Welcome to the University of Minnesota, Twin Cities. The steps provided here will help you succeed as a non-degree graduate student (also available online at onestop.umn.edu/non-degree/). Please contact a One Stop counselor by phone, email, or in person with any of your questions or concerns. One Stop contact information is available at onestop.umn.edu/contact_us/.

STEP 1—Register as a non-degree student

If you are a graduate with a bachelor’s or another postsecondary degree who is not admitted to, or currently active in a University of Minnesota degree program, you may register by choosing one of two registration options described as follows. For more information, go online to onestop.umn.edu/non-degree/registration/graduate/.

OPTION 1:
Career, professional, or personal enrichment

Use this option to earn graduate credit that appears on a graduate level transcript and/or to explore degree programs through preliminary course work before being admitted to a degree program.

Limitations

• You cannot be active or enrolled in any other program, whether graduate or undergraduate, at the University.
• You are admitted to the program for one term only. You must pay the graduate or professional school tuition rate for all credits you take during the term, regardless of whether or not the classes are taken for undergraduate credit.
• To transfer credits to a University graduate or professional degree program, consult with the major program to determine the maximum transfer credits allowed.

Checklist

❒ Download the Registration Request for Graduate Credit under Registration forms at onestop.umn.edu/forms/.
❒ Check available classes under the department listing of the Class Schedule Quick Link at onestop.umn.edu.
❒ Record on your form the five-digit class number (call number), grade basis, units (credits), and subject and catalog number (Hist 5001, for example) for each class.
❒ Get written approval from authorized signers in each department for the classes in which you plan to register. For help locating authorized signers, contact One Stop.
❒ You or your department must forward your completed form(signed and dated) during the non-degree enrollment period to One Stop Student Services, 130 West Bank Skyway, 219 19th Ave. S, Minneapolis, MN 55455-0427, or fax a copy to 612-626-9129.
❒ Verify your registration after three (3) business days at the One Stop Quick Link, Enrollment summary. Check each class number, grade basis, credits, section, and time.

GRADUATE SCHOOL COSTS PER TERM

Tuition and fees are assessed at the standard graduate tuition (resident or nonresident) rate with the exception of the following programs: industrial relations, public affairs, agriculture, food and environmental sciences, business taxation, medicine, and public health, that assess their respective program rates. The plateau for the Graduate School is 6–14 credits.

TUITION RATES

No additional charge (except course fees) is made for 7–14 credits. Each credit above 14 is assessed on a per credit basis.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident</th>
<th>Non-resident</th>
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<tbody>
<tr>
<td>1</td>
<td>$1,167.67</td>
<td>$1,788.84</td>
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<tr>
<td>2</td>
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<td>3</td>
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<td>4</td>
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<tr>
<td>5</td>
<td>$5,838.35</td>
<td>$8,944.20</td>
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<tr>
<td>6–14</td>
<td>$7,006.00</td>
<td>$10,733.00</td>
</tr>
<tr>
<td>Each credit over 14</td>
<td>$1,167.67</td>
<td>$1,788.84</td>
</tr>
</tbody>
</table>

FEES

You may be assessed mandatory general, service & usage fees, as well as course, college, & program fees. Note that the former University fee is now included in the 2011–2012 tuition rate.

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

College & program fees vary by college from $50–$500 and are not included in the total cost above.

Course fees are specific to the subject and term and may change from year to year. Go online for the most recent fee amounts at onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/course_fees.html. If you are taking an Online and Distance Learning course, you may be assessed an additional fee.

General, service & usage fees may also be charged.

FOR MORE INFORMATION

Go to the “Costs, tuition, & fees” section at onestop.umn.edu/finances/costs_and_tuition/fees/ or contact a One Stop counselor by email, phone, or in-person.

Step 1 options continued on page 2, column 1
OPTION 2:
Graduate School credit
Use this option to earn graduate level course credits to be applied to your chosen Graduate School degree program before admission, or, if you are an international student, to satisfy your visa requirements. Your completed classes will appear on the Graduate Career transcript and are not considered transfer work. Go to www.grad.umn.edu for more information.

Limitations
- The admission process is more involved and competitive than the option 1 and, therefore, is not guaranteed.
- Not all programs admit students for non-degree seeking course work.

Checklist
- After confirming that your academic program allows professional development coursework, request a paper Graduate School application for admission. Find out if the program has any additional requirements.
- File the completed application at the Graduate School Admissions Office, 309 Johnston Hall, 612-625-3014, along with any supporting material by the admission deadline.
- Submit the $75 application fee ($95 for international students) with your application by either personal check or bank draft drawn from a bank account located in the U.S.A. that is made payable to the University of Minnesota.
- After your application has been filed with the Graduate School Admissions Office, processing takes 4 weeks or less.
- When you receive your letter of admission, get any required approvals and register on the web or in person at a One Stop Student Services Center campus location. Note: You are admitted to the program for one term unless you register continuously, excluding May/summer term.

STEP 2—Initiate your Internet account
If you have not yet done so, log-in with your University-assigned user ID to initiate your University Internet account at www.umn.edu/initiate. For assistance, please contact the Technology Helpline at 612-301-4357 (612-301-HELP).

Your Internet account assigns a user ID to access secured online services and establishes a University email account with your user ID. All official correspondence from the University is sent year-round to your University email account. Access your account by going to www.mail.umn.edu or select the ‘Email’ tab in the upper right of the One Stop home page at onestop.umn.edu.

You are responsible for all information and attachments sent to your University email account. To avoid problems, we recommend that you do not forward your official University email to another email account. If you do forward it, you are responsible for all information, including attachments.

STEP 3—Verify or change your registration
Go to onestop.umn.edu and use the Enrollment summary Quick Link to verify each class number, grade basis, credits, section, and time. If you find errors using Web registration, please notify One Stop Student Services.

Check your enrollment summary (sent by email shortly before the start of the term) carefully for any changes (e.g., course(es) canceled by the University). To change your registration, go to the Registration tab at onestop.umn.edu. Be aware of the refund and cancel/add deadlines before adding or canceling courses.

If you need college scholastic committee approval to add or cancel a class after the deadline, contact the authorized signer who approved your request to register for the course. If you need assistance identifying the appropriate signer, please contact a One Stop counselor.

You are responsible for tuition and fees if you do not officially cancel during the 100 percent refund period (first week for fall and spring semesters). After the first week, you will be charged all or part of the tuition and fees for the class. Summer deadlines vary by the length of the course.

If you miss the first meeting of a class in which you are registered, the instructor of the class can assign your place to a student waiting to enroll in the course. You must still officially cancel the class even if you discover that the instructor has given away your place or has canceled the class.

STEP 4—Update your personal information
Verify and update your address, phone number, and other information in the directory listing by using the One Stop Quick Link, Personal information, at onestop.umn.edu.

As a University student, some of your information is public information that may be released on request to any individual, or published by the University on the web, in the directory, or elsewhere. You may “suppress” release of your personal information at the Personal information Quick Link.

STEP 5—Check your student account
Online billing & payment—An email notice will be sent to your University email account when your billing statement is ready to be viewed and paid online. You will not receive a paper bill. All registration deadlines, late fees, and refund schedules are applicable. To view your account charges at any time, use the One Stop Quick Link, Student account, at onestop.umn.edu.

Pay in full by due date—Full payment of tuition, fees, and all other charges must be received—not postmarked—by the due date. If you fail to pay by the due date, all of your courses for the current term will be canceled. More information is available at onestop.umn.edu/non-degree/billing_and_payment.html.

STEP 6—Search for financial aid options
State and federal financial aid is not available for non-degree students. Some alternative financial aid options can be found at onestop.umn.edu/non-degree/financial_aid.html.

STEP 7—Get a U Card
To get a U Card, bring your driver’s license, state ID, or passport to any U Card location. Be prepared to have your picture taken. Go to umn.edu/ucard for more information.

STEP 8—View your grades & transcripts
View your grades online by term through the Grades Quick Link at onestop.umn.edu. Unofficial transcripts are also available online at the One Stop Quick Link, Unofficial transcript. Official transcripts may be ordered online, in-person, by mail, or fax.