

REGISTRATION REQUEST FOR GRADUATE CREDIT

Non-degree students

DIRECTIONS—Use this form if you are a non-degree student who is not actively enrolled in a University degree program; needs coursework to appear on a graduate level transcript; and are willing to pay the graduate tuition rate on all courses (both graduate and undergraduate) you take for the term.

You must complete all fields with an asterisk (*) in PART 1 for identification and academic records purposes. Data privacy information is available at onestop.umn.edu/grades_and_transcripts/student_records_privacy.html.

Before you cancel classes, check the refund schedule at onestop.umn.edu/calendars/cancel_add_refund_deadlines/. Unless you cancel during the 100 percent refund period, you will be required to pay a percentage of your tuition and fees.

As a non-degree student, you are required to pay your student account balance in full by the first billing due date or your enrollment may be canceled or charged a \$35 rebilling fee. By registering for classes you enter into a legally-binding contract to pay all tuition and fees, including any non-refundable fees. You will not receive a paper bill. An email notice will be sent to your University-assigned email account when your bill statement is online. Billing due dates are available at onestop.umn.edu/finances/pay/where_when_how/.

Required actions

In order to proceed with the registration process, use the checklist below to ensure you complete all required actions.

- Check the alphabetical department listing in the Class Schedule for available classes. The Class Schedule can be found at <http://z.umn.edu/publicclasssearch>.
- Record the five-digit class number (call number), grade basis, units (credits), subject, and catalog number (Hist 5001, for example) for your course.
- Complete, sign and date the Registration Request for Graduate Credit form.
- Get written approval from authorized signers in each department or program offering courses in which you plan to enroll. Please be aware that the authorized signer is not necessarily the course instructor. Authorized signers can be found by going to <http://z.umn.edu/gradcontacts>. **Please note: all required fields (designated with *) on the Registration Request for Graduate Credit form must be completed (e.g., have all required signatures). If the form is missing signatures or incorrectly filled out, it will be given back to you to complete.**
- You or your department must forward your completed forms during the open enrollment period each term to the Office of the Registrar, by email to otr@umn.edu, or by fax to 612-625-4351.
- Once your registration has been processed, confirmation will be sent to the email address listed on the registration form. The email will include information about your next steps.

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Return form:

By mail to:

Office of the Registrar
University of Minnesota, Twin Cities
160 Williamson Hall
231 Pillsbury Dr. SE
Minneapolis, MN 55455-0252

On campus to:

160 Williamson Hall
By fax to: 612-625-4351

By email to: otr@umn.edu

Questions?

Phone: 612-624-1111
TTY (hearing-impaired): 612-626-0701
Email: otr@umn.edu
Web: onestop.umn.edu

Please print legibly. The required signatures in PART 3 and your own in PART 4 on page 2 must be in black or blue ink.

PART 1. Student background				
University ID	Last four digits of SSN (optional) XXX - XX -	*Name (last, first, middle initial)	Previous name (if applicable)	
*Birthdate (mm/dd/yyyy)	*Email address (list your University email address if it is currently active)	*Phone (include area code)		
*Current mailing address (street, apartment or P.O. box number, city, state, ZIP code, country)				
*Term <input type="checkbox"/> fall semester <input type="checkbox"/> spring semester <input type="checkbox"/> May/summer session			Year 20 _____	
PART 2. Enrollment				
REGISTRATION—Register for classes by completing the information requested below. You may check class availability online at z.umn.edu/publicclasssearch .				
Course subject, number, section (Arts 5001-001)	5-digit class number	Credits	Grade basis (A-F or S/N)	Permission number (if required)
CANCELLATION <input type="checkbox"/> Check here to cancel all classes. To cancel individual classes, give the information requested below for each class.				
Course subject, number, section (Arts 5001-001)	Course subject, number, section (Arts 5001-001)	Course subject, number, section (Arts 5001-001)	Course subject, number, section (Arts 5001-001)	Course subject, number, section (Arts 5001-001)
5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number

—IMPORTANT: You must get signatures in PART 3 and add your signature to PART 4 on page 3—



PART 3. Departmental authorization

You must get written approval from authorized signers in each department. E-signatures will not be accepted. A full list of authorized signers can be found at <http://z.umn.edu/gradcontacts>.

5-digit class number	Program (college) code (e.g., CLA=17)	Tuition code <input type="checkbox"/> 99 PRD <input type="checkbox"/> 06 DMS	Sub-plan (for special tuition rates) <input type="checkbox"/> BUSTAX <input type="checkbox"/> LS <input type="checkbox"/> HHHFELLOW	Student group <input type="checkbox"/> CEGR <input type="checkbox"/> HSCE <input type="checkbox"/> SENIOR
Name of authorized signer (please print)		Phone		
Authorized signer signature (e-signatures will not be accepted)		Date		

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Name of authorized signer (please print)		Phone		
Authorized signer signature (e-signatures will not be accepted)		Date		

PART 4. Certification

I understand that if I choose to withdraw from course(s) after the withdrawal 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 also understand that if I choose to use these courses at another college or university, the credits will be subject to the transfer policies of that institution.

Student signature (e-signatures will not be accepted)	Date
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