PRINTABLE DATES AND DEADLINES
SPRING 2008

Contents
- Academic calendar
- Uniform cancel/add requirements and refunds
- Billing and payment due dates
- Change of college deadlines
- Application for degree deadlines
- Final exam schedule

This document is a printable version of information that can also be found on the One Stop Web site at http://onestop.umn.edu. Please also review related policies and procedures in the UMTC Enrollment Policies and Procedures document, available at http://onestop.umn.edu/onestop/registration.html.
ACADEMIC CALENDAR: SPRING 2008 – FALL 2008

Fall Semester 2007

OCTOBER 2007
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 Spring 2008 registration begins for degree-seeking students (queued registration).
22-23 Thanksgiving holiday. Classes excused and University offices closed.
30 Spring 2008 registration begins for non-degree-seeking students (open enrollment).

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.
Last day to enroll for spring without incurring late registration fees.
22 Spring semester classes begin.
Late registration fee of $50 will be assessed.
29 Last day to cancel spring semester and first 7-week courses and receive a 100% refund.

FEBRUARY 2008
5 Late registration fee of $100 will be assessed.
Spring 2008 graduation application deadline for undergraduate and professional school students.

MARCH 2008
15 Graduate School application deadline for summer session 2008.
17-21 Spring break.
21 Holiday. University offices closed.
27 Last day for undergraduates and students in professional degree programs to apply for May session graduation.
31 Last day to cancel second 7-week courses and receive a full refund.

APRIL 2008
8 Summer registration begins for degree-seeking students (queued registration).
10 Fall 2008 registration begins for degree-seeking students (queued registration).
15 Summer registration begins for non-degree-seeking students (open enrollment).

MAY 2008
2 Fall 2008 registration begins for non-degree-seeking students (open enrollment).
9 Last day of instruction.
12-17 Final examinations
17 Spring semester classes end.

May/Summer term 2008

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

JUNE 2008
10 Summer session graduation application deadline for undergraduate and professional school students.
13 May session ends.
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 End of General Session classes.
22 Summer Term ends.

Fall semester 2008

SEPTEMBER 2008
1 Labor Day holiday
2 Classes begin

NOVEMBER 2008
27-28 Thanksgiving holiday

DECEMBER 2008
10 Last day of instruction
11, 14 Study Days
12-13, 15-18 Final examinations
18 End of the term

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## Regular 15 Week Session – Spring 2008

<table>
<thead>
<tr>
<th>Calendar Day 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>
</thead>
<tbody>
<tr>
<td>Through January 29</td>
<td>100%</td>
<td>allowed</td>
<td>No approval</td>
<td>No approval</td>
</tr>
<tr>
<td>January 30-February 4</td>
<td>75%</td>
<td>allowed</td>
<td>No approval</td>
<td>Instructor approval</td>
</tr>
<tr>
<td>February 5-11</td>
<td>50%</td>
<td>Not allowed</td>
<td>No approval required</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>February 12-18</td>
<td>25%</td>
<td>Not allowed</td>
<td>No approval required</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>February 19-March 17</td>
<td>0%</td>
<td>Not allowed</td>
<td>No approval required</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>March 18-May 9</td>
<td>0%</td>
<td>Not allowed</td>
<td>College scholastic committee approval</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
</tbody>
</table>

## 1st 7 Week Session – Spring 2008

<table>
<thead>
<tr>
<th>Calendar Day 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>
</thead>
<tbody>
<tr>
<td>Through January 29</td>
<td>100%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>No approval required</td>
</tr>
<tr>
<td>January 30-February 4</td>
<td>50%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>Instructor approval</td>
</tr>
<tr>
<td>February 5-17</td>
<td>0%</td>
<td>Not allowed</td>
<td>No approval required</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>February 18-March 16</td>
<td>0%</td>
<td>Not allowed</td>
<td>College scholastic committee approval</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
</tbody>
</table>

## 2nd 7 Week Session – Spring 2008

<table>
<thead>
<tr>
<th>Calendar Day 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>
</thead>
<tbody>
<tr>
<td>Through March 31</td>
<td>100%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>No approval required</td>
</tr>
<tr>
<td>April 1-6</td>
<td>50%</td>
<td>Allowed</td>
<td>No approval required</td>
<td>Instructor approval</td>
</tr>
<tr>
<td>April 7-20</td>
<td>0%</td>
<td>Not allowed</td>
<td>No approval required</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
<tr>
<td>April 21-May 9</td>
<td>0%</td>
<td>Not allowed</td>
<td>College scholastic committee approval</td>
<td>Instructor approval and college scholastic committee approval</td>
</tr>
</tbody>
</table>
SPRING 2008 BILLING AND DUE DATES

- **Non-degree students:** You are required to pay your tuition and other charges in full by the first due date. Otherwise, your registration will be canceled.
- **Degree-seeking students:** You are eligible for the installment plan. For a $35 installment/re-billing fee, you may pay your tuition and other charges in up to three installments, as indicated in the chart below.
- **All students:** To avoid all installment and late fees, pay your bill in full by the first due date.

<table>
<thead>
<tr>
<th></th>
<th>Billing Date</th>
<th>Minimum Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(^{st}) Statement</td>
<td>January 26</td>
<td>33%</td>
<td>February 20</td>
</tr>
<tr>
<td>2(^{nd}) Statement</td>
<td>February 23</td>
<td>50%</td>
<td>March 19</td>
</tr>
<tr>
<td>3(^{rd}) Statement</td>
<td>March 22</td>
<td>100%</td>
<td>April 16</td>
</tr>
</tbody>
</table>

**Past-due or special circumstance billing dates:**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4(^{th}) Statement</td>
<td>April 19</td>
<td>Total balance due</td>
<td>May 14</td>
</tr>
<tr>
<td>5(^{th}) Statement</td>
<td>May 17</td>
<td>Total balance due</td>
<td>June 4</td>
</tr>
</tbody>
</table>

**Late Payment Fees:**

Payments must be received by the due date to be considered on time. Any time you pay less than the minimum amount due as stated on your billing statement by the due date, you will be charged a $30 late payment fee and a hold will be placed on your record. This fee is in addition to the $35 per semester installment/re-billing fee.

**When, How, and Where to Make Payments**

For information on how to pay online, at a campus drop box, by mail, or in person, go to:

http://onestop.umn.edu/onestop/Tuition_Billing/wwhpay.html

**Installment payment plan**

For information on the installment payment plan, go to:

http://onestop.umn.edu/onestop/Tuition_Billing/Installment_payment_plan.html

**Consequences of non-payment**

University policy states that all students who owe the University money for a past due term will have any current and/or future registration canceled unless/until all past due balances have been paid in full. Payments must be received, not postmarked, before the 100 percent due date for the current term to avoid cancellation of classes.

You are responsible for determining and paying the amount due in full. For more information about the consequences of nonpayment, go to:

http://onestop.umn.edu/onestop/Tuition_Billing/Consequences_of_NonPayment.html

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CHANGING COLLEGES OR CAMPUSES
WITHIN THE UNIVERSITY OF MINNESOTA

1. To transfer from one college or campus to another within the University of Minnesota you must meet the admissions requirements of the college you wish to attend. There may be specific requirements for particular majors within each college. Links to each college’s requirements can be found online at:
http://www.onestop.umn.edu/onestop/Registration/Changing_College_or_Major.html

2. Talk to your academic adviser

3. Fill out the Application Form, which can also be found online at:
http://www.onestop.umn.edu/onestop/Registration/Changing_College_or_Major.html

Any student who wishes to transfer from one college of the University to another must submit a completed Application for Undergraduate Change of College to a One Stop Student Services Center. Do not use this form to change a major or add a second major in another college--contact your college office for more information.

4. Make sure you meet the college deadlines

Change of College Deadlines
These dates are for undergraduate majors, and 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 Education</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:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td>---</td>
<td>May 15, 2008</td>
</tr>
<tr>
<td>Education and Human Development, College of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Management 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>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>
</tbody>
</table>

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The University of Minnesota is an equal opportunity employer and educator.
Candidates for undergraduate degrees and certificates must submit an online Application for Undergraduate Degree at [http://onestop.umn.edu/onestop/graduating.html](http://onestop.umn.edu/onestop/graduating.html).

Students in professional programs must submit Application for Degree forms (PDF available at onestop.umn.edu/onestop/forms) to a One Stop Student Services Center. Applications for degrees do not require payment of a graduation fee.

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

**Students with Financial Obligations**

The following is taken from the academic and administrative policy “Withholding Degrees from Students with Financial Obligations:"

"The University of Minnesota does not post degrees for students, on any campus, with financial obligations equal to, or in excess of, $100. This includes all retroactively conferred degrees. Once a student satisfies his or her financial obligation, the degree will be posted using the original date the degree would have been conferred."

To view and pay any outstanding balance, view your student account (follow the “Student Account” Quick Link at [http://onestop.umn.edu](http://onestop.umn.edu)).

### Undergraduate Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2008</td>
<td>February 5, 2008</td>
</tr>
<tr>
<td>May Session 2008</td>
<td>March 27, 2008</td>
</tr>
<tr>
<td>Summer 2008</td>
<td>June 10, 2008</td>
</tr>
<tr>
<td>Fall 2008</td>
<td>September 16, 2008</td>
</tr>
<tr>
<td>Spring 2009</td>
<td>February 3, 2009</td>
</tr>
<tr>
<td>May session 2009</td>
<td>March 26, 2009</td>
</tr>
<tr>
<td>Summer 2009</td>
<td>June 9, 2009</td>
</tr>
</tbody>
</table>

### Graduate School Deadlines

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 a Student Service Center 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 obtain the Application for Degree form and detailed graduation instructions from 316 Johnston Hall.
<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>1:30pm-3:30pm Wednesday, May 14</td>
<td>01:00pm-01:59pm MWF</td>
<td>10:30am-12:30pm Saturday, May 17</td>
</tr>
<tr>
<td>08:00am-08:59am TTh</td>
<td>10:30am-12:30pm Wednesday, May 14</td>
<td>01:00pm-01:59pm TTh</td>
<td>08:00am-10:00am Thursday, May 15</td>
</tr>
<tr>
<td>09:00am-09:59am MWF</td>
<td>1:30pm-3:30pm Friday, May 16</td>
<td>02:00pm-02:59pm MWF</td>
<td>1:30pm-3:30pm Thursday, May 15</td>
</tr>
<tr>
<td>09:00am-09:59am TTh</td>
<td>1:30pm-3:30pm Saturday, May 17</td>
<td>02:00pm-02:59pm TTh</td>
<td>10:30am-12:30pm Thursday, May 15</td>
</tr>
<tr>
<td>10:00am-10:59am MWF</td>
<td>08:00am-10:00am Saturday, May 17</td>
<td>03:00pm-03:59pm MWF</td>
<td>10:30am-12:30pm Friday, May 16</td>
</tr>
<tr>
<td>10:00am-10:59am TTh</td>
<td>10:30am-12:30pm Saturday, May 17</td>
<td>03:00pm-03:59pm TTh</td>
<td>1:30pm-3:30pm Tuesday, May 13</td>
</tr>
<tr>
<td>11:00am-11:59am MWF</td>
<td>08:00am-10:00am Tuesday, May 13</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>08:00am-10:00am Wednesday, May 14</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>04:00pm-06:00pm Saturday, May 17</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>08:00am-10:00am Friday, May 16</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>

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

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 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 the Final Exam Regulations 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. 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.

Always confirm exam times with your professor.
**SPRING 2008 Common Examinations**

*All sections of the following courses are examined together at the time indicated.*

**Monday, May 12**
- Acct 2050—10:30am-12:30pm
- Biol 1001 (sec 001, 030, 050)—08:00am-10:00am
- Biol 1009 (sec 001, 030, 050)—10:30am-12:30pm
- BLaw 3058—08:00am–10:00am
- IDS 3001—08:00am–10:00am
- Lat 1002—10:30am–12:30pm
- Math 3113, 3118—01:30pm–04:30pm
- Math 1001, 1031, 1051, 1131, 1142, 1151, 1155, 1271, 1272, 1282, 1372, 1572H, 2243, 2263, 2373, 2374, 2574H, 3593H—01:30pm–04:30pm
- OMS 2550—08:00am–10:00am
- PSTL 0713, 0721, 0722, 0731, 0732, 1004—10:30 am–12:30 pm
- Psy 1001—07:00pm–09:00pm
- PubH 3001, 3003, 3004—06:30pm–09:30pm

**Tuesday, May 13**
- Econ 1101 (sec 001)—06:30pm-08:30pm
- Span 1002, 1003, 1022—06:30pm-08:30pm

**Wednesday, May 14**
- Econ 1101 (sec 017)—06:30pm-08:30pm
- Fren 1001, 1002, 1003, 1004, 1022—06:30pm-08:30pm
- Ger 1001, 1002, 1003, 1022—06:30pm-08:30pm
- Phys 1202W, 1302W, 3071W—06:30pm–09:30pm

**Thursday, May 15**
- Econ 1102 (sec 001, 013)—06:30pm–08:30pm

**Regulations Regarding Examinations, Spring 2008**

**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 exams 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 online on Form ASR 163 by March 24 to permit publication of the change and orderly consideration of hardships. Additional common examinations may be requested on the same online form, which also includes room request information. The ASR 163 form is available at [https://asr.umn.edu/forms/](https://asr.umn.edu/forms/).

2. Instructors requesting any variation from the official examination schedule must agree to give a special make-up examination to any student having examination conflicts or three 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);
   - Math 1001, 1031, 1051, 1131, 1142, 1151, 1155, 1271, 1272, 1282, 1372, 1572H, 2243, 2263, 2373, 2374, 2574H, 3593H
   - Phys 1001W (sec 100), 1202W (sec 100, 200), 1302W (sec 100, 300, 400, 500), 1402V, 1910W, 1905, 2303, 3071W (sec 001, 002), 4002, 4052W, 4201, 4211, 4511, 4611, 4911, 5002, 5012, 5081, 5402, 8011, 8311, 8702, 8712, 8902
   - 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 0130-0430 PM. Instructors need to submit an ASR 123 form online for approval to schedule a 3-hour exam if the course is not listed above (the ASR 123 form is available at https://asr.umn.edu/forms/).

   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 via the online ASR 123 form, available at https://asr.umn.edu/forms/.

   All ASR 123 forms must be submitted online on or before March 10. Notification of room assignments for all ASR 123 forms received by March 10 will be sent to departments on or before May 9.

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.