University of Minnesota

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/.

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

Required actions

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

REGISTRATION REQUEST FOR GRADUATE CREDIT

Non-degree students 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

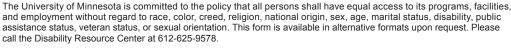
Email: otr@umn.edu Web: onestop.umn.edu

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)	*Name (last, first	, middle initial)		Previous name (if applicable)							
	XXX - XX -											
*Birthdate (mm/dd/yyyy)	*Email address (list your Univers	sity email address if it	*Phone (include area code)									
	active)											
Current mailing address (street, apartment or P.O. box number, city, state, ZIP code, country)												
*Term				Year								
fall semester	☐ spring semester ☐ M	ay/summer session		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, numb	per, section (Arts 5001-001) 5-	digit class number	Credits	Grade basis (A-F or S/N)								
CANCELLATION	Check here to cancel all cla	asses.										
To cancel individual	classes, give the information	n requested belov	v for each cla	ass.								
Course subject, number, Course												
section (Arts 5001-0	section (Arts 5001-001) section (Arts 5001-001)		section (Arts 5001-001) sec		-001)	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		Sub-plan (for special tuition rates)		Student group					
		☐99 PRD [06 DMS	BUSTAX LS	HHHFELLOW	CEGR HSCE	SENIOR				
Name of authorized si	gner (please print)	Phone									
Authorized signer sign	nature (e-signatures will not be accepted)	Date									
- 200	5 (Te was and			* * * * * * * * * * * * * * * * * * *	I a					
5-digit class number	Program (college) code (e.g., CLA=17)	Tuition code		Sub-plan (for spe		Student group	-				
		99 PRD [J06 DMS	☐BUSTAX ☐ILS	HHHFELLOW	CEGR HSCE	ISENIOR				
Name of authorized signer (please print)				Phone							
Authorized signer signature (e-signatures will not be accepted)				Date							
5-digit class number	Program (college) code (e.g., CLA=17)	Tuition code		Sub-plan (for spe	cial tuition rates)	Student group					
		☐99 PRD ☐06 DMS		□BUSTAX □LS	HHHFELLOW	□cegr □HSCE	SENIOR				
Name of authorized si	gner (please print)	Phone									
Authorized signer signature (e-signatures will not be accepted)				Date							
			<u> </u>								
PART 4. Certi	fication										
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 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-s	signatures will not be accepted)			Date							

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