

**2011–2012 NON-DEGREE UNDERGRADUATE PLANNER**

Welcome to the University of Minnesota, Twin Cities. Although you may have been successfully registered for your class choice(s), as indicated on the enclosed study list, please read each step carefully to ensure you have a rewarding experience as a non-degree student. For additional information on registration, financial aid, and student accounts, select the Non-degree students link in the “Special for” section at onestop.umn.edu. If you need assistance, One Stop counselors are available by phone, email, or in person. Contact information is available at onestop.umn.edu/contact_us/.

STEP 1—Register for classes

Have you enrolled as a non-degree undergraduate within the last year? If so, you can register online at onestop.umn.edu/non-degree/registration/.

If you are a first-time registrant or unable to access Web registration for any reason, you may choose one of several options:

- complete the email registration, cancel/add, withdrawal, and swap request online at onestop.umn.edu/registration/email_forms.html.
- complete the Registration and Cancel/Add Request form, available in the Registration section on One Stop Forms Online at onestop.umn.edu/forms/. You may print and submit the completed form to One Stop by mail, by fax, or in person.

To receive graduate credit for a class, follow the instructions for registering for graduate credit as a non-degree student at onestop.umn.edu/non-degree/registration/graduate (no online registration or Registration and Cancel/Add Request form.)

Please note that you will be assessed a late registration fee, if you register on or after the first day of the term.

STEP 2—Initiate your University account

Activate your Internet account at www.umn.edu/initiate once you receive your student identification (ID) number on the enclosed study list. If you encounter difficulty, 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, including class changes, student account, and other important notices. You can access your University account from any computer with Internet access by going to www.mail.umn.edu.

You are responsible for all information and attachments sent to your University email account. Because problems can occur when email is forwarded, we recommend that you do not forward your official University email to another email

account. However, if you choose to forward it, you are still 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 discover an error that cannot be corrected using Web registration, please contact One Stop Student Services for assistance. Check your enrollment summary carefully before the start of the term for any changes (e.g., room change, or a course canceled by the University).

Detailed instructions on changing your registration are available at the Registration link at onestop.umn.edu. You can make most registration changes by Web, fax, or walk-in service. Please confirm any registration changes by viewing your enrollment summary.

Be aware of the cancel/add and refund deadlines before adding or canceling courses. If you need college scholastic committee approval to add or cancel a class after the deadline, contact the College of Continuing Education (CCE) at 612-624-4000 or cceinfo@umn.edu.

You are responsible for tuition and fees if you do not officially cancel during the 100 percent refund period, which is the 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 for 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 decided to cancel the class.

STEP 4—Update your personal information

Verify and update your address, phone number, and other directory information online using the Personal Information Quick Link at onestop.umn.edu.

As a University student, some of your information is designated as public information. That definition means that information may be released upon request to any individual, published on University Web sites, published in the University directory, or listed elsewhere at University discretion.

You may use the Personal Information Quick Link at onestop.umn.edu to “suppress” or prevent the release of any or all of the following information: your phone, address, and email, or suppress all.

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STEP 5—Check your student account

Tuition & fees

To view your student account, use the Student account Quick Link at onestop.umn.edu. Tuition and fees post to your student account two days after registration but no earlier than six weeks before the beginning of the term. Charges other than tuition and related fees (e.g., bookstore purchases, bus passes) normally post to your account within a few days of the original transaction and must be paid in full by the due date. More information on tuition and fees is available at this Web site: onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/.

Billing & payments

You will not receive a paper bill. After the term begins, you will receive an email notice in your University-assigned account when your bill is ready to be viewed online. Click on the link in the email and enter your Internet ID and password to access the University's online billing and payment system and official means of billing.

Payment of tuition, fees, and all other charges on your account is due in full by the first due date, and thereafter, by the due date indicated in your online billing statement. Your payment must be received—not postmarked—by the due date. Due dates and payment options are available online at onestop.umn.edu/finances/pay/where_when_how/.

The quickest way to pay is by using the Pay online Quick Link at onestop.umn.edu. Payments made online with an e-check from your checking or savings account are easy and convenient.

If you fail to pay by the due date, all of your courses for the current term will be canceled. If, at the time of cancellation, you received a grade for a course, other than a “W,” your registration for the term will not be canceled and you will be responsible for all account charges.

STEP 6—Search for financial aid options

State and federal financial aid is not available for non-degree students. To consider alternative financial aid options, several resources are:

- Use the Financial Resources Wizard online at cce.umn.edu/Information-Center/Financial-Aid/Financial-Resources-Wizard/. This interactive tool provides resources and information on scholarships, grants, loans, employer tuition benefits, funding from government agencies, and the Lifetime Learning Tax Credit.
- If you are a non-degree student taking pre-requisite courses for admission into a degree program, you may be eligible for some federal student loans. These loan programs offer the best lending terms available for students who qualify. Contact One Stop for more information about these loans.
- As a last resort private loans offered by for-profit banks and lending institutions may be an option. Go to the Private loan programs Web page at onestop.umn.edu/finances/financial_aid/loans/programs/private/ for an essential introduction and listing of programs commonly used by University students.

UNDERGRADUATE COSTS PER TERM

2011-2012 tuition and fees based on enrollment

| Credits | Tuition | Total cost |
|---------|------------|------------|
| 1 | \$448.08 | \$522.08 |
| 2 | \$896.16 | \$970.16 |
| 3 | \$1,344.24 | \$1,418.24 |
| 4 | \$1,792.32 | \$1,866.32 |
| 5 | \$2,240.40 | \$2,314.40 |
| 6 | \$2,688.48 | \$2,817.48 |
| 7 | \$3,136.56 | \$3,265.56 |
| 8 | \$3,584.64 | \$3,713.64 |
| 9 | \$4,032.72 | \$4,161.72 |
| 10 | \$4,480.80 | \$4,609.80 |
| 11 | \$4,928.88 | \$5,057.88 |
| 12 | \$5,376.96 | \$5,505.96 |
| 13+ | \$5,825.00 | \$5,954.00 |

KEY

Minnesota resident tuition—\$448.08/credit, up to 13 credits

Nonresident tuition—\$640.39/credit, up to 13 credits

Your actual collegiate fees will vary between \$55–\$600, based on your college of enrollment.

Other tuition rates or fee charges may apply to your registration that are not shown. For example, Online and Distance Learning (ODL) courses will have an additional fee, as follows:

\$90.00 for 2–5 ODL credits

\$180.00 for 6–10 ODL credits

\$270.00 for 11 or more ODL credits

All total cost figures include a \$19 transportation fee and a \$55 collegiate fee for 1–5 credits or a \$110 collegiate fee for 6 or more credits.

STEP 7—Get a U Card

Your U Card, or student identification card, is used for official identification, to check out library materials, and obtain discount tickets for athletic events. To get a U Card, bring your driver's license, state ID, or passport to any U Card location and be prepared to have your picture taken. Go to www.umn.edu/ucard for U Card locations and hours.

STEP 8—View your grades & transcripts

The University does not mail out grades or give grades over the phone. You may view your grades online by term on the Grades Quick Link at onestop.umn.edu. You can also print an unofficial transcript online that shows your courses and grades for all terms at the University. Official transcripts may be ordered online, in-person, by mail, or fax.