

TheRecord

News about admissions, records, and student systems

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Graduate non-degree registration for summer and fall 2005

Many students will soon be contacting the University regarding registering as a non-degree student earning graduate credit. Typically, these students are admitted for a future term or are thinking of applying to a graduate program and want to begin their coursework. Detailed information about this program can be found online at <http://onestop.umn.edu/onestop/img/assets/9061/PRDWebBrochure.pdf>.

On or after April 12 for summer and April 29 for fall, students may submit a “Request for Graduate Credit” form to the department(s) offering the course(s); this form is available online at <http://www.onestop.umn.edu/onestop/img/assets/9061/RequestforGraduateCredit.pdf>. When approved, the form must be signed and forwarded to One Stop Student Services, 200 Fraser Hall, 106 Pleasant St. SE, Minneapolis, MN 55455 or faxed to 612-626-9129.

If you are a staff member authorized to sign a “Request for Graduate Credit” form—typically, Directors of Graduate Studies or their designee—and have not received periodic updates from One Stop Student Services, please e-mail morri107@umn.edu and request to be added to the contact list. If you have questions about graduate non-degree registration, contact Amy Morrissey at 612-624-6871 (morri107@umn.edu) or Sandy Britsch at 612-626-9115 (s-brit@umn.edu).

Reminder: non-degree students must pay tuition and fees prior to the start of the term

Effective fall 2005, non-degree seeking students—including those receiving graduate credit—must pay tuition and fee charges prior to the start of the term to avoid cancellation of classes. Non-degree students will not receive a bill; instead, they should check their student account for the amount due and pay using UM Pay.

The Office of Enrolled Student Services is implementing a communication plan to inform non-degree students of this new policy. This plan includes the following strategies:

- A handout for all non-degree students who register in person informing them of the policy and how to pay;
- A letter sent to all non-degree students previously registered and currently registered non-degree students informing them of the policy;
- Email messages sent to non-degree students regarding the policy and how to make payments

Questions regarding this policy, including any exempt groups, should be sent to Kris Wright, wright084@umn.edu.



Datebook: spring 2005

April

- 4/5 Registration begins for May and summer sessions (admitted students)
- 4/7 Queued registration begins for fall 2005
- 4/12 Registration begins for May and summer sessions (non-admitted students)
- 4/29 Open registration begins for fall 2005

May

- 5/6 Last day of classes
- 5/9-14 Final examinations
- 5/23 May session begins
- 5/30 Memorial day holiday; all University offices are closed

June

- 6/10 End of 3-week May session
- 6/13 Summer session begins
- 6/15 Graduate School application deadline for fall 2005
- 6/27 Last day for undergraduates and students in professional degree programs to apply for summer session graduation

July

- 7/4 Independence Day holiday; classes excused and University offices closed

August

- 8/5 End of General Session classes
- 8/19 Summer term ends

New freshman packaging update: 2005-2006

OSF packaged 4185 new freshmen on the March 14 packaging run. The paper FAANs were printed and mailed beginning March 23. Packaging will run every Monday; as new students apply, they will be packaged and FAANs will be sent on a weekly basis.

Continuing students will receive notification of their financial aid awards mid-July.

March Record OOPS!

Well, it happened. Last month's issue of the Record contained a couple of typos... in the same sentence.

Clare Strand will serve as the Interim Registrar for the Morris campus beginning June 2005. Previously, Clare was serving at the Interim Registrar.

Our apologies to Clare.

Cancellation of summer/fall registration for non-payment of spring tuition and fees

As the end of spring term approaches, Student Financial Collections (SFC) is preparing for cancellation of registrations for those students who have not paid spring 2005 bills. Notices will be sent the week of April 18 notifying students who have not paid that they have until May 11th to pay in order to avoid cancellation of summer and/or fall registration. The week of May 16, SFC will identify students sent the original notice who have not paid, and cancel any registrations for summer and/or fall term.

Students with questions should be directed to Student Financial Collections in 20 Fraser Hall. Students may also e-mail at SFCTuit@sossgw.stu.umn.edu or call 612/625-8007.

Amber Burnette joins One Stop Student Services

Amber Burnette has joined One Stop Student Services as an Executive Assistant. Amber replaces Maureen Nielsen who retired in July 2004.

Previously, Amber worked as an Associate Administrator in Student Judicial Affairs. Amber enjoys volunteering for a variety of organizations caring for wild birds and organizes tours and field trips for bird watchers throughout the Midwest. Amber is completing her degree in Wildlife Tourism and Education with an emphasis in Avian Studies.

One Stop Student Services and the Office of Enrolled Student Service welcomes Amber!

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