with a copy of the payment portion of your billing statement. If you do not have a billing statement, write your student ID number on your check and indicate that your payment applies to your student account billing. If you are unsure of your balance, you may check your balance online at onestop.umn.edu and click on “Student Account” under Quick Links, or call One Stop Student Services at 612-624-1111.

Please do not mail any other University bills to the P.O. box. Mail those payments 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.

**Pay by drop box**—Payments may also be made at these on-campus Bursar drop boxes:

- Williamson Hall—East Bank, 1st and 2nd floor concourses;  
- Coffey Hall—West Bank, between the doors in the concourses;  
- Anderson Hall—West Bank, between the doors in the hallway; and  
- Coffman Union—East Bank, main floor by information desk;

We recommend that you write your student ID number on the check. If you don’t have your billing statement, be sure that your name appears on the check the same way it appears on your records. Payments made in these drop boxes by 8:00 a.m. the morning after a due date are considered on time. Do not put cash payments in these drop boxes. The Bursar Office is not responsible for cash payments made in these boxes.

**Pay in Person**—Payments may be made at any of the following campus Bursar offices:

- East Bank: 145 Williamson Hall, M–F, 8:00 a.m.–4:00 p.m.  
- West Bank: 101A Anderson Hall, M–F, 8:00 a.m.–3:00 p.m.  
- St. Paul: 107 Coffey Hall, M–F, 8:00 a.m.–3:30 p.m.

Credit card payment is available only as an online service of UM Pay. The University will not accept credit card payments through the mail, in person, or over the phone. Payments may be made by cash, check, travelers checks, money orders, cashier checks, or checks drawn from credit cards.

Please note: All Bursar offices are open and have extended hours (8:00 a.m.–5:00 p.m.) for fee payment on the due dates, as indicated below:

- For the first due date of the fall and spring semesters—All Bursar offices are open extended hours the day before the due date and day of the due date.
- For the second due date of the fall and spring semesters—All Bursar offices are open extended hours the day of the due date only.
- For the third due date of the fall and spring semesters—The Bursar offices follow the normal schedule of
hours and days. There are no extended hours for this due date.
- For May/summer term due dates—All Bursar offices will be open regular hours on the summer due dates.

More information on payment options is available at oam.software.umn.edu/bursar or e-mail bursar@umn.edu.

Collection Procedures and 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.

Verification of Fees Paid—To confirm that your fees are paid, you can view your student account on the Web (click on "Student Account" under Quick Links at onestop.umn.edu). If you have questions about your student account information on the Web, call One Stop Student Services (612-624-1111) or go to a One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall). It is important to save 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. More information about these tax credits is available on the Web (go to process.umn.edu/groups/controller/documents/information/education_tax.cfm).

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 Financial Collections.

Paying Tuition Holds—After the due date, you must pay the current amount due on your account to receive a hold release. If, in order to register, you pay a Student Financial Collections 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 Financial Collections. Your current registration may be cancelled if you fail to respond to this notice and pay your debt.

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

Financial Aid Recipients—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 increase enrollment after that date, contact a One Stop Services 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.

REMEMBER: 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.

Financial Aid Payment of Student Account Charges—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 charged with your UCard, check 'yes' to the "Authorize payment" question on your financial aid award notice (eFAAN).

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

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

Financial Aid Credit Balance Return—You may have a credit balance remaining in your student account after your authorized charges have been paid. Your credit balance amount will be sent to you via mail or direct deposit. Direct deposit is the fastest way to get your excess financial aid funds. You can sign up for direct deposit online at onestop.umn.edu; go to "direct deposit" under "Quick Links".

If your financial aid pays less than the amount due in your account, you can make installment payments on the remaining balance. However, you are not eligible for installment payments if your financial aid covers 100 percent or more of your tuition and fees charges.

PLEASE NOTE: You are responsible for on-time payment of any charges not paid by financial aid. New charges to your student account that occur after financial aid has disbursed will be billed on your next installment billing statement. You will be charged a $35 fee during each semester that you are on the installment plan. See onestop.umn.edu/onestop/Tuition_Billing/Installment_payment_plan.html for more information.

Use the Student Account Quick Link at onestop.umn.edu to stay aware of the amount due in your student account and avoid any billing charges and late payment fees.

Financial Aid Enrollment Requirements for Undergraduates—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 Academic Competitiveness Grant (ACG): Full-time enrollment (at least 12 credits) is required for disbursement.
Federal Pell Grant: Full-time enrollment (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 National SMART (Science And Mathematics Access to Retain Talent) Grant: Full-time enrollment (at least 12 credits) is required for disbursement.

Federal Supplement 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 (minimum of 6 credits) is required for disbursement.

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

Founders Opportunity Program: Enrollment of 13 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 (minimum of 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 (minimum of 6 credits) is required for disbursement unless otherwise specified by the donor.

Student Educational Loan Fund (SELF): At least half-time enrollment (minimum of 6 credits) is required for disbursement.

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 (minimum of 6 credits per semester) is required (and must be maintained) to be eligible for the work-study program.

Tuition and Fees Paid by Various Agencies—if you have an authorization for the University to bill a sponsor for your tuition and fees, you should bring or mail your authorization before the beginning of registration to Agency/Third Party Billing, B-12 Fraser Hall, 106 Pleasant Street SE, Minneapolis, MN 55455, or fax it to 612-626-0387. If you are unable to provide your authorization before the beginning of registration, do so when you register.

Your authorization must include:
- Your name,
- Term or dates of eligibility,
- A list of charges (if known) and/or the maximum amount the sponsor will pay,
- Authorizing signature or stamp, and
- Complete address of agency to be billed for tuition.

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

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

New international students whose tuition and fees will be paid by a sponsor should bring their billing information to the Preregistration Program for International Students. Previously enrolled international students whose tuition and fees will be paid by a sponsor should make sure that a copy of their billing information is on file with International Student and Scholar Services, 190 Humphrey Center.

NOTE: You will have a hold placed on your record if your sponsoring agency falls behind in payment for more than one term. You will be held responsible for all unpaid tuition and fees if your sponsoring agency does not fulfill its obligations. It is your responsibility to monitor payments made to your account by your sponsor.

Education Tax Credits and Deductions—The Hope Tax Credit is limited to the first two years of undergraduate education; it requires admission to a degree or eligible certificate program and full-time enrollment in credit courses. 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 nonadmitted 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 Hope Tax Credit and the Lifetime Learning Tax Credit in the same tax year for the same qualified expenses.

An above-the-line tax deduction for tuition and eligible fees paid out-of-pocket began in 2002. It may offer tax savings to students whose incomes are too high to qualify for or receive significant benefits from the Hope or Lifetime Learning Tax Credits. Income eligibility limits increase over the four-year period the tax deduction is available.

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 (process.umn.edu/groups/controller/documents/information/education_tax.cfm).

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: Pub 4 Student's Guide to Federal Income Tax; Pub 520—Scholarships and Fellowships; Pub 519—U.S. Tax Guide for Aliens; Form 1040EZ and Instructions—Income Tax Return for Single and Joint Filers with no dependents; and Form 1040NR and Instructions—U.S. Nonresident Alien Income Tax Return. These publications and forms can be obtained from the Internal Revenue Service at their toll-free number: 1-800-829-FORM; they can also be obtained on the Web (at www.irs.gov/forms_pubs/index.html).

Regents' Scholarships and Academic Staff Tuition Benefits—If you are registering for a course with a Regents' Scholarship, you should bring your authorization to a One Stop Student Services Center when you register. If you receive your authorization after you have enrolled, you should return to a One Stop Student Services Center for an adjusted registration statement. You can also mail or fax your form to a One Stop Student Services Center (130 West Bank Skyway [fax 612-626-9129], 200 Fraser Hall [fax 612-625-3002], or 130 Coffey Hall [fax 612-624-4943]). Forms should never be mailed to the Bursar. If you fail to receive authorization by the due date on your first billing statement from Student Financial Collections, you will be liable for any billing charges. Regents' Scholarships and Academic Staff Tuition Benefits cover only tuition for approved courses. You are responsible for all course fees, special fees, and late fees. If you fail to pay these fees by the due dates on your billing statements, you will be liable for any billing charges.

### REFUNDS

**Tuition and 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% refund; 75% during the second week; 50% during the third week; 25% during the fourth week; and 0% thereafter. See the refund chart, below, 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 Independent and Distance Learning extended-term courses are listed on page 83.

**Remember:** Cancellations are effective the day they are processed and strictly follow the dates listed on the next page (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 form to your 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.

Check with the One Stop Student Services Center staff in 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall for more information and a Tuition Refund Appeal form. Forms can be downloaded from the Web (at onestop.umn.edu/onestop/forms.html). You can also call 612-624-1111.

If you are receiving financial aid, phone or visit the One Stop Student Services Center in 200 Fraser Hall (612-624-1111), 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 Payment of Fees, pages 31–34.

**Student Services Fee and University-Sponsored Hospitalization Insurance Fee**—If you drop your credit load to below 6

| FALL 2007 REFUND SCHEDULES FOR TUITION AND FEES | 
|-------------------------------------------------|-----------------|
| **For refund of:**                                  | **Cancel by:**   |
| **FALL SEMESTER 2007**                             |                  |
| 100%                                               | September 11    |
| 75%                                                | September 17    |
| 50%                                                | September 24    |
| 25%                                                | October 1       |
| 0%                                                 | on or after October 2 |
| **1ST 7-WEEK SESSION**                             |                  |
| 100%                                               | September 11    |
| 50%                                                | September 17    |
| 0%                                                 | on or after September 18 |
| **2ND 7-WEEK SESSION**                             |                  |
| 100%                                               | November 5      |
| 50%                                                | November 11     |
| 0%                                                 | on or after November 12 |

Web registration (at onestop.umn.edu/onestop/registration.html) is available from 6:00 a.m. to 3:30 a.m. Monday-Saturday and 12:30 p.m. to 3:30 a.m. Sunday. In-person registration is available at the One Stop Student Services Centers. Regular hours for 200 Fraser Hall are Monday-Thursday: 8-5:30, Friday 8-4 (200 Fraser Hall is open 8-6 August 27-30, September 4-6). 130 West Bank Skyway is open Monday-Tuesday: 8-5, Wednesday-Friday: 8-4 (on days when classes are in session) and Monday-Friday: 8-4 (on days when classes are not in session). 130 Coffey Hall is open 8-4 Monday-Friday.
credits, you must accept a refund of the University-sponsored hospitalization insurance 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 hospitalization insurance.

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% 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.

How to Obtain Your Refund—If you have paid your fees in full, you may obtain a refund by contacting One Stop Student Services. There is a two week waiting period for your refund beyond the last date any payment was received, unless your fees were paid only with cash or a University of Minnesota check. You can request your refund be mailed to you by calling 612-624-1111.

Your refund will reach you sooner if you sign up for direct deposit to a checking or savings account. You can sign up for Direct Deposit online (at onestop.umn.edu; go to Direct Deposit under Quick Links,) or you can obtain the Direct Deposit Authorization form on the Web (at onestop.umn.edu/onestop/forms.html), at the One Stop Student Services Center, 200 Fraser Hall, or by calling 612-624-1111. Once your authorization has been processed, student account refunds are automatically transferred to your bank checking or savings account, usually within 48 hours of processing the refund.

If you have not paid your fees in full, any refund you receive will be a monetary credit applied to your unpaid balance. Read Payment of Fees, pages 31–35.

Tuition Refunds for Students With Financial Aid—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% 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 Financial Collections, 20 Fraser Hall. 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.

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 U.S. 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. There are few exceptions to this rule, and these generally apply to veterans, migrant workers, specific federal employees, refugees, and faculty at Minnesota colleges. Students holding temporary international visas (B, F-1, J-1, H-1, etc.) 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, etc. 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 admissions.tc.umn.edu/PDFs/ResidencyReciprocity00.pdf). This booklet contains official policy, and no other information replaces that policy. You can also speak with the residency officer, Office of Admissions, 612-625-6330 or 1-800-752-1000.

You may apply for or appeal your resident status by obtaining an application in 240 Williamson Hall or 130 Coffey Hall. An administrative classification will follow a review of the application. You should appeal a nonresident classification that you believe to be incorrect as soon as possible. If the Review Board determines that the nonresident classification was not appropriate, you will receive a refund for the appropriate period and amount of overpayment, if any. No more than one year’s retroactive refund will be granted.

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

RECIPROCITY

The University has reciprocity agreements with Wisconsin, North Dakota, South Dakota, and Manitoba. The University also participates in the Midwest Student Exchange Program (MSEP)—a reciprocity program with Kansas, Michigan, Missouri, and Nebraska for students in the following undergraduate colleges and programs: Biological Sciences; Carlson School of Management; Dental Hygiene; Design; Education and Human Development; Food, Agricultural, and Natural Resource Sciences; Institute of Technology; Liberal Arts; Medical Technology; Mortuary Science; and School of Nursing. If you are a resident of any of these states or provinces, you may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates. There are some exceptions:
\* Students participating in off-campus study or study abroad for an academic year or more must reapply for reciprocity.
\* Wisconsin students enrolled in the School of Dentistry, the Medical School, or the College of Veterinary Medicine are not eligible for reciprocity.
\* For students matriculating in the fall of 2006 and later, the reciprocity agreement with North Dakota will no longer include students in the following professional programs: Dentistry (D.D.S.), Law (J.D.), Medicine (M.D.), Pharmacy (Pharm.D.), and Veterinary Medicine (D.V.M.)
\* MSEP reciprocity eligibility is granted for your first baccalaureate degree only.
\* If summer is your first registration at the University, you additionally need to reapply for the next academic year.

You must apply for reciprocity prior to the term in which you wish your reciprocity to begin. After your first year, provided you have earned credits on campus, your reciprocity will automatically be renewed. Delays in your reciprocity eligibility will not exempt you from additional billing charges.

For information and application forms, check with your home state reciprocity office. MSEP and Manitoba forms are available on the Web (at admissions.tc.umn.edu). Call 612-625-6330 with questions or contact one of the following offices:

Minnesota Higher Education Services Office
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5527
651-642-0567
www.mheso.state.mn.us

State of Wisconsin Higher Education Aids Board
PO Box 7885
Madison, WI 53707
608-267-2209
heab.state.wi.us

South Dakota Board of Regents Reciprocity Program
Box 2201
Brookings, SD 57007
800-952-3541 or 605-688-4497
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
www.ndus.nodak.edu

CERTIFICATION FOR FULL-TIME OR HALF-TIME STATUS

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

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

For students in most undergraduate and professional units (law, dentistry, and pharmacy) full-time status is defined as 12 or more credits per semester; half-time status is 6–11 credits per semester or summer term. For students in veterinary medicine, full-time status is defined as 9 credits per semester, including summer; half-time status is 4–8 credits per term. Students in physical therapy need 5–20 credits for full-time status; there is no part-time status for physical therapy students.

5xxx through 9xxx level courses do not constitute, by themselves, graduate level work for certification or registration verification purposes. Students must also be registered in a University of Minnesota Graduate School program or a departmental masters program to be certified as doing graduate-level work. Refer to the Graduate School Catalog for more information.

For most students in the Graduate School and in the Medical School, full-time status is defined as 6 or more credits per semester; half-time status is 3–5 credits per semester. Similarly, students in master’s programs in agriculture, education, and dental and psychology fellow specialists need 6 or more credits per semester for full-time status; half-time status is 3–5 credits per semester. Public Health masters students need 9 or more credits for full-time status; half-time status is 4 credits per semester. MBA students need 12 or more credits for full-time status for fall and spring terms and 6–11 credits for half-time status; full-time summer status is 6 credits or more and half-time summer status is 3–5 credits.

Courses taken as an audit are not applicable for certification purposes. All registrations in Grad 0999 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. All deferment loan forms are forwarded by the Office of the Registrar to the Clearinghouse; this information is not supplied directly 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, (703) 742-7791, and ask for a student
service representative. The representative will verify the
date on which the deferment form was received by the
Clearinghouse, the date the deferment was certified and
mailed, the registration status that was certified, and where the forms were sent.

• If an emergency exists (for example, you are being threatened with default) the Clearinghouse will intervene
on your behalf by faxing another deferment to the lend-
ing 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 at
200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall, or
mail it to Office of the Registrar, 130 Coffey Hall, 1420 Eckles
Avenue, St. Paul, MN 55108. Requests can also be faxed to
612-625-4351. You can download the certification form from the
Web (at onestop.umn.edu/onestop/forms.html). Requests for
certification letters are not accepted by phone. Certification
letters requested by mail or fax are processed in 2–3 business
days. There is no charge for regular service for certification
letters but there is a limit of 6 copies a day for all requests.
Rush/fax service is available for $10 a letter, and there is no
limit on the number of copies that can be requested. Rush/fax
requests are processed the same day they are requested, if
received by 2 p.m.

Minnesota law allows a student who takes at least 60% of a
full-time credit load to qualify as a full-time student for pur-
poses 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 certifi-
cation of your credit load and the number of credits required for
a 60% credit load in 200 Fraser Hall, 130 West Bank Skyway,
or 130 Coffey Hall. Your physician should then forward your
certification with the appropriate medical documentation to
your insurance company.

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

VETERANS CERTIFICATION

Students under Chapters 30, 32, 35, 1606, and 1607 should
follow the University of Minnesota and the United States Depart-
ment of Veteran Affairs (USDVA) basic procedures described
below in order to use their education benefit. Students can
contact the following office for further information:

Veterans Certification Office
One Stop Student Services
University of Minnesota
200 Fraser Hall
106 Pleasant St SE
Minneapolis, MN 55455
612-625-8076 (ph)
612-625-3002 (fax)
veterans@umn.edu

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

To be certified for education benefits, students should contact
the University of Minnesota’s Veterans Certification office (listed
above) or visit their Web site: www.onestop.umn.edu/onestop/
Registration/Veterans_Certification.html.

If a student plans to attend fall and spring semesters, he or
she may request certification for the entire academic year.
Continuous payment cannot be requested if the student:
• Is attending less than half time
• Is on active duty
• Withdraw from all courses in the preceding term

A student may elect to be paid in advance for the first partial
month of school plus the following full month. Application
deadlines are listed online at http://onestop.umn.edu/onestop/
Registration/Veterans_Certification/Advanced_Payment.
html. In order to be eligible for advanced payment, a student
must be:
• Attending at least half-time
• Not receiving continuous payment

Students are required to notify the Veterans Certification Office
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.

Any grade of N (not satisfactory) will be reported to the USDVA.
The USDVA will adjust the student’s benefits and may require
that the student repay all of the benefits he or she received
for that course.

Likewise, any grade of I (incomplete) will be reported to the
USDVA. The USDVA will allow one year for completion of the
course before repayment is required. Students are responsible
for notifying the Veterans Certification Office when a letter
grade is posted to replace the incomplete grade.

If a student chooses to claim mitigating circumstances for reduc-
tions in credit load, he or she should present written evidence
to the Veterans Certification Office. The documentation will be
included with the report that is submitted to the USDVA. The

HIGHER EDUCATION VETERANS PROGRAMS

Veterans Resource Office—The University of Minnesota is
the metro region headquarters for the Minnesota Department of
Veterans Affairs Higher Education Veterans Programs. This office
provides veterans and current military members, as well as their
families, with information regarding benefits, veterans’ employ-
ment help, family assistance, and transition issues. In addition, the
metro region coordinator will work with various University staff to
ensure that veterans are able to easily access their educational
benefits as well as the campus resources they need.

To contact the Veterans Resource Office, call 612-625-7620 or
e-mail veterans@umn.edu. The office is located at the One Stop
Student Services Center in 200 Fraser Hall.
USDVA will take the mitigating circumstances into consideration when making a decision about a change in benefits.

Students under Chapter 31 must meet with a VA counselor to apply for education benefits. Once the VA counselor determines eligibility, he or she will send a payment authorization to the Veterans Certification Office. Within two business days, the Veterans Certification Office will set up billing information with Third Party Billing and the University Bookstores.

TUITION BENEFITS FOR GRADUATE ASSISTANTS

Tuition Benefit Limit—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 on the Web (at www.umn.edu/ohr/gae). Click on “Tuition benefits.”

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 www.umn.edu/ohr/gae).

Registration Requirement—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 insurance may be affected as well.

Students with Advanced Masters status and Ph.D. candidates (meeting all Graduate School requirements of Advanced Masters status or Ph.D. 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 (Ph.D.).

If you must make changes to your registration, it is very important to check drop/add deadline information available online (at onestop.umn.edu/onestop/Calendars/Refund_and_DropAdd_Deadlines.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.

Calculating Tuition Benefit Eligibility—Graduate assistants who hold a minimum 12.5% 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% appointment provides tuition benefit eligibility, a 12.5% grad assistantship does not provide for a non-resident waiver or eligibility for enrollment in the grad assistant insurance plan. Eligibility for the resident rate and grad assistant insurance requires a 25% appointment. REMEMBER: Tuition benefits are a percentage of the tuition benefit limit. Tuition benefits for a 25% appointment equal 50% of the limit, a 30% appointment equals 60% of the limit, and so on: the maximum tuition benefit is 100% of the tuition benefit limit. Your tuition benefit provides for tuition only and does not pay the student services fee, or 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% appointment (98 hour minimum) for benefit eligibility. A 50% appointment for half the semester would be adjusted to a 25% appointment for benefit purposes, and a 50% tuition benefit would be awarded.

Payment of Fees—NOTE: Read this section carefully; failure to do so could cost you money! You must pay your fees (or installment payments), or have your account properly credited, by the payment due date to avoid a billing charge. If you hold an assistantship but the tuition benefit has not been posted to your student account by the time you receive your bill, contact Graduate Assistant Employment prior to the payment due date or late fees will be assessed by the Office of Student Finance. Do not ignore your bill. You can verify that you have received your tuition benefit by checking your student account detail on the Web (click on “Student Account” under Quick Links at onestop.umn.edu) or by calling One Stop Student Services (612-624-1111).

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

Tuition Benefit Repayment—If you do not complete your appointment (i.e., leave in the middle of a term or work less than the number of hours required), you may be rebilled for a portion or all of your tuition. (Nonresidents may be charged the nonresident tuition rate.) Exceptions are made only for graduation.

Information—For more information on graduate assistant benefits, procedures, and policies, access the Graduate Assistant Employment website (at www.umn.edu/ohr/gae). You may contact Graduate Assistant Employment in person at Suite 170, Donhowe Building; by mail at 170 Donhowe Building, 319 15th Ave. SE, Minneapolis, MN 55455; by phone at 612-624-7070; by FAX at 612-624-9801; and by e-mail (at gaoinfo@umn.edu). Office hours are 8 a.m.–4:30 p.m., Monday–Friday. The Web site also lists current graduate assistant job openings.

Graduate Assistant Medical Plan—See page 30 for information.

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, Suite 170 Donhowe Building, 612-624-7070, for more information or go to the Web (at www.umn.edu/ohr/gae/).
OVERVIEW OF LIBERAL EDUCATION REQUIREMENTS

A liberal education introduces you to the modes of inquiry and subject matter of the major branches of knowledge, including the factual information and theoretical or artistic constructs that form their foundations; the “ways of knowing”—the kinds of questions asked and how insight, knowledge, and data are acquired and used; the changes over time of their central ideas or expressive forms; and the interrelationships among them and with human society in general. To these ends, study by all undergraduate students on the Twin Cities campus is guided by a common framework.

THE DIVERSIFIED CORE CURRICULUM

Physical and Biological Sciences—Comprehension of physical and biological principles; understanding of and ability to use the methods of scientific inquiry—the ways in which scientists investigate physical and biological phenomena; and appreciation of the importance of science and the value of a scientific perspective.

History and Social Sciences—Knowledge of how historians and social scientists describe and analyze human experiences and behavior; study of the interrelationships among individuals, institutions, structures, events, and ideas; understanding of the roles individuals play in their historical, cultural, social, economic, and political worlds.

Arts and Humanities—Understanding of approaches to the human condition through works of art, literature, and philosophy; knowledge of how artists create and humanistic scholars think; ability to make aesthetic judgments.

Mathematical Thinking—Acquisition of mathematical modes of thinking; ability to evaluate arguments, detect fallacious reasoning, and evaluate complex reasoning chains; appreciation of the breadth of applications of mathematics and its foundations.

THE DESIGNATED THEMES OF LIBERAL EDUCATION

The designated themes of liberal education offer a dimension to liberal learning that complements the diversified core curriculum. Each of the themes focuses on an issue of compelling importance to the nation and the world, the understanding of which is informed by many disciplines and interdisciplinary fields of knowledge.

Environment—Knowledge of the interaction and interdependence of the biophysical systems of the natural environment and human social and cultural systems.

Cultural Diversity—Understanding of the roles gender, ethnicity, and race play in structuring the human experience in and developing the social and cultural fabric of the United States.

International Perspectives—Comprehension of the ways in which you are part of a rapidly changing global environment dominated by the internationalization of most human endeavors.

Citizenship and Public Ethics—Reflection on and determination of a clearer sense of your present and future civic relationships and your obligations to the community.

WRITING INTENSIVE REQUIREMENT

Students are required to take four writing intensive courses. These courses are in addition to freshman writing as currently required by various units. At least two of the four required writing intensive courses must be taken at the 3000-level or above, and at least one upper division writing intensive course should be taken with the student’s major or program area.

SATISFYING LIBERAL EDUCATION REQUIREMENTS

You may satisfy liberal education requirements with a variety of courses; some satisfy several requirements at once. For example, some courses will satisfy both a diversified core requirement and a designated theme requirement; other courses will satisfy the requirements for each of two designated themes.

Because of the conversion from quarters to semesters, there have been some adjustments in the liberal education requirements. Students who entered the University before fall 1999 should speak to their college advisers.

Freshman Seminars—Freshman seminars follow a standard numbering system where the number denotes the approved Liberal Education requirement(s).

Freshman seminars are approved for requirements as indicated by their numbers.

- Courses numbered 1901 are approved for the environmental requirement;
- 1902 for the cultural diversity requirement;
- 1903 for the citizenship/public ethics requirement;
- 1904 for the international perspectives requirement;
- 1906 for both environment and writing intensive;
- 1907 for both cultural diversity and writing intensive;
- 1908 for both citizenship/public ethics and writing intensive;
- 1909 for both international perspectives and writing intensive, and;
- 1910 for the writing intensive requirement only.

Freshman seminars numbered 1905 are not approved for a Liberal Education requirement.
Charts on the following pages list the courses that fulfill each of the diversified core curriculum and designated theme areas. Charts are also available on the Web (at onestop.umn.edu/onestop/Registration/Additional_Registration_Information/Registering_for_Courses/Liberal_Education_Requirements.html).

<table>
<thead>
<tr>
<th>SEMESTER LIBERAL EDUCATION REQUIREMENTS</th>
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<tbody>
<tr>
<td><strong>The Diversified Core Curriculum</strong></td>
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<tr>
<td><strong>Physical and Biological Sciences:</strong></td>
</tr>
<tr>
<td>At least 8 credits including 1 course with lab or field experience in the physical sciences and 1 course with a lab or field experience in the biological sciences.</td>
</tr>
<tr>
<td><strong>Social Sciences/Humanities:</strong></td>
</tr>
<tr>
<td>A minimum of at least 15 credits distributed as follows: * At least 6 credits in the social sciences and * At least 3 credits in historical perspectives and * At least 6 credits in the arts and humanities including 1 course in literature and 1 course in other humanities.</td>
</tr>
<tr>
<td><strong>Mathematical Thinking:</strong></td>
</tr>
<tr>
<td>* A minimum of 1 course totaling at least 3 credits.</td>
</tr>
<tr>
<td><strong>Designated Themes of Liberal Education</strong></td>
</tr>
<tr>
<td>At least 3 credits in each of the following: Cultural Diversity, International Perspectives, Environment, and Citizenship and Public Ethics.</td>
</tr>
<tr>
<td><strong>Writing Intensive</strong></td>
</tr>
<tr>
<td>Students need to complete 1-2 first-year writing courses, depending on their freshman composition placement, and 4 writing intensive courses. Two of the writing intensive courses must be taken at the upper division level, 1 of which must be taken in the student's major.</td>
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### COURSES THAT SATISFY REQUIREMENTS FOR DIVERSIFIED CORE CURRICULUM

#### Physical and Biological Sciences

<table>
<thead>
<tr>
<th>Designator</th>
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<th>Designated Themes</th>
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<td>Biology of Plant Food Systems</td>
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<td>Agro 2101</td>
<td>Biology of Food, Land, People, and the Environment</td>
<td>Biol/L</td>
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<td>Anth 1001</td>
<td>Human Evolution</td>
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<td>Ast 1001</td>
<td>Exploring the Universe</td>
<td>Phys/L</td>
<td>Envt</td>
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<td>Ast 1011H</td>
<td>Exploring the Universe, Honors</td>
<td>Phys/L</td>
<td>Envt</td>
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<td>Biol 1001</td>
<td>Introductory Biology: Evolutionary and Ecological Perspectives</td>
<td>Biol/L</td>
<td>Envt</td>
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<tr>
<td>Biol 1009</td>
<td>General Biology</td>
<td>Biol/L</td>
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<td>Biol 1011</td>
<td>General Biology for IT</td>
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<td>Biol 2002</td>
<td>Foundations of Biology for Biological Sciences Majors, Part I</td>
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<td>Chem 1011</td>
<td>General Principles of Chemistry</td>
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<td>Chem 1021</td>
<td>Chemical Principles I</td>
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<td>Chem 1022</td>
<td>Chemical Principles II</td>
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<td>Ent 3005</td>
<td>Insect Biology</td>
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<td>FScN 1021</td>
<td>Introductory Microbiology</td>
<td>Biol/L</td>
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<td>Geo 1001</td>
<td>The Dynamic Earth: An Introduction to Geology</td>
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<td>Geo 1002</td>
<td>Earth History</td>
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<td>Geo 1005</td>
<td>Geology and Cinema</td>
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<td>Geo 1006</td>
<td>Oceanography</td>
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<td>Geo 1011</td>
<td>Volcanoes of the Earth</td>
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<td>Geog 1403</td>
<td>Biogeography of the Global Garden</td>
<td>Biol/L</td>
<td>Envt</td>
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<td>Hort 1001</td>
<td>Plant Propagation</td>
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<td>IofT 1101</td>
<td>Environmental Issues and Solutions</td>
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<td>Phil 3063</td>
<td>Principles of Human Physiology</td>
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<td>Phys 1001W</td>
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<td>Phys 1107</td>
<td>Introductory Physics Online</td>
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<td>Phys 1201W</td>
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<td>Phys 3071W</td>
<td>Laboratory-Based Physics for Teachers</td>
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<td>PiPa 1005</td>
<td>Plants Get Sick Too</td>
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<td>PSTL 1131</td>
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<td>PSTL 1133</td>
<td>Nature Study</td>
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<td>PSTL 1135</td>
<td>Human Anatomy and Physiology</td>
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<td>PSTL 1163</td>
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<td>PSTL 1171</td>
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<td>Geology of the National Parks</td>
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</tbody>
</table>

**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

Abbreviations:
- Biol/L: Biological Science with Laboratory
- CD: Cultural Diversity
- C/PE: Citizenship and Public Ethics
- Envt: Environment
- HP: Historical Perspective
- IP: International Perspective
- Lit: Literature
- Math: Mathematical Thinking
- OH: Other Humanities
- Phys/L: Physical Science with Laboratory
- SS/Sci: Social Science
- WI: Writing Intensive
### History and Social Sciences

<table>
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<td>Asian American History: 1850-Present</td>
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<td>Afro 1009</td>
<td>History of Women in Africa: 1500 to Present</td>
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<td>West African History: Early Times to 1800</td>
<td>HP</td>
<td>IP</td>
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<td>Afro 3002</td>
<td>West African History: 1800 to Present</td>
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<td>Afro 3061</td>
<td>The Black Family</td>
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<td>History of South Africa to 1910</td>
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<td>Afro 3205</td>
<td>History of South Africa from 1910</td>
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<td>Sociological Perspectives on Race, Class, and Gender</td>
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<td>AmIn 1002</td>
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<td>AmIn 3143</td>
<td>Language in American Indian Culture and Society</td>
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<td>AmSt 3252W</td>
<td>American Popular Culture and Politics: 1900 to 1945</td>
<td>HP</td>
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<td>AmSt 3253W</td>
<td>American Popular Culture and Politics: 1945 to the Present</td>
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<td>Native North Americans in Regional Perspective</td>
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<td>Anth 3017</td>
<td>Peoples and Cultures of Middle America</td>
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<td>Anth 3032</td>
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<td>Altering States: After Communism</td>
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<td>American Indian Languages and Cultures</td>
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<td>Anth 4053</td>
<td>Economy, Culture, and Critique</td>
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<td>Cultural Histories of Healing</td>
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<td>Neanderthals</td>
<td>SSci</td>
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<td>Science as Cultural Practice</td>
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<td>Islam in the Catholic Age: Arab Phase 600 AD to 900 AD</td>
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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

**Abbreviations:**
- Bio/L: Biological Science with Laboratory
- CD: Cultural Diversity
- C/PE: Citizenship and Public Ethics
- Envt: Environment
- HP: Historical Perspective
- IP: International Perspective
- Lit: Literature
- Math: Mathematical Thinking
- OH: Other Humanities
- Phys/L: Physical Science with Laboratory
- SSci: Social Science
- WI: Writing Intensive
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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

**Abbreviations:**
- Biol/L: Biological Science with Laboratory
- CD: Cultural Diversity
- C/PE: Citizenship and Public Ethics
- Envt: Environment
- HP: Historical Perspective
- IP: International Perspective
- Lit: Literature
- Math: Mathematical Thinking
- OH: Other Humanities
- Phys/L: Physical Science with Laboratory
- SSci: Social Science
- WI: Writing Intensive
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### Arts and Humanities

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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

Abbreviations:

- **Bio/L**: Biological Science with Laboratory
- **CD**: Cultural Diversity
- **C/PE**: Citizenship and Public Ethics
- **Envt**: Environment
- **HP**: Historical Perspective
- **IP**: International Perspective
- **Lit**: Literature
- **Math**: Mathematical Thinking
- **OH**: Other Humanities
- **Phys/L**: Physical Science with Laboratory
- **SSci**: Social Science
- **WI**: Writing Intensive
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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.
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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

**Abbreviations:**
- Bio/L: Biological Science with Laboratory
- CD: Cultural Diversity
- C/PE: Citizenship and Public Ethics
- Envt: Environment
- HP: Historical Perspective
- IP: International Perspective
- Lit: Literature
- Math: Mathematical Thinking
- OH: Other Humanities
- Phys/L: Physical Science with Laboratory
- SSci: Social Science
- WI: Writing Intensive
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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.
### Mathematical Thinking—Continued

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### COURSES THAT SATISFY REQUIREMENTS FOR DESIGNATED THEMES

#### Citizenship and Public Ethics

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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

**Abbreviations:**

- Bio/L: Biological Science with Laboratory
- CD: Cultural Diversity
- C/PE: Citizenship and Public Ethics
- Envt: Environment
- HP: Historical Perspective
- IP: International Perspective
- Lit: Literature
- Math: Mathematical Thinking
- OH: Other Humanities
- Phys/L: Physical Science with Laboratory
- SSSci: Social Science
- WI: Writing Intensive
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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

Abbreviations:
- **Biol/L**: Biological Science with Laboratory
- **CD**: Cultural Diversity
- **C/PE**: Citizenship and Public Ethics
- **Envt**: Environment
- **HP**: Historical Perspective
- **IP**: International Perspective
- **Lit**: Literature
- **Math**: Mathematical Thinking
- **OH**: Other Humanities
- **Phys/L**: Physical Science with Laboratory
- **SSci**: Social Science
- **WI**: Writing Intensive
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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

Abbreviations:

- **Biol/L** Biological Science with Laboratory
- **CD** Cultural Diversity
- **C/PE** Citizenship and Public Ethics
- **Envt** Environment
- **HP** Historical Perspective
- **IP** International Perspective
- **Lit** Literature
- **Math** Mathematical Thinking
- **OH** Other Humanities
- **Phys/L** Physical Science with Laboratory
- **SSci** Social Science
- **WI** Writing Intensive
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### International Perspectives

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Abbreviations:
- Biol/L: Biological Science with Laboratory
- CD: Cultural Diversity
- C/PE: Citizenship and Public Ethics
- Envt: Environment
- HP: Historical Perspective
- IP: International Perspective
- Lit: Literature
- Math: Mathematical Thinking
- Oh: Other Humanities
- Phys/L: Physical Science with Laboratory
- SSci: Social Science
- WI: Writing Intensive
**International Perspectives**

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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

**Abbreviations:**
- **Bio/L:** Biological Science with Laboratory
- **CD:** Cultural Diversity
- **C/PE:** Citizenship and Public Ethics
- **Envt:** Environment
- **HP:** Historical Perspective
- **IP:** International Perspective
- **Lit:** Literature
- **Math:** Mathematical Thinking
- **OH:** Other Humanities
- **Phys/L:** Physical Science with Laboratory
- **SSci:** Social Science
- **WI:** Writing Intensive
### International Perspectives

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Writing Intensive—Continued

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**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

**Abbreviations:**
- **Biol/L**: Biological Science with Laboratory
- **CD**: Cultural Diversity
- **C/PE**: Citizenship and Public Ethics
- **Envt**: Environment
- **HP**: Historical Perspective
- **IP**: International Perspective
- **Lit**: Literature
- **Math**: Mathematical Thinking
- **OH**: Other Humanities
- **Phys/L**: Physical Science with Laboratory
- **SSci**: Social Science
- **WI**: Writing Intensive
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Abbreviations:
- Bio/L: Biological Science with Laboratory
- CD: Cultural Diversity
- C/PE: Citizenship and Public Ethics
- Envt: Environment
- HP: Historical Perspective
- IP: International Perspective
- Lit: Literature
- Math: Mathematical Thinking
- OH: Other Humanities
- Phys/L: Physical Science with Laboratory
- SSci: Social Science
- WI: Writing Intensive
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<td>Soc 3251W</td>
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<td>SSci C/PE</td>
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<td>Soc 4978V</td>
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<td>Senior Paper</td>
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</table>

**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.
**Writing Intensive —Continued**

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<th>Designated Themes</th>
<th>Writing Intensive</th>
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<td>Writ 3562W</td>
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<td>YoSt 2002W</td>
<td>Introduction to Youth Studies: Understanding Youth, Young People, Youthhood, and Youth Work</td>
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<td>YoSt 4401W</td>
<td>Young People’s Spirituality and Youthwork: An Introduction</td>
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</table>

**NOTE:** Students who qualify for Honors may use an honors version of any of the above courses to satisfy the same requirements.

**Abbreviations:**
- Biol/L: Biological Science with Laboratory
- CD: Cultural Diversity
- C/PE: Citizenship and Public Ethics
- Envt: Environment
- HP: Historical Perspective
- IP: International Perspective
- Lit: Literature
- Math: Mathematical Thinking
- OH: Other Humanities
- Phys/L: Physical Science with Laboratory
- SSci: Social Science
- Wi: Writing Intensive
independent and distance learning

section 4

GENERAL OVERVIEW

Independent and Distance Learning (IDL) courses use mail and electronic technologies to meet the needs of students who cannot or choose not to take courses on campus. Most of these courses allow you the flexibility to work at your own pace, but you won’t have class meetings or due dates to keep you on track. Course descriptions say whether an extended term course is printed (“correspondence”) or online (“telecommunications”). For detailed course descriptions and to see if the course is a good fit for you, visit www.cce.umn.edu/idl and talk with your adviser.

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

After you register for an IDL course, you will receive a comprehensive study guide, mailing labels, and submission forms by mail within two weeks. If the course is online, you will receive information by mail about how to get started in your course.

For information contact the College of Continuing Education Information Center at 612-624-4000 or 800-234-6564, or send e-mail info@cce.umn.edu.

TERM LENGTHS

Courses are either extended term (to be completed in up to nine months) or term based (to be completed within one semester).

Extended-Term (Nine Month) Courses—These courses (sections B, C, D, and E) have year-round registration and are self-paced. IDL 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 at least 3 months minimum to complete an IDL course, with a 9-month maximum time limit. Most financial aid programs administered by the University’s Office of Student Finance cannot be applied to any extended-term course.

Term-Based (Semester) Courses—These online courses (section A) are offered on the regular semester schedule. Register for any term-based IDL course and you will have one academic semester to complete coursework. There are no restrictions for financial aid with online term-based courses. These courses are not self-paced; there are weekly assignments and activities.

FINANCIAL AID

Extended Term (class sections B, C, D, E)—Financial aid programs administered by the University of Minnesota Office of Student Finance (OSF) do not apply to these courses, with one exception. If you are eligible for a Minnesota State Grant, OSF will count all IDL 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.

Term Based (online class section A)—No restrictions for financial aid.

REGISTRATION DATES

Follow the registration dates listed below. Registration periods for extended-term courses (sections B, C, D, and E) are timed so that one section is open per month. When a section closes at the end of the month, there is no late registration available—simply register for the next month’s section. NOTE: September 3 is the last day to register in section A without incurring a late registration fee; however, registrations occurring after August 29 require instructor/department permission. See page 6 for complete information on late registration fees. You can register for IDL courses at any One Stop Student Services Center (200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall), on the Web (at onestop.umn.edu/onestop/registration.html), or by mail or fax by following the directions on page 6.

<table>
<thead>
<tr>
<th>SECTION</th>
<th>REGISTRATION DATES</th>
<th>DATES OF TERM</th>
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</thead>
</table>
TUITION AND FEES

Credits for IDL courses qualify for any tuition caps that may be available in undergraduate, professional, or graduate tuition plans for resident students only. See page 18 for tuition information. There is an IDL fee in addition to tuition and other fees based on the number of IDL credits per semester. Fee amounts are subject to change.

1 IDL credit ........................................................................ $0
2-5 IDL credits ................................................................ $82.50
6-10 IDL credits ............................................................. $165
11 or more IDL credits .............................................. $247.50

You will be billed by Student Financial Collections for tuition and fees. See pages 31–35 for complete information on tuition billing and payment of fees. IDL courses qualify as replacement courses when cancel/adding only if the course being added is an IDL 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 below for complete information on change of registration.

BILLING AND PAYMENT DUE DATES

Non-Degree Students (individuals taking courses without admission to a degree or certificate plan)—Your payment of tuition, fees, and other charges is due in full by the due dates listed below. An installment payment plan is not available to non-degree students. Your full payment must be received by the due date on your billing statement or all of your fall 2007 courses 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—Students canceled due to late payments who wish to re-register will be charged full payment (tuition, fees, and other charges) plus a late fee of $100.

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

CHANGES IN REGISTRATION

Cancellations must be official (submitted on the Web, in person, or by mail/fax). Cancellations must be in writing if processed in person or by mail/fax. Mailed or faxed cancellations will be effective the date of the postmark. Simply not submitting assignments does not constitute cancellation of any IDL course.

Term-Based (Semester) Courses—Term-based courses (section A) follow the cancel/add and refund schedules on page 16. 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. See the chart below for cancellation/refund deadlines. If you request a cancellation more than four months after the start of the term, you must obtain approval from the scholastic committee in your University of Minnesota college. The end of the second month of each term is the last date to change your grading option (A-F or S-N).

BILLING AND PAYMENT DUE DATES: SPRING 2007

<table>
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<tr>
<th>If you are in a course with this section</th>
<th>and you registered between these dates,</th>
<th>you will be billed on</th>
<th>and your payment is due not later than</th>
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<tr>
<td>A–Semester Term</td>
<td>April 12–September 3</td>
<td>September 8, 2007</td>
<td>October 3, 2007</td>
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<tr>
<td>C–9 month term</td>
<td>September 1–7</td>
<td>September 8, 2007</td>
<td>October 3, 2007</td>
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<td>C–9 month term</td>
<td>September 8–30</td>
<td>October 6, 2007</td>
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<td>D–9 month term</td>
<td>October 1–5</td>
<td>October 6, 2007</td>
<td>October 31, 2007</td>
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TEXTBOOKS AND MATERIALS

It is important that you purchase required texts and materials for IDL courses as soon as possible after you register. Because texts may be updated or changed by their publishers, required texts for a course may not be available at a later date.

You may buy your books and additional course materials in person from the IDL area (not from the regular course book shelves) in the Coffman Union Bookstore. You may also order them on the Web (at www.bookstores.umn.edu/), by e-mail (at debooks@umn.edu), by phone (612-625-6000 or 1-800-442-8636), or by mail (Bookstore, University of Minnesota, Coffman Union, 300 Washington Ave SE, Minneapolis, MN 55455). If you order by phone, mail, or e-mail, specify that you want IDL textbooks. Texts and materials will then be shipped to you. If you order on the Web or by phone, you must include credit card information (VISA, MasterCard, or Discover/Novus). If you order by mail, you may pay for the texts and materials, including shipping charges, by credit card or check/money order (payable to the University of Minnesota).

For more information on specific texts and materials required for a course, including prices and how to order, go to the bookstore's website (at www.bookstores.umn.edu). Once there, click on “textbooks.”

HOW IDL WORKS

Pacing Yourself in Extended-Term Courses—Expect to spend at least three months finishing a course. You should consider any comments from your instructor on one assignment—in order to recognize your strengths and weaknesses—before you send more work for the course. Typically, you may submit a maximum of two assignments, exams, or papers per week. If there is a stricter limit for your course, the exception will be listed in the course or given to you by your instructor.

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

Contacting Your Instructor—When you register for a course, IDL sends you a welcome packet with information about

<table>
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<tr>
<th>CANCELLATION/REFUND SCHEDULES FOR EXTENDED TERM COURSES</th>
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<tr>
<td><strong>Term Dates</strong></td>
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<tr>
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<tr>
<td>A</td>
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<tr>
<td>Sept. 4–Dec. 12, 2007</td>
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All students on financial aid who are canceling a course should contact One Stop Student Services (612-624-1111) to see how the change in registration will affect their financial aid.
your course, including 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 Web site. If you are taking a printed course, check with your instructor to find out if e-mail is an option for assignments. If you send assignments by e-mail, clearly identify your work in the subject header, such as *ECON 1101, submission #4.*

**Sending Assignments as Hard Copy**—If your course is printed, IDL 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 it to the IDL office. IDL 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**—Most IDL courses include a final exam and one or more midcourse exams. Your course will include instructions about how to take exams. *You must submit all assignments that come before an exam before you can take that exam.*

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 Information Center, 101 Wesbrook Hall, Minneapolis. You must call 612-624-4000 at least two or more days in advance and make an appointment to take an exam. Exam sessions have limited seat availability. Please note: At time of this catalog preparation, plans are being made for the Continuing Education offices to move. Please call 612-624-4000 to check on move information.

- Other campus offices can arrange for a proctored exam by appointment only: Crookston (218-281-8341); Duluth (218-726-6288); Morris (320-589-6456 or 1-800-842-0030); or Rochester (507-280-2828 or 1-800-947-0117).

- The Independent Study department of any member institution of the University Continuing Education Association (UCEA) or the institution of a member of the American Association for Collegiate Independent Study (AACIS).

- Any test center member of the National College Testing Association. Search for an NCTA test center online (at www.ncta-testing.org/cctc). From the homepage, select “click here to find a consortium participant.”

- A school superintendent, principal, or counselor; a faculty member (excluding teaching assistants) or administrator of an accredited university or college; or a head librarian.

- 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.

IDL reserves the right to reject any proctor. Regardless of academic qualifications, no relative, work supervisor, or immediate employer may proctor an exam. No proctor fees are authorized. You need to make arrangements with the office or individual who will proctor your exam before sending the Request for Examination form to IDL. Exams are mailed directly to the proctor’s business location and must be taken within 30 days.

Copies of your completed, graded exams are kept on file for six months. To review a graded exam, you must make an appointment one day in advance by calling 612-624-4000.

**FURTHER INFORMATION**

For more information on IDL, phone the College of Continuing Education Information Center at 612-624-4000 or 1-800-234-6564 (toll free), e-mail to info@cce.umn.edu, or visit IDL on the Web (at www.cce.umn.edu/idl/).

IDL is part of the College of Continuing Education and is accredited by the North Central Association of Colleges and Schools. IDL courses are approved by University of Minnesota academic departments.

IDL is a member of the Distance Learning Community of Practice of the University Continuing Education Association (UCEA).
FINAL EXAMINATION SCHEDULES

To find when the final exam for each of your courses is scheduled, do the following:

1. Determine the beginning time for each of your courses using the following guidelines:

   Use the lecture, seminar, or colloquium beginning time for your course rather than the lab or discussion times.

   Each range of beginning times (08:00am–08:59am, 09:00am–09:59am, etc.) is subdivided into MWF and TTh exam times. Use MWF if your course meets for more than three days per week or if it meets on unusual days. For example, courses that meet MWThF or TWTh or TF would all follow the MWF exam time.

   If your course meets at different times on different days, use the day earliest in the week. A course meeting 09:05am–11:00am T, 08:00am–08:50am Th, for example, would follow the 09:00am–09:59am TTh exam time.

2. Read across to find the time and day for your final examination using the beginning time for the course.

3. Check the list of common exams on the next page to see if any of your courses are listed there. Common examination times always take precedence over the final exam schedule.

4. Ask your instructor for confirmation of your exam time and length. Some courses may have a three hour exam. Instructors may, with college approval in a very limited number of circumstances, request a change in exam time. See Examination Conflicts, on the next page, for information on conflicts in your final exam schedule.

NOTE: Courses that start between 04:00pm–05:59pm will have the final exam beginning at the usual class starting time during finals week. The exam will extend for 2 hours from the starting time. If a course meets multiple days during the term, the exam will be on the earliest day of the week during finals week.

Courses beginning at 06:00pm or later will have the final exam from 06:30pm–08:30pm on the day of the week the course normally meets. If the course meets multiple days of the week during the term, the exam will be scheduled on the earliest class meeting day during finals week.

Courses meeting on Saturday or Sunday will have the final exam beginning at the usual starting time during finals week on the day it normally meets. The exam will extend for 2 hours from the starting time.

These final examination schedules do not apply to Independent and Distance Learning courses. See page 84. They also do not apply to courses offered primarily to students registered in the colleges of Dentistry, Pharmacy, and Veterinary Medicine, Law School, and Medical School, or to 8000- or 9000-level courses that have no regularly scheduled classrooms.

FALL 2007 FINAL EXAM SCHEDULE

<table>
<thead>
<tr>
<th>CLASS BEGINS:</th>
<th>EXAM TIME:</th>
<th>CLASS BEGINS:</th>
<th>EXAM TIME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00am-08:59am MWF</td>
<td>10:30am-12:30pm Saturday, December 15</td>
<td>01:00pm-01:59pm MWF</td>
<td>8:00am-10:00am Wednesday, December 19</td>
</tr>
<tr>
<td>08:00am-08:59am TTh</td>
<td>8:00am-10:00am Saturday, December 15</td>
<td>01:00pm-01:59pm TTh</td>
<td>1:30pm-3:30pm Monday, December 17</td>
</tr>
<tr>
<td>09:00am-09:59am MWF</td>
<td>10:30am-12:30pm Tuesday, December 18</td>
<td>02:00pm-02:59pm MWF</td>
<td>10:30am-12:30pm Monday, December 17</td>
</tr>
<tr>
<td>09:00am-09:59am TTh</td>
<td>10:30am-12:30pm Wednesday, December 19</td>
<td>02:00pm-02:59pm TTh</td>
<td>8:00am-10:00am Monday, December 17</td>
</tr>
<tr>
<td>10:00am-10:59am MWF</td>
<td>1:30pm-3:30pm Wednesday, December 19</td>
<td>03:00pm-03:59pm MWF</td>
<td>8:00am-10:00am Tuesday, December 18</td>
</tr>
<tr>
<td>10:00am-10:59am TTh</td>
<td>8:00am-10:00am Thursday, December 20</td>
<td>03:00pm-03:59pm TTh</td>
<td>10:30am-12:30pm Thursday, December 20</td>
</tr>
<tr>
<td>11:00am-11:59am MWF</td>
<td>1:30pm-3:30pm Thursday, December 20</td>
<td>04:00pm-05:59pm MWF</td>
<td>Use class starting time for 2 hours on earliest class meeting day.</td>
</tr>
<tr>
<td>11:00am-11:59am TTh</td>
<td>4:00pm-6:00pm Saturday, December 15</td>
<td>04:00pm-05:59pm TTh</td>
<td>Use class starting time for 2 hours on earliest class meeting day.</td>
</tr>
<tr>
<td>12:00pm-12:59pm MWF</td>
<td>1:30pm-3:30pm Saturday, December 15</td>
<td>08:00am-08:59am S</td>
<td>Use class starting time for 2 hours on normal day class meets.</td>
</tr>
<tr>
<td>12:00pm-12:59pm TTh</td>
<td>1:30pm-3:30pm Tuesday, December 18</td>
<td>10:00am-10:59am S</td>
<td>Use class starting time for 2 hours on normal day class meets.</td>
</tr>
</tbody>
</table>
Fall 2007 Common Examinations—All sections of the following courses are examined together at the time indicated.

Friday, December 14
Acct 2050—10:30am–12:30pm
Biol 1001 (sec 001)—08:00am–10:00am
Biol 1001 (sec 030, 050)—10:30am–12:30pm
Biol 1009 (sec 001, 050)—08:00am–10:00am
Biol 1009 (sec 030)—10:30am–12:30pm
BLaw 3058—08:00am–10:00am
IDSc 3001—08:00am–10:00am
Lat 1001—10:30am–12:30pm
Math 3113, 3118—01:30pm–03:30pm
Math 1001, 1031, 1051, 1131, 1142, 1151, 1155, 1271, 1272, 1281, 1371, 1372, 1571H, 2243, 2263, 2373, 2374, 2573H, 3592H—01:30pm–04:30pm
OMS 2550—08:00am–10:00am
PSTL 0712, 0721, 0722, 0731, 0732, 1004—10:30am–12:30pm
Psy 1001—07:00pm–09:00pm
PubH 3001, 3003, 3004—06:30pm–09:30pm
Monday, December 17
Econ 1102 (sec 001)—06:30pm–08:30pm
Fren 1001, 1002, 1003, 1004, 1022—06:30pm–08:30pm
Ger 1001, 1002, 1003, 1022—06:30pm–08:30pm
Phys 1101W, 1201W, 1301W, 3071W—06:30pm–09:30pm
Tuesday, December 18
Spanish 1001, 1002, 1003, 1022—06:30pm–08:30pm
Wednesday, December 19
Econ 1101 (sec 001, 017)—06:30pm–08:30pm
Rooms—Examinations except common examinations are given in the regularly scheduled classroom unless your instructor arranges for and announces a different room. Note to instructors: See Regulations Regarding Examinations, below.

Examination Scheduling Conflicts—You are required to take final examinations at the times shown. However, if you have examination conflicts or three examinations within a 16-hour period, 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 the director of scheduling. 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 on Form A163 by November 9 to permit publication of the change and orderly consideration of hardships. Additional common examinations may be requested on the same form, which is available in department offices.

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 examinations 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. No variations from the University final examination schedule will be considered official until published in the Official Daily Bulletin in the Minnesota Daily.

5. Each college shall assume responsibility for making arrangements to spread out examinations for students who have more than two examinations scheduled in one day.

6. The following courses have been approved for a three hour final examination:

EE 3115 (sec 001)
Phys 1001W (sec 100), 1101W (sec 100, 200), 1201W (sec 100, 200), 1220W (sec 100), 1301W (sec 100, 300, 400, 500), 1302W (sec 100, 300, 500), 1401V, 1910W, 1905, 2403H, 2503, 3022, 3071W (sec 001, 002), 4001, 4051, 4101, 4201, 4303, 4621, 5001, 5011, 5041, 5201, 5401, 8001, 8012, 8701, 8711, 8901
PubH 3001, 3003, 3004

For this semester, three hour examinations will be scheduled on the half day that the corresponding two-hour exams would have been given. Exams are scheduled from 0830-1130 AM or from 0130-0430PM. Instructors need to submit an A123 form for approval to schedule a 3-hour exam if the course is not listed above.

Departments are also encouraged to 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 on an A123 form.

All A123 forms must be received in the Scheduling Office, 150 Williamson Hall, on or before October 26. Notification of room assignments for all A123 forms received by October 6 will be sent to departments on or before November 19.

7. 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 onestop.umn.edu and select Graduation, then select Application for Undergraduate Degree under Quick Links. You must also make changes to your expected graduation term or diploma address at that same site.

Students in professional programs must submit Application for Degree forms to a One Stop Student Services Center, 200 Fraser Hall, 130 West Bank Skyway, or 130 Coffey Hall for St. Paul students.

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.

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

For information on Graduate School graduation application and commencement deadlines, see page 13.

<table>
<thead>
<tr>
<th>TERM OF GRADUATION</th>
<th>APPLICATION DEADLINE</th>
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<tbody>
<tr>
<td>May Session 2007</td>
<td>March 21, 2007</td>
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<tr>
<td>Summer 2007</td>
<td>June 4, 2007</td>
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<td>Fall 2007</td>
<td>September 18, 2007</td>
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<td>Spring 2008</td>
<td>February 5, 2008</td>
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<td>May Session 2008</td>
<td>March 27, 2008</td>
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<tr>
<td>Summer 2008</td>
<td>June 10, 2008</td>
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<tr>
<td>Fall 2008</td>
<td>September 16, 2008</td>
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</tbody>
</table>

GRADES

Students—Grades are available on the Web (at onestop.umn.edu/onestop/grades.html). You can review the grades for all courses on your record.

Academic Staff—Mid-Term Alerts—The University Senate policy on mid-term alerts took affect fall 2002. The policy states “instructors in all 1xxx courses shall provide a mid-term alert for students who, on the basis of performance in the course through the sixth week of the semester, appear to be in danger of receiving a grade of D, F, or N. Such notification to students will not be part of their transcript.” The mid-term alert system can be accessed on the Web (at onestop.umn.edu/onestop/faculty/Grades/MidTermAlerts.html).

Final Grades—Final grades for all courses are due within 72 business hours after the examination. All grades are submitted on the Web (at onestop.umn.edu/onestop/faculty/Grades/FinalGrades.html).

GRADING POLICIES AND PRACTICES

Complete grading policies and practices can be found on the Web (at www.fpd.finop.umn.edu/groups/ senate/documents/policy/gradingpolicy.html).

One Time Withdrawal—Each student may, once during his or her undergraduate enrollment, withdraw from a course and receive the transcript symbol W after the eighth week of class and at any time up to and including the last day of class for that course. All students must check with their college office for withdrawal procedures.

RELEASE OF STUDENT INFORMATION

In accordance with regents policy, state, and federal law, information about a student generally may not be released to a third party without the student’s permission. (Exceptions under the law include state and federal educational and financial aid institutions.) University policy and procedures are available for review at onestop.umn.edu/onestop/Grades_Transcripts/RecordsPolicy.html.

Briefly, some student information is designated as public information, including name, address, e-mail 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. Currently enrolled students may prevent the release of public information; they can do so at the Personal Information Quick Link at onestop.umn.edu. Students can also choose to allow access to student record information to third parties (e.g., parent, spouse) through the Parent/Guest Access Quick Link at onestop.umn.edu.

Within the University, all employees with a demonstrated need to know will be granted access to student academic information. Some employees will have access to all information, others to limited 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 U.S. Department of Education, authorized lending institutions, and accrediting agencies also 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 U.S. Department of Education.

STUDENT RIGHT-TO-KNOW ACT

Students may view information about campus graduation and retention rates at www.irr.umn.edu/srtk/. Campus safety and security information is available at www.umn.edu/umpolice/campsec1.htm.
GOOD ACADEMIC STANDING
In general, any student that is eligible to register is considered to be in good academic standing.

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

Initiate your University e-mail and Internet account to gain access to your e-mail and a multitude of other resources. You can accomplish this via the campus network from either a student computer facility (see page 6) or one of the more than 110 communications kiosks on campus, a walk-in 1-HELP (technology helpline) location, or any place with access to the Web. Just go to this Web site: www.umn.edu/initiate. After your account is initiated, you can access your e-mail and the Internet in any of the computer facilities or communications kiosks around campus, or from home. Please note that if you make a standard modem connection from outside the Minneapolis/St. Paul calling area, you are responsible for the long distance charges you incur.

Software for using the Internet, accessing campus systems and resources, and providing antivirus protection and secure wireless connections is available online. Go to www.1help.umn.edu and click on Computers, then Software. You’ll also find information there about the Microsoft software discounts available to students, software site licenses held by the University, and discount pricing on software offered through UMart, the University’s online computer store.

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

- Walk-in locations (152 Shepherd Labs, 93 Blegen Hall, and 50 Coffey Hall) are open Monday–Friday, 8 a.m.—5 p.m.
- Phone-in service is available Monday–Thursday, 8 a.m.—11 p.m.; Friday, 8 a.m.—5 p.m.; Saturday, 12 p.m.—5 p.m.; and Sunday, 5 p.m.—11 p.m. Just call 612-301-HELP (4357), or 1-4357 on campus.
- You can also send e-mail to help@umn.edu or search the Knowledge Base at www.1help.umn.edu.

User’s Rights and Responsibilities—E-mail addresses are assigned to individuals and are not to 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 1-HELP Web site. Go to www.1HELP.umn.edu and click on ID and Password.

When performing e-mail (as well as Telnet and FTP) functions, you are required to use the Secure Sockets Layer (SSL) encryption protocol. For guides on how to enable SSL, and information on how to keep your communications safe and secure, go to www.1HELP.umn.edu and click on Security and Protection.

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”—for a complete copy of this policy, see www.fpd.finop.umn.edu).

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.
### TWIN CITIES COURSE SUBJECTS (DESIGNATORS)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
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<tbody>
<tr>
<td>A</td>
<td>AAS Asian American Studies</td>
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<td>A</td>
<td>ABus Applied Business</td>
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<td>Acct Accounting</td>
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<td>AdPp Adult Psychiatry</td>
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<td>A</td>
<td>AEM Aerospace Engineering and Mechanics</td>
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<td>AFEE Agricultural, Food, and Environmental Education</td>
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<td>B</td>
<td>BA Business Administration</td>
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<tr>
<td>B</td>
<td>BBE Bioproducts and Biosystems Engineering</td>
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<td>B</td>
<td>BGS Business, Government, and Society</td>
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<td>Bhx Bioethics, Center for</td>
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<td>C</td>
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<td>CBio Conservation Biology</td>
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<td>CFAN College of Food, Agricultural, and Natural Resource Sciences</td>
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<td>CMBA Carlson Executive MBA</td>
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<td>CMgt Construction Management</td>
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<td>CmpE Computer Engineering</td>
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<td>CNES Classical and Near Eastern Studies</td>
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<td>D</td>
<td>CSCL Cultural Studies and Comparative Literature</td>
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<td>CSDS Comparative Studies in Discourse and Society</td>
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<td>D</td>
<td>CSDy Control Science and Dynamical Systems</td>
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<td>CSPH Center for Spirituality and Healing</td>
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<td>DSSC Development Studies and Social Change</td>
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<td>F</td>
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<td>EdH Education and Human Development</td>
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<td>EdPA Educational Policy and Administration</td>
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<td>Youth Development and Research</td>
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BUILDING ABBREVIATIONS AND BUILDING ACCESSIBILITY INFORMATION

- ABLMS, Andrew Boss Laboratory-Meat Science (SP) *
- AgGhCl, Agronomy Greenhouse Classroom (SP)
- AgPGh, Agronomy/Plant Genetics Greenhouse (SP)
- AkerH, Akerman Hall (EB)
- AlderH, Alderman Hall (SP) *
- AmundH, Amundson Hall (EB) * R
- AnAren, Animal Arena (SP)
- AndH, Anderson Hall (WB) * R
- AnderLib, Elmer L Andersen Library (W) *
- AnSciVM, Animal Science, Veterinary Medicine (SP) *
- ApH, Appleby Hall (EB) * R
- Armory (EB)
- Barker-Ctr, Barbara Barker Dance Center (WB) *
- BCB, Beef Cattle Barn (SP)
- BellMus, Museum of Natural History (EB) * R
- Berry, Berry House (SP)
- BFAB, Bierman Field Athletic Building (EB) * R
- BioAgEng, Biosystems and Agricultural Engineering (SP) * R
- BioSci, Biological Sciences Center (SP) * R
- BlegH, Blegen Hall (WB) * R
- BorH, Borlaug Hall (SP) * R
- BoyNHS, Boynton Health Service (EB) * R
- BuH, Burton Hall (EB) * R
- CarlSMgmt, Carlson School of Management (WB) * R
- CECC, Continuing Education and Conference Center (SP) * R
- CenH, Centennial Hall (EB) * R
- ChDev, Child Development (EB) *
- ChRC, Children’s Rehabilitation Center (EB) * R
- CiE, Civil Engineering (EB) * R
- CiaOff, Classroom Office Building (SP) *
- CMU, Coffman Memorial Union (EB) * R
- CoH, Coffey Hall (SP) * R
- ComH, Comstock Hall (EB) *
- CookeH, Cooke Hall (EB) * R
- DiehlH, Diehl Hall (EB) *
- DinC, Dining Center (SP) *
- Donhowski, Donhowe Bldg (EB) *
- DVCCRC, Dwan Variety Club Cardiovascular Research Center (EB) * R
- Ecology, Ecology Building (SP) * R
- EddyH, Eddy Hall (EB) * R
- EdHAn, Eddy Hall Annex (EB)
- EE/CSci, Electrical Engineering/Computer Science Building (EB) * R
- ElTH, Elliot Hall (EB) * R
- EngFishL, Engineering and Fisheries Laboratory (SP)
- FergH, Ferguson Hall (WB) * R
- FieldHse, University Field House (EB)
- FoH, Folwell Hall (EB) * R
- FordH, Ford Hall (EB) * R
- FraserH, Fraser Hall (EB) * R
- FrontH, Frontier Hall (EB) *
- FS&IC, Food Science and Nutrition (SP) *
- GNFPF, Gibson/Nagurski Football Practice Facility, 600 15th Ave. SE (EB) * R
- GorL, Gortner Laboratory of Biochemistry (SP) *
- GmH, Green Hall (SP) * R
- Gym, Gymnasium (SP) * R
- HayesH, Hayes Hall (SP) *
- HolH, Haebker Hall (SP) *
- HeirH, Walter W. Heller Hall (WB) * R
- HHHCtr, Humphrey Center (WB) * R
- HodsonH, Hodson Hall (SP) * R
- JacH, Jackson Hall (EB) *
- JohH, Johnston Hall (EB) * R
- JonesH, Jones Hall (EB)
- KaulF, Kauflert Laboratory (SP) * R
- KlaCt, Klaiber Court (EB)
- KolTH, Kolthoff Hall (EB) * R
- LindH, Lind Hall (EB) * R
- MagrathC, Peter Magrath Library (SP) * R
- MannC, Ted Mann Concert Hall (WB) * R
- MarA, Mariucci Arena (EB)
- Mayo, Mayo Memorial (EB) * R
- MCB, Molecular and Cellular Biology (EB) * R
- McNH, McNeal Hall (SP) * R
- McNamaraCt, McNamara Alumni Ctr (EB) *
- MdbH, Middlebrook Hall (WB) * R
- MecHe, Mechanical Engineering (EB) *
- MAA, Mayo, Memorial Auditorium (EB)
- MondaleH, Mondale Hall (former Law Building) (WB) * R
- MoOST, Moos Health Sciences Tower (EB) *
- MorH, Morrill Hall (EB) * R
- MurH, Murphy Hall (EB) * R
- MusEd, Music Education (EB)
- NCCE, Nolte Ctr for Continuing Education (EB)
- NNH, Nils Hasselmo Hall (formerly BS&BE) (EB) * R
- NichH, Nicholson Hall (EB) * R
- NMA, Northrop Memorial Auditorium (EB) * R
- NorrisH, Norris Hall (EB) * R
- OMLW, O Meredith Wilson Library (WB) * R
- PeiK, Peik Gym (EB)
- PeikH, Peik Hall (EB) * R
- PetH, Peters Hall (SP)
- PFG-E and PFG-W, Plant Growth Facilities East and West (SP)
- Phys, Tate Laboratory of Physics (EB)
- PilH, Pillsbury Hall (EB)
- PilH, Pioneer Hall (EB)
- PIScI, Plant Sciences (SP)
- PTH, Pattee (EB) * R
- PWB, Phillips Wangensteen Building (EB) * R
- RapsH, Rapson Hall (EB) *
- RarigC, Rarig Center (WB) * R
- Regis, Regis Center for Art (EB) * R
- SaH, Sanford Hall (EB) *
- SciCB, Science Classroom Building (EB) * R
- ScottH, Scott Hall (EB)
- ShepL, Shepherd Laboratories (EB) *
- ShevH, Shevin Hall (EB) * R
- SkokH, Skok Hall (SP) * R
- SmithH, Smith Hall (EB) *
- SnH, Snyder Hall (SP) * R
- SocSci, Social Sciences Building (WB) * R
- SolS, (SP) *
- Stad, Stadium (EB) R
- Stakh, Stakman Hall of Plant Pathology (SP) *
- StCent, Student Center (SP) * R
- TerH, Territorial Hall (EB)*
- UAcqCtr, University Aquatic Center (EB) * R
- Uhosp, University Hospital (EB) * R
- URecCtr, University Recreation Ctr, (EB) *
- VetA, Veterinary Anatomy (SP)
- VetDL, Veterinary Diagnostic Laboratories (SP) * R
- VetMedCtr, Veterinary Medical Center (SP) * R
- VetS, Veterinary Science (SP) *
- VinH, Vincent Hall (EB) * R
- VoTech, Vocational-Educational Education (SP) * R
- WaLib, Walter Library (EB) *
- WBOB, West Bank Office Building, 1300 S. Second Street (WB) * R
- WBS, West Bank Skyway (WB) * R
- WDH, Weaver-Densford Hall (EB) * R
- Weigley, Weigley House (SP)
- WeismanArt, Frederick R. Weisman Art Museum (EB) * R
- WestH, Westbrook Hall (EB) * R
- WilleyH, Willey Hall (WB) * R
- WmsA, Williams Arena (EB) * R
- WmsOnH, Williamson Hall (EB) * R
- WullH, Wulling Hall (EB) * R

For maps (Campus Access Guides) and further information, contact Disability Services at 612-624-4037 (Voice and TTY).
INFORMATION AND ADVISING OFFICES

ADVISING FOR PROSPECTIVE STUDENTS
Undergraduate Admissions.................................................................240 Williamson Hall, 612-625-2008

ADVISING FOR ADMITTED STUDENTS
Biological Sciences, College of (Please call ahead for an appointment.)..............................223 Snyder Hall, 612-624-9717

Continuing Education, College of
General Information ..........................................................150 Wesbook Hall, 612-624-4000
Applied/Partnership Degrees ......................................................612-624-4000
Certificates ..................................................................................612-624-4000
Continuing Professional Education .............................................612-625-3100
Independent and Distance Learning .............................................612-624-4000
Inter College Program (ICP) .........................................................612-624-2004
Personal Enrichment Programs:
Compleat Scholar ........................................................................612-625-7777
ElderLearning Institute .................................................................612-624-4000
Split Rock Arts Program ...............................................................612-625-8100
Program for Individualized Learning (PIL) ....................................612-624-4020

Design, College of
Architecture and Landscape Architecture majors .....................107 Rapson Hall, 612-626-3690
Design, Housing, and Apparel majors ........................................32 McNeal Hall, 612-624-1717

Education and Human Development, College of
Student Information Center (undergraduates) ................................25 Appleby Hall, 612-625-3339
Student and Professional Services (graduate students) ..............110 Wulling Hall, 612-625-6501

Food, Agricultural and Natural Resource Sciences, College of .................................................190 Coffey Hall, 612-624-6768

Liberal Arts, College of
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Arts Student Community .............................................................560 Heller Hall, 612-624-7504
Communications and Media Student Community ..................B16 Johnston Hall, 612-624-1820
Honors Division ............................................................................115 Johnston Hall, 612-624-5522
Languages and Math Student Community ..............................114 Johnston Hall, 612-624-7540
Martin Luther King Program .........................................................19 Johnston Hall, 612-625-2300
Natural Sciences Student Community .......................................B18 Johnston Hall, 612-624-6044
Psychological Sciences Student Community ..........................30 Johnston Hall, 612-626-7707
Social Sciences Student Community .........................................575 Heller Hall, 612-626-7714
Society and Culture Student Community .................................122 Johnston Hall, 612-624-2549

Management, Carlson School of ..................................................1-105 Carlson School of Management, 612-624-3313

Nursing, School of ........................................................................5-160 Weaver-Densford Hall, 612-624-4454

Pharmacy, College of ....................................................................5-110 Weaver-Densford Hall, 612-624-9490

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APEXES .....................................................................................107 Lind Hall, 612-626-0219

OTHER OFFICES
Parking Services ............................................................................612-626 PARK (7275)

One Stop Student Services ..............................................................612-624-1111

Student Finance, Office of
Admitted students .......................................................................612-624-1111
Non-admitted students ..............................................................612-624-4000
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**UNIVERSITY OF MINNESOTA**

**REGISTRATION REQUEST FOR GRADUATE CREDIT (FOR NON-DEGREE STUDENTS)**

Use this form if you meet all of the following criteria: you have never attended the University of Minnesota, or have attended but are no longer active in a degree-seeking program; you need graduate level coursework that appears on a graduate transcript; and you are willing to pay the graduate tuition rate on all courses (both graduate and undergraduate) you take for the term. Submit the form for approval to the department offering the course(s). Once approved, the form must be forwarded to One Stop Student Services, 130 West Bank Skyway, 219 10th Avenue S., Minneapolis, MN 55455-0427, for processing.

Non-degree-seeking students are required to pay in full by the first billing due date of the term. If payment is not received for all charges, your registration will be cancelled. An e-mail will be sent to your U of M e-mail account, notifying you that your bill is ready to be viewed online. You should also check your student account (at onestop.umn.edu) before the billing due date to make sure all charges have been paid in full. Billing due dates are available at onestop.umn.edu/onestop/Tuition_Billing/wwhpay.html. More information is available from One Stop Student Services at 612-624-1111 or helpingu@umn.edu.

To fill in this form online, place the text tool in a field and type. Print the completed form to add the required signature(s).

### Have you ever applied to or attended any campus at the University of Minnesota?
- [ ] yes  
- [ ] no

### If yes, what is your student ID?

### Social Security Number

### Name (last, first middle) *

### Current Mailing Address *

### City *  

### State *

### Zip *  

### Country *

### Day Phone (include area code and extension)  

### Other Phone: Cell or Evening (include area code and extension)  

### Fax number (include area code)  

### Gender  
- [ ] male  
- [ ] female

### Birth Date  

### E-mail Address:

### Term/year you wish to enroll:  
- [ ] Fall  
- [ ] Spring  
- [ ] May/Summer  
- [ ] 20 ______

### Optional fees

- Minnesota Public Information Research (MPRIG) is a non-partisan, non-profit, student-led organization, which trains students to become leaders, equipping them with skills to carry beyond graduation. A full description of this group can be found at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates/Other_Fees.html. The MPRIG fee is assessed per semester to most students. Payment is refundable through MPRIG. If you choose NOT to pay, initial here:

- Colleagues for a Constructive Tomorrow (CFACT) is a student organization dedicated to educating students on areas of public interest such as governmental regulation, and solving environmental issues by means of the free enterprise system. A full description of this group can be found at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates/Other_Fees.html. The CFACT fee is assessed per semester to most students. Payment is refundable through CFACT. If you choose NOT to pay, initial here:

### Add Course(s)

**Note:** Please check onestop.umn.edu/onestop/registration.html to see if instructor permission is required before turning in this form.

<table>
<thead>
<tr>
<th>class number</th>
<th>grade basis</th>
<th>units</th>
<th>subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)</th>
<th>class permission number (if required)</th>
<th>wait list yes/no</th>
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<tr>
<td>(54321, etc.)</td>
<td>A-F or S/N</td>
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### Cancel Course(s)

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<th>class number</th>
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<td>(54321, etc.)</td>
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I understand that if I choose to withdraw from the above course(s) after the withdraw deadline has passed, I will receive a 'W' on my transcript and will still be responsible for any tuition costs. I understand I will receive no credit for courses for which I have selected an audit grading option. I understand I will pay the graduate tuition rate on all courses taken for the term (including audit courses) and that I am not eligible for financial aid for courses taken as a non-degree student. I also understand that if I wish to use these courses at another college or university, they are subject to the transfer policies of that institution.

### Signature

Print name of authorized signer:

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If you are taking 6 or more credits (3 or more credits in summer) and are a degree-seeking student, you are required to have hospitalization insurance. The University-sponsored Health Benefit Plan (hospitalization insurance) will automatically be charged to your student account unless you check the box below, fill in the name of your insurance company, insurance company phone number, and policy number, and sign the bottom of this form. If you do not provide complete information, you will be charged for the Health Benefit Plan. You may receive a full refund by returning this information to one of the student service centers or by accessing your student record through the Web by the end of the first week of classes. This information is subject to periodic audits. Providing inaccurate or false information may result in unexpected charges. It is also a violation of the Student Conduct Code. (NOTE: Do not complete this form if you are registered for fewer than 6 credits [fewer than 3 credits in summer], or are not enrolled in a degree program.)

- [ ] I am adequately covered by the hospitalization insurance listed below.
- [ ] I have applied for and am enrolled in the Graduate Assistant Health-Care Plan.

<table>
<thead>
<tr>
<th>Name of insurance company or HMO</th>
<th>Insurance company phone number</th>
<th>Member ID number</th>
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student signature  

The University of Minnesota is an equal opportunity educator and employer.
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<th>Time/Day</th>
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<th>Tuesday</th>
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