



## **Spring Semester 2009**

# **Registration Policies and Procedures**

### **Spring semester**

Classes meet January 20–May 8, 2009

Final exams May 11–15, 2009

### **Registration for currently enrolled students**

November 13–December 5, 2008

### **Open enrollment**

December 6, 2008–January 19, 2009

### **Printable PDF version of day and evening classes**

<http://www.d.umn.edu/registrar/spring2009classsched.pdf>

### **Online class schedule**

<http://www.d.umn.edu/courseinfo>

Revised 11/7/2008



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## CLASS SCHEDULE INFORMATION on the Web at

<http://www.d.umn.edu/courseinfo>

The University of Minnesota Duluth (UMD) no longer produces printed book versions of the fall and spring class schedules. This information is now available exclusively on the Web (see links at above url). The dynamic, online version of the class schedule updates continuously with class size information. The printable PDF version of the class schedule is current as of the date on each page. Term-specific registration policies and procedures appear in PDF format only. Complete information on matters of University policy are found in the *University of Minnesota Duluth Catalog* (subject to additions and corrections) available at the same Web site (click on "UMD Catalogs").

### RIGHT TO PRIVACY

Federal and state legislation defines your right to access files containing information about you. These same regulations place certain safeguards against release of information about you to "third parties" without your permission. Most, but not all, record files are open to your inspection. Each unit of the University that maintains an educational file has developed procedures which will allow you to review the contents of that file and, if necessary, make changes in inaccurate data.

The first point of contact regarding such inspection should be the University department responsible for the file about which you have questions. Further information, including a directory of University student record systems, is available. Questions may be directed to the Student Assistance Center, (218)726-8000 or 23 Solon Campus Center.

**Directory Information Suppression:** If you do not want your address, phone number, or e-mail address available to the public during the time you are attending UMD, you must activate directory suppression. The end of the third week of fall semester is the deadline to have an address suppress in place so no information about you will appear in the annual printed campus directory. Make changes on the Web:

- 1.) Go to <http://www.d.umn.edu/Register>.
- 2.) Under "Personal Information", click on "View/Change your Personal Info".
- 3.) At the Personal Information page, choose "Directory Suppression" from the Menu, and follow the directions.

### EQUAL OPPORTUNITY

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national

origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 20221, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Deborah Petersen-Perlman, Director, Office of Equal Opportunity, University of Minnesota Duluth, 273 Darland Administration Building, 1049 University Drive, Duluth, MN 55812, (218)726-6827, (218)726-6849, FAX (218)726-7505, <http://www.d.umn.edu/umdoeo/> or to Kimberly Hewitt Boyd, Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street SE, Minneapolis, MN 55455, (612)624-9547.

### E-MAIL AS OFFICIAL UNIVERSITY COMMUNICATION

University-assigned student e-mail accounts (your d.umn.edu account) are the University's official means of communication with all students. You need to regularly check this account. It is recommended that you do not forward mail from this account, as you may lose important attachments. If you choose to forward e-mail sent to your University e-mail account, you are still responsible for all information sent to you at this account, including all attachments.

Students are notified by e-mail of any changes to the classes for which they are registered. There will also be notification from the Office of Financial Aid and Registrar (OFAR) directing students to visit Web sites for viewing and responding to their Electronic Financial Aid Award Notice (eFAAN), as well as electronically completing and signing the Direct Loan promissory note and entrance counseling. Student Accounts Receivable (SAR) bill notifications, plus occasional correspondence from advisers and instructors, are done via e-mail.

You can continue to access and use your e-mail account over the summer, even if you are away from campus. From across the country or around the world, you can access your d.umn.edu account through the internet at <http://www.d.umn.edu/email>.

### CANCELLATION OF REGISTRATION FOR DISHONORED CHECKS

If tuition is paid by a personal check that fails to clear the bank, the registration will automatically be cancelled.

# section 1

# calendar

## ACADEMIC YEAR 2008–2009 – DULUTH CAMPUS

### October 2008

**27** Preferred deadline to file for change of UMD college for spring semester 2009.

### NOVEMBER 2008

**1** Application deadline for new students for spring semester 2009.

**12–13** Advisement-Registration for new students for spring semester 2009.

**13–Dec 5** Queued registration for spring semester 2009 for currently and previously enrolled students.

**27, 28** Thanksgiving holiday, campus closed, no classes in session. (No registration queue on these dates)

### DECEMBER 2008

**6–Jan 19** Open registration for spring semester 2009 for currently and previously enrolled students.

**12** Advisement-Registration for new undergraduate students for spring semester 2009.

**Last day of fall semester 2008 classes.**

**15** Priority application deadline for admission for new freshmen students for fall semester 2009.

**15–19** Final exams for fall semester 2008.

**19** Degree conferred date for fall semester 2008.

**20–Jan 19** Semester break.

**24–26** Christmas holiday, campus closed.

### SPRING SEMESTER 2009

#### JANUARY 2009

**1–2** New Year's Holiday, campus closed.

**12** Last day to get on wait list for closed spring semester 2009 class.

**19** Martin Luther King holiday, offices closed.  
Last day to register for spring semester 2009 without incurring late registration fee.

**20** **Spring semester 2009 classes begin.**  
Cross registrations with College of St. Scholastica and the University of Wisconsin–Superior accepted.

**21** Senior citizens may register.

**22** Last day to register or add courses without approvals.

**23** Approval needed to register or add courses.

#### FEBRUARY 2009

**2** End of second week–last day to change grading option or cancel a course and not have it recorded on your transcript.

No spring registrations accepted after this date.

Last day to add classes.

Last day to use course permission numbers.

Last day for seniors to file application for degree for spring semester 2009, May session 2009, and Summer session 2009.

Last day to submit commencement attendance sheet for spring semester 2009 ceremony (for all students receiving degrees during the 2008–2009 year).

Last day to make changes to student health insurance.

#### March 2009

**1** Priority deadline for admission for new advanced stand-

ing students for fall semester 2009.

Last day for graduate students to submit application for degree forms for spring 2009 ceremony.

**2** Registration begins for May session 2009 and summer session 2009.

**13** End of first half of spring semester 2009 classes.

Last day of classes before spring 2009 semester break.

**16–20** Spring break.

**23** Classes resume.

Beginning of 2nd half of spring semester 2009 classes.

End of eighth week–cancellation of courses after this date will not be permitted.

Preferred deadline to file for change of UMD college for fall semester 2009.

#### APRIL 2009

**13–**

**May 1** Queued registration for fall semester 2009 for currently and previously enrolled students.

#### MAY 2009

**1** Graduate School application deadline for summer term 2009.

**2–Sept 7** Open enrollment for fall semester 2009 for currently and previously enrolled students.

**8** **Last day of spring semester 2009 classes.**

**11–15** Final exams for spring semester 2009.

**14** Graduate commencement.

**15** Degree conferred date for spring semester 2009.

**16** Undergraduate commencement.

### MAY SESSION 2009

#### MAY 2009

**18** **May session 2009 classes begin.**

Last day to register for May session 2009 classes.

**25** Memorial Day holiday observed, classes excused and campus closed.

#### JUNE 2009

**5** **Last day of May session 2009 classes.**

End of May session 2009.

Final exams for May session 2009.

Degree conferred date for May session 2009.

### SUMMER SESSION 2009

#### JUNE 2009

**8** **Summer session 2009 classes begin.**

#### JULY 2009

**3** Independence Day holiday, classes excused and campus closed.

**15** Graduate School application deadline for fall semester 2009.

**31** **Last day of summer session 2009 classes.**

Final exams for summer session 2009.

End of summer session 2009.

Degree conferred date for summer 2009 session.

#### AUGUST 2009

**1** Application deadline for admission for new freshmen and new advanced standing students for fall semester 2009.

# 2008

SEPTEMBER	OCTOBER
S M T W T F S	S M T W T F S
① 2 3 4 5 6	1 2 3 4
7 8 9 10 11 12 13	5 6 7 8 9 10 11
14 15 16 17 18 19 20	12 13 14 15 16 17 18
21 22 23 24 25 26 27	19 20 21 22 23 24 25
28 29 30	26 27 28 29 30 31

  

NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S
1	1 2 3 4 5 6
2 3 4 5 6 7 8	7 8 9 10 11 12 13
9 10 11 12 13 14 15	14 15 16 17 18 19 20
16 17 18 19 20 21 22	21 22 23 24 25 26 27
23 24 25 26 27 28 29	28 29 30 31
30	

# 2009

JANUARY	FEBRUARY
S M T W T F S	S M T W T F S
① ② 3	1 2 3 4 5 6 7
4 5 6 7 8 9 10	8 9 10 11 12 13 14
11 12 13 14 15 16 17	15 16 17 18 19 20 21
18 19 20 21 22 23 24	22 23 24 25 26 27 28
25 26 27 28 29 30 31	

  

MARCH	APRIL
S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4
8 9 10 11 12 13 14	5 6 7 8 9 10 11
15 16 17 18 19 20 21	12 13 14 15 16 17 18
22 23 24 25 26 27 28	19 20 21 22 23 24 25
29 30 31	26 27 28 29 30

  

MAY	JUNE
S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6
3 4 5 6 7 8 9	7 8 9 10 11 12 13
10 11 12 13 14 15 16	14 15 16 17 18 19 20
17 18 19 20 21 22 23	21 22 23 24 25 26 27
24 25 26 27 28 29 30	28 29 30
31	

  

JULY	AUGUST
S M T W T F S	S M T W T F S
1 2 ③ 4	1
5 6 7 8 9 10 11	2 3 4 5 6 7 8
12 13 14 15 16 17 18	9 10 11 12 13 14 15
19 20 21 22 23 24 25	16 17 18 19 20 21 22
26 27 28 29 30 31	23 24 25 26 27 28 29
	30 31

- Semester and summer session beginnings and endings of classes
- Final examination dates
- Classes excused or holidays

## CALENDAR FOR FALL SEMESTER 2008 REGISTRATION

Queued registration for currently and previously enrolled students based on cumulative credits and courses in progress .....	November 13–December 5
Open registration and cancel/adding .....	December 6–January 19
Spring Semester 2009 classes begin .....	January 20

### STUDENT RESPONSIBILITY

The policies in this publication directly affect your registration. You are responsible for all the information contained in this publication: avoid potential problems by reading carefully through the various sections and by checking the prerequisites for all your courses. You can receive credit only for those courses for which you are properly registered. Likewise, you must pay for any course for which you register unless you officially cancel online or at the Student Assistance Center during the 100% refund period. If you cancel after the 100% refund period, you must pay for any portion of the course for which you do not receive a monetary credit. In addition, if you attend a class without registering for it, you will be considered an auditor in the course and will be billed for full tuition and fees.

The general registration instructions in this publication apply to all students. In addition, your course of study falls under policies established by your college. These policies are contained in your catalog and in other materials issued by your college. You are also responsible for knowing and following the policies of your college. Students in the graduate school have additional specific registration instructions printed on pages 6–7.

**NOTE: By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees.**

### REGISTERING FOR CLASSES

<http://www.d.umn.edu/Register>

**Monday–Saturday, 5:30 a.m.–4 a.m.**

**Sunday, 12:30 p.m.–4 a.m.**

Steps to follow to register:

1. Go to the student self service Web site at <http://www.d.umn.edu/Register>. Sign on using your Internet ID and password (UMD e-mail username and password). If you haven't already set up this account, visit the "Account Initiation" link and authenticate yourself. Once you enter this information, click "submit". A screen will come up telling you that you have successfully logged on. **Don't close this screen**—you will need to keep this screen active while you register, so minimize it.

Now just follow the links:

- *When Can I Enroll?*—Find out your registration time and date. If this is your first term at the University and you have not been admitted to a program (typically this applies to non-degree-seeking students in Continuing Education), you must register in person at windows 1 or 2, 104 Darland Administration Building, or call (218) 726-8809.
  - *Check for Holds* to see if you have any that prevent registration (and remember to check this link frequently as holds are added periodically).
  - *Course Information*. Check out the online Class Schedule. The space available in each class is continuously updated in the online version. The PDF version can be used to obtain a printed copy.
  - Locate courses of interest and create a tentative schedule for yourself. Try using the course search.
2. Register at your scheduled registration date and time (or later).
    - Click on "Add or Change Classes".
    - Select the appropriate term.
    - Be sure to complete the insurance information and optional fees segment which come up on all initial registrations.
    - Enter the class number (call number), select grading option and variable credits, and enter permission numbers, if needed, for each class.
    - To register for courses that overlap, you must submit a petition, signed by instructors of both courses, to your college student affairs office. You will be notified of the petition decision.
    - Repeat these steps for each class for which you want to register. When you have your schedule as you want it, click "Done" to go back to the registration home page.
  3. View or print your enrollment summary. Select the appropriate term. You may print a calendar view or "Customize Your Enrollment Summary" using the "select" boxes. Click "submit" when finished.

- If you are printing from one of the labs on campus, you will see the additional print screens come up that send this image to the printer in those locations.

The fee assessment portion of registration is separate from enrollment into classes. You will receive notification of your bill from Student Accounts Receivable via e-mail.

Need to make changes? Just click on the link to add or change classes and follow the steps listed above. Use the “swap” option if adding and dropping at the same time.

Before you leave the Web site and the workstation you are at, be sure to take the following steps:

- Close any open registration screens.
- Log out of your account validation screen (**remember to do this so the next person at that location does not access the system using your ID and password**).
- Close your browser.

**Getting Help**—Follow the steps below to get help for these problems:

- For help registering*, contact the Student Assistance Center, 23 Solon Campus Center, (218) 726-8000, or umdhelp@d.umn.edu.
- To have your password reset*, contact the Student Assistance Center, 23 Solon Campus Center, (218) 726-8000, or call the ITSS Help Desk at (218) 726-8847. After hours, go to the Library circulation desk.
- For help with advising, planning your schedule, or questions about semesters*, visit your college office or your adviser.
- To learn the location of Web labs on campus*, call the ITSS Help Desk at (218) 726-8847.
- If you have trouble accessing the Web*, call the ITSS Help Desk at (218) 726-8847 for assistance.

## INSTANT ACCESS

You can check your record and obtain a wide variety of other information and services on the Web by going to <http://www.d.umn.edu/Register/>

- APAS**—Academic Progress Audit System reports.
- Parent/Guest Access**—Set up Web access for parent(s) or other third party to view your student information.
- Grades**—All University of Minnesota courses on your record.
- Transcript**—Print an unofficial copy for your own use or order an official copy and pay for it by credit card.
- Personal Information**—Keep your address and phone number up to date.
- Health Insurance Information**—View or change student health insurance information.

- Registration**—Eligibility, queue information, self registration, course availability, Class Schedule, Course Search, textbook information.
- Financial Aid**—Check your status, view and accept or decline your aid (eFAAN), FAFSA, cost estimates, grants, work-study, aid alternatives, notification, academic progress requirements, and promissory notes.
- Student Account**—Account balance and transaction information, due dates, and financial aid disbursements, pay tuition online.
- UM Pay**—Electronic billing and payment of your student account bills for you or your parents.

Only use the system to access your own record. Accessing the records of other students is a violation of University policy and state and federal law.

## NEGATIVE SERVICE INDICATORS (HOLDS)

If you have a hold on your record, you may not register, or in many cases obtain transcripts or receive financial aid, until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid library fines, unpaid tuition or fees) or for disciplinary, scholastic, or procedural reasons. Check for holds on your record by clicking “Check for Holds” on the registration Web page. You will be informed of any recent holds when you attempt to register.

## GRADUATE SCHOOL REGISTRATION INSTRUCTIONS

**New Students**—Registration materials will be included with the letter of admission.

**New International Students**—Obtain materials at the Graduate School—Duluth office, 431 Darland Administration Building.

Follow these steps to clear any graduate school holds:

MAST PGR-OP	Take your completed master’s program to 431 Darland Administration Building.
TRANSCRIPT-PG	Take your undergraduate degree transcript verifying the award of the bachelor’s degree to 431 Darland Administration Building.
DEAN’S HOLD-NL	Go to 431 Darland Administration Building for explanation and instructions for clearing.
GRAD ASST-ON	Go to 420 Darland Administration building for explanation and instructions for clearing.

**Registration Deadlines**—Students in the graduate school must register no later than the end of the second week of the semester.



This is the last day to:

- register
- add a course or change sections of a course
- change grading option, including changing to or from audit status
- cancel a course without a W appearing on your record.

All changes in registration require your adviser's signature. Courses may be *cancelled* through the eighth week of the semester. Courses cancelled after the eighth week will require the signature of your adviser, the instructor, and the associate dean, 431 Darland Administration Building. No registration changes will be permitted after the last day of classes.

**Thesis Credit**—All students are required to register for thesis credits before receiving a Plan A master's degree (at least 10 credits of 8777 required), or a Ph.D. or Ed.D. degree (at least 24 credits of 8888 required).

Tuition for thesis credits is assessed the same way course credits are assessed, with both resident and nonresident rates.

You must register for all thesis credits under your major field course designator. In most cases, your course designator will match that of the department in which you take your major field courses. Some major fields will share a single designator, while new designators have been created for interdisciplinary graduate programs. Consult the course listings for the proper designator and current call numbers.

If you have any questions about registering for thesis credits, including which course designator to use, contact your director of graduate studies.

**Tuition Benefits for Graduate Assistants**—All graduate assistants with appointments of at least 25% will receive a tuition benefit. Students appointed between 25% and 50% (195–390 hours per semester) will receive prorated tuition benefits. For example, a 25% appointment (10 hours per week for 19.5 weeks for a total of 195 hours) would receive a half tuition benefit. Graduate assistants are defined as those students who have appointments as teaching assistants, research assistants, administrative fellows, etc.

More information on tuition benefit eligibility and procedures is available through your department or the Office of Vice Chancellor for Academic Administration.

**Maximum Credits**—The maximum credit load for fall and spring semesters is 18. If additional credits are to be taken, you will need approval from the graduate school.

**Grading Option**—Two grading systems, A–B–C–D–F and S–N, are used in the graduate school. You must designate your grading option for each course at registration. However, if either "A–F only" or "S–N only" is printed after the prerequisite statement for a course, you must register for that grading system.

**Graduation**—Graduate school degrees are awarded monthly. To graduate within any given month you must

- submit your *Application for Degree form* (available only in the graduate school office) to the Graduate School—Duluth office on or before the first workday of the month, and

- complete all other requirements by the last workday of the month.

## THE FIRST WEEK OF CLASS

**Spring Semester 2009 classes begin  
Tuesday, January 20, 2009**

**Mandatory Attendance**—You must attend the first class meeting of every course in which you are registered, unless you obtain approval for your intended absence before the first meeting. Without this prior approval, you may lose your place in class to another student. If you wish to remain in a course from which you have been absent the first day without prior approval, contact your instructor as soon as possible. Instructors have the right to deny you admission if the course is full. You must officially cancel any course to which you are denied admission.

**Gaining Admission to a Closed Course**—It may be possible to register for a course that has closed. Procedures to request special permission vary from department to department and from course to course. In general, you should first go to the department offering the course. The department may put you on a waiting list or refer you to the instructor. Often decisions are made at the first class session. Attend the first class meeting if you are on a waiting list or need the instructor's permission.

Students will be eligible to wait list for courses offered through selected departments as indicated by "Wait List available" appearing next to the class in the Class Schedule or Class Search.

For courses not using the Web wait list, you should first go to the department offering the course, where you may be put on a manual waiting list, or be referred to the instructor for permission to register. If you are on a waiting list, or need the instructor's permission to register, attend the first class meeting to see if more students will be admitted. To register for a closed course, you must have a class permission number from the instructor. All class permission numbers expire at the end of the second week of classes. After the second week you must go to your college office for approval.

If you get permission to register in a closed course, the instructor, department, or collegiate office will either enter an approval code so you can register, or give you a class permission number which you will use when you register for the course.

**Senior Citizen Higher Education Program**—Minnesota residents who are 62 or older are eligible for registration through the Senior Citizen Higher Education Program and may register on Wednesday, January 21, 2009 for classes in which spaces are still available. Under this plan, courses may be audited free of charge or taken for credit at \$10 per credit. Call (218) 726-8113 for more information. Senior citizens are required to pay all applicable computer access and course fees.

**Late Registration Fee**—You will be assessed a \$50 late registration fee for any *initial* registration during the first or second week of class. You will be assessed a \$100 late registration fee for any *initial* registration beginning the third week of class.

## CHANGE OF REGISTRATION

Subject to certain limitations, you may add or cancel classes or may change grading options. Course additions and changes to or from S–N grading are generally allowed without penalty during the first two weeks of the semester, or before. Additions and changes require the instructor’s permission after the second day of the semester. *Courses may be added during the first two weeks of the semester with permission numbers from the instructor or department; after the second week, courses cannot be added and permission numbers are no longer valid.* Permission numbers will also be required during the first two weeks for courses that are closed or have unmet course requirements.

Graduate students also must obtain their adviser’s approval for any change in registration.

If you decide to stop attending a course, or courses, for which you are registered, you must officially cancel. You must cancel a course in the first two weeks to delete it from your record; cancellation during the third through eighth week results in a W (withdrawal) on your record. Students are generally not permitted to cancel

courses after the eighth week of the semester. Students who feel they have an extenuating circumstance will be offered the option of submitting a petition to withdraw from the course. Approval of the petition would be given with the understanding that the student would be assigned a W. Petitions are available in the student affairs office of each college.

Check with your college for specific regulations governing cancellations and additions in your program.

To change your program:

1. Obtain instructor, adviser, and/or college office approval if required. After the second day of the semester, you must have permission numbers to add courses.
2. If you plan to drop a class and reduce your credit load, be sure you are aware of how this action could affect your eligibility for financial aid. Contact the Student Assistance Center, 23 Solon Campus Center, umdhelpp@d.umn.edu, (218) 726-8000, for more information. Adding or canceling courses after the start of a term may affect your eligibility for financial aid.
3. Change your registration via the Web.

<b>CANCEL-ADD/REFUND DATES FOR SPRING SEMESTER 2009</b>				
<b>Calendar Days of Term</b>	<b>Refund %</b>	<b>Changes to Grade Base</b>	<b>Required to Cancel</b>	<b>Required to Add</b>
<b>Through January 21</b>	100%	Allowed	No approval required	No approval required
<b>January 22–27</b>	100%	Allowed	No approval required	Instructor approval
<b>January 28–February 2 (end of 2nd week)</b>	75%	Allowed	No approval required	Instructor approval
<b>February 3–9</b>	50%	Not allowed	No approval (“W” recorded on transcript)	Instructor and college approval by petition*
<b>February 10–16</b>	25%	Not allowed	No approval (“W” recorded on transcript)	Instructor and college approval by petition*
<b>February 17–March 23 (end of 8th week)</b>	0%	Not allowed	No approval (“W” recorded on transcript)	Instructor and college approval by petition
<b>March 24–May 15</b>	0%	Not allowed	College approval by petition* (“W” recorded on transcript)	Instructor and college approval by petition
<b>‘1ST HALF’ SESSION SPRING SEMESTER 2009</b>				
<b>Through January 21</b>	100%	Allowed	No approval required	No approval required
<b>January 22–27</b>	100%	Allowed	No approval required	Instructor approval
<b>January 28–February 2 (end of 2nd week)</b>	75%	Allowed	No approval required	Instructor approval
<b>February 3–9</b>	50%	Not allowed	No approval (“W” recorded on transcript)	Instructor and college approval by petition*
<b>February 10–23</b>	0%	Not allowed	No approval (“W” recorded on transcript)	Instructor and college approval by petition*
<b>February 24–March 13</b>	0%	Not allowed	College approval by petition* (“W” recorded on transcript)	Instructor and college approval by petition*
<b>‘2ND HALF’ SESSION SPRING SEMESTER 2009</b>				
<b>Through March 24</b>	100%	Allowed	No approval required	No approval required
<b>March 25–30</b>	100%	Allowed	No approval required	Instructor approval
<b>March 31–April 6 (end of 2nd week)</b>	75%	Allowed	No approval required	Instructor approval
<b>April 7–13</b>	50%	Not allowed	No approval (“W” recorded on transcript)	Instructor and college approval by petition*
<b>April 14–24</b>	0%	Not allowed	No approval (“W” recorded on transcript)	Instructor and college approval by petition*
<b>April 25–May 15</b>	0%	Not allowed	College approval by petition* (“W” recorded on transcript)	Instructor and college approval by petition*
*Petitions are available in collegiate student affairs offices.				



## REFUND POLICY

**Tuition and Fees**—There are no retroactive refunds for either cancelling a class or withdrawing from a semester.

The date you process the cancellation of a course on the Web is the date used to determine your refund amount. Refunds apply to tuition, the student services fee, and course fees but not to certain special fees.

Special consideration will be given for course cancellation due to medical problems, attendance at other academic institutions, rules of individual academic departments, active military duty, or disciplinary actions. You must provide documentation for exemption from the refund policy. Check with your student affairs office.

Tuition and course fees are refunded on the following schedule: if you cancel through Tuesday of the second week of the semester, you will receive a 100% refund; 75% during the second week; 50% during the third week; 25% during the fourth week; and 0% thereafter. Shorter-length courses have an abbreviated refund schedule. See the chart on this page for dates for this term.

Unless you officially cancel, you will be held responsible for full tuition and fees for all courses on your registration. Failure to attend class does not by itself constitute cancellation. If you decide before the semester begins not to attend the courses for which you are registered, cancel officially before the first day of classes. If you fail to cancel any courses for which you have registered but not paid, you will receive billing statements from Student Accounts Receivable for your tuition and fees. Unless you make full payment by the due date on the billing statement, you will be charged additional late payment penalties and a hold will be placed on your record.

**Individualized Instruction (INI) Courses**—Unless otherwise noted in the course listings, INI courses have refund dates based on the date you register for the course. Since time periods for this type of course are unique, you must contact Continuing Education (CE) staff at (218) 726-8113, or in person at the CE windows, Darland Administration Building lobby, when cancelling an INI course to insure your refund is based on your date of withdrawal.

**Dropping a Class and Adding an INI**—As with any UMD course, a student *can* drop an INI course online through the eighth week of the semester; however, because the time periods for INI courses are unique, tuition will not always calculate correctly. To ensure a correct refund, contact Continuing Education Registration at 217-726-8113 or the CE windows, Darland Administration Building lobby, to drop an INI course. If you do drop the INI course online yourself and do not receive the correct refund, contact Continuing Education to research and work with Student Accounts Receivable to have an adjustment made.

After the eighth week of the semester, drop requests for INI courses are done by petition through the student's collegiate unit. Continuing Education students go to Continuing Education to petition; admitted UMD students go to their collegiate units.

Spring Semester 2009 Refund Schedule for Tuition and Fees	
For refund of:	Cancel by:
<b>Spring Semester 2009</b>	
100%	January 27
75%	February 2
50%	February 9
25%	February 16
0%	on or after February 17
<b>1st half session Spring Semester 2009</b>	
100%	January 27
75%	February 2
50%	February 9
0%	on or after February 10
<b>2nd half session Spring Semester 2009</b>	
100%	March 30
75%	April 6
50%	April 13
0%	on or after April 14

**INI Course Refund Schedule**—If you register before the beginning of the semester, your refund for an INI course will be as follows:

Cancel by:	Refund of:
February 3	100%
February 17	50%
March 17	25%
on or after March 18	0%

If you register after the semester begins, your refund for an INI course will be as follows:

Cancel by:	Refund of:
End of 2nd week following registration date	100%
End of 4th week following registration date	50%
End of 8th week following registration date	25%
After 8th week following registration date	0%

**Special Fees**—MPIRG and SLC are not refunded through the registration system. Refund instructions are published every semester in the *UMD Statesman*. Contact the Student Association for details.

# section 3 important notices

**Attendance at Another U of M Campus**—A consortium agreement exists among the four campuses of the University of Minnesota for purposes of allowing students to attend another campus. Under this agreement you are allowed to attend another campus **for one term during an academic year** without losing your status or jeopardizing your eligibility for student financial assistance programs at your home campus. The terms will consist of fall, spring, and summer. Each college will review a student's request for attending consecutive terms and evaluate the reason. Multiple registrations are generally discouraged but exceptions may be granted. Additionally, continued requests for exception to this policy must be reviewed with prudent forethought to minimize risk.

Multi-institutional students fall into two categories:

1. Students who are registered on two campuses for one term. For example, you are registered at UMD (home campus) but want to take a distance learning course from another University of Minnesota campus (host campus).
2. Students who want to register at another University of Minnesota campus (host campus) *instead* of at UMD. For example, you want to take courses not offered at UMD.

If you are a financial aid recipient, you will want to make sure that the course(s) you plan to take at another campus are eligible for financial aid. **Except for alternative/private loans and the Minnesota State Grant, financial aid programs administered by UMD's Office of Financial Aid and Registrar (OFAR) cannot be applied to any extended-term courses.** On the Twin Cities campus, these are designated as extended term Independent and Distance Learning sections on the Web.

A new Board of Regents' policy caps your tuition and fees at the 13-credit plateau of your home campus for the classes you take each term on multiple campuses. Extended term IDL courses are included in the plateau. This does not apply to Global Student Teaching and Study Abroad students a program fee is assessed instead of tuition and fees.

University Fees from both campuses will be prorated across campuses not to exceed the total University Fee amount. If you are assessed Student Service Fees from both campuses, you have the option of paying it to the campus of your choice. Where you pay the Student Service Fee determines where you receive your student health insurance and supports various clubs and activities on that campus.

You will not be allowed to complete a major or minor on one campus while completing the degree requirements on another campus.

If you are interested in applying to attend another University of Minnesota campus in this manner, print an Application for Attending Another U of M Campus as a Multi-Institutional Student from the Web at <http://www.d.umn.edu/fareg/forms.htm>. Complete the applica-

tion, have it signed by the student affairs office in your collegiate unit, and turn it in at the Student Assistance Center, 23 Solon Campus Center. It is recommended that you do this at least a month prior to the start of the term.

**Auditing Courses**—To audit a course, you must follow the same registration procedures and pay the same tuition and fees as for courses bearing credit. Audited courses do not carry credits or offer grades, may not be used to fulfill degree requirements, and do not count toward financial aid eligibility. To register as an auditor, select the "audit" option and complete your registration by the end of the second week of the term. At the end of the term, a V (visitor) will be recorded on your transcript.

**Cancel/Add Policy**—Cancel/add requests can be processed after the initial registration and according to appropriate policies and procedures. See pages 7–9 for more information.

**Cancelled Courses**—The University reserves the right to balance sections and to cancel courses. In these cases, the University will remove that course from your record and send you an e-mail message notifying you of the cancellation.

**Change of Address**—It is the responsibility of each student to keep the University informed of any change in current or permanent address, either on the Web during registration or at any other time.

**Change of UMD College Deadlines**—If you wish to transfer from one UMD college to another UMD college, you need to submit a completed Application for Undergraduate Change of College form to the student affairs office of the UMD college you wish to transfer to by the following preferred deadline. The Undergraduate Change of College form will be accepted until the time of your registration, but you must understand that there is a three-business-day turnaround time from the day the form is turned in at the student affairs office until you are able to register. Forms will not be accepted after you have registered for the semester, or after the semester starts.

#### **UMD Change of College Preferred Deadlines**

Spring Semester 2009	October 27, 2008
Fall Semester 2009	March 23, 2009

**Continuing Education (CE)**—The Class Schedule contains CE courses. The number of seats reserved for CE students is listed with each course. For further information, see the CE catalog or call (218) 726-8809.

**Credit Load**—To qualify for certain programs and for maximum benefits in others, you must carry a minimum of 12 credits. These programs include varsity athletics and maximum benefits for social security, veterans, orphans of war veterans, state rehabilitation programs, certain scholarships, and financial aid. You must notify the Office of Financial Aid and Registrar (OFAR) whenever you drop below 12 credits. In addition, if you receive aid from the Minnesota State

Grant Program, you must notify the OFAR whenever you drop below 15 credits. The State of Minnesota has defined full-time status as 15 credits for the Minnesota State Grant Program. Any change in credit totals will affect your Minnesota State Grant.

You are allowed to register for a *maximum* of 20 credits per semester. Students wishing to register for more than 20 credits per semester must petition for approval by using established procedures for processing petitions in their college.

**Cross-Registration**—UMD undergraduates have the opportunity to register concurrently at the College of St. Scholastica (CSS) and at the University of Wisconsin—Superior (UWS).

Students registering and paying fees for at least 12 credits at UMD can register for a combined maximum of two courses per term at CSS and UWS. Class schedules for CSS and UWS must be requested from each school. Additional UMD tuition for cross-registered courses will be assessed as if the courses had been taken at UMD. Information and registration forms are available at the CE windows, Darland Administration Building lobby.

CSS and UWS students who are cross registering at UMD will register on or after Tuesday, September 2 at the CE windows, Darland Administration Building lobby. To take classes in the Labovitz School of Business and Economics, contact the LSBE Student Affairs Office, 21 SBE, before registering.

**Degree Candidates**—It is recommended that undergraduate degree candidates have an official credit check after they have completed 90 credits and before registering for their final semester. Go to the following locations to sign up for a credit check:

- CLA Student Affairs and Advising Office, 310 KPlz
- CEHSP Student Affairs Office, 121 SpHC
- LSBE Student Affairs Office, 111A LSBE
- SFA SAC, 23 Solon Campus Center
- SCSE SAC, 23 Solon Campus Center

Deadline to file application for degree and commencement attendance questionnaire	
Graduation term	Deadline
Fall Semester 2008	September 15, 2008
Spring Semester 2009	February 2, 2009
May Session 2009	
Summer Session 2009	
Fall Semester 2009	September 21, 2009

Fall 2009 applicants who want their names to appear in the Spring 2009 commencement program must abide by the Spring 2009 deadline.

Degree application procedures are available online at <http://www.d.umn.edu/registrar/eDegree/index.htm>. At this Web site, print a commencement attendance questionnaire for either the *undergraduate* (baccalaureate) or *departmental masters* program. Return the questionnaire to the Student Assistance Center, 23 Solon Campus Center. See above for deadlines.

*Undergraduate* degree applicants: *verify* your Application for Undergraduate Degree and UMD Baccalaureate Com-

mencement Attendance Questionnaire information online at [http://www.d.umn.edu/registrar/reg\\_degree\\_info\\_verify.htm](http://www.d.umn.edu/registrar/reg_degree_info_verify.htm).

To ensure you are on track for completing your degree requirements, check your Academic Progress Audit System (APAS) report frequently at <http://www.d.umn.edu/students>.

**2008–09 Financial Aid—Eligibility Requirements**—To be considered for financial aid at UMD, you must be admitted to a degree- or eligible certificate-seeking program, maintain satisfactory academic progress, and meet the additional eligibility requirements outlined by the Office of Financial Aid and Registrar online at <http://www.d.umn.edu/fareg>, or from the Student Assistance Center.

**How to Apply**—All students requesting financial aid at UMD must complete the Free Application for Federal Student Aid (FAFSA). **A new application is required for each academic year.** Apply online at <http://www.fafsa.ed.gov>. Apply early because there are application deadlines and limited funding for some financial aid programs.

For information about summer financial aid, check the Office of Financial Aid and Registrar Web site at <http://www.d.umn.edu/fareg/> during the month of March.

**When to Apply**—Due to changes to the Minnesota State Grant program, you **must** have your FAFSA completed by the second week of the semester in order to be considered for the Minnesota State Grant Program for 2008–09.

**NOTE:** The financial aid application process for the 2009–10 academic year begins mid-January, 2009.

**Disbursement of Funds**—Your aid will be credited to your account on the following anticipated disbursement dates for spring semester, provided that your file is complete (all eligibility requirements have been met) and you have registered for classes. Plan ahead to cover expenses that are due before the beginning of the term (e.g., rent for off-campus housing). SELF loans cannot be disbursed prior to the first day of classes for the term.

Anticipated disbursement dates for Spring Semester 2009 financial aid	
Undergraduate	January 12, 2009
Graduate	
Pharmacy	
Medical	

For further assistance, visit the Student Assistance Center, 23 Solon Campus Center, 8:00 am–4:30 pm, Monday–Friday, (no appointment necessary). Phone (218) 726-8000 or 1-800-232-1339. E-mail [umdhelp@d.umn.edu](mailto:umdhelp@d.umn.edu). See Web at [http://www.d.umn.edu/fareg/disbursement\\_index.htm](http://www.d.umn.edu/fareg/disbursement_index.htm).

**Health Insurance, Student**—The University requires all students admitted to a degree-seeking program enrolled for 6 or more credits and automatically assessed the Student Services Fee to have health insurance. Students who meet this requirement will automatically be enrolled in the Student Health Benefit Plan unless they provide proof of private, verifiable, health insurance coverage during the registration process. See more information at <http://www.d.umn.edu/registrar/health.html>.

**Immunization, Student**—Minnesota law (M.S. 135A.14) requires that all students born after 1956 be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions. The law also requires the University to collect the information requested and maintain records for all enrolled students born after December 31, 1956.

Holds will be placed on the records of students not having the Student Immunization Record form on file. Forms are on the web at <http://www.d.umn.edu/fareg/forms.htm>. Further information is available at the Student Health Clinic, 1215 East University Circle, (218) 726-8155.

**Liberal Education Courses**—Courses that may be used to satisfy liberal education requirements are noted in the parenthetical information following the course number and description (i.e., Lib Ed). See more information at <http://www.d.umn.edu/catalogs/current/pdfs/4-LibEdPr.pdf>.

**MPIRG**—The Minnesota Public Interest Research Group (MPIRG) is a nonprofit, nonpartisan organization that is funded and directed by students. As a statewide advocacy group, MPIRG trains students to be active and engaged citizens and create social change. Students work for the environment, consumer rights, and social justice at both the statewide and local level.

The reusable/refundable fee paid by students during their registration process is what makes MPIRG possible. The fee allows students to hire a professional staff to conduct lobbying, organizing, research, and litigation. During the past year, staff and students worked to promote clean and affordable energy in Minnesota, green our campuses, and fight homelessness, educated students on their rights as tenants, encouraged youth to get out the vote, and organized earth week at UMD.

**Nonattendance after Registration**—If you register but do not attend courses you will be held liable for those obligations associated with registration and withdrawal. Please see “Mandatory Attendance” on page 7 and “Withdrawal from the University” on page 14.

**Non-degree-credit Courses**—These courses have content normally available in a standard secondary school curriculum and their credits cannot be used for a UMD degree. They are designated with the following statement in parentheses after the course number and title: “cr cannot be applied toward a degree.”

When appropriate, the credits may be used in determining financial aid. In some instances the credits may also be used in determining intercollegiate athletic eligibility; contact the Department of Intercollegiate Athletics for information on the effect of non-degree-credit courses on athletic eligibility. Non-degree credits are *not* included in the total number of UMD credits earned, in the GPA, or in determining student classifications.

**Official Enrollment**—You are officially enrolled only in those courses for which you are properly registered. Faculty will record a grade for each student listed on the official grade report even if you do not attend. No grades will be recorded in courses for which you are

not properly registered. By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees.

**Prerequisites**—You must have completed any required prerequisites before registering for a course. It is your responsibility to provide proof (transcript, APAS, etc.) to the instructor that you have completed the required prerequisites. Students who have not completed the prerequisites will be informed by the instructor that they must drop the class. **Note:** A permission number will be necessary if you have met the prerequisite at another institution, as transfer credits cannot be checked at the time of registration.

**Reciprocity**—The University has reciprocity agreements with Wisconsin, North Dakota, South Dakota, and Manitoba. The University also participates in the Midwest Student Exchange Program (MSEP), a reciprocity program with Kansas, Michigan, Missouri, and Nebraska. If you are a resident of any of these states or provinces, you may qualify for reciprocity tuition rates which are lower than nonresident tuition rates. There are some exceptions:

- **Student participating in off-campus study or study abroad for an academic year or more must reapply for reciprocity.**
- Wisconsin students enrolled in the medical school are not eligible for reciprocity.
- MSEP reciprocity eligibility is granted for baccalaureate degrees only.
- If summer is your first registration at the University, you additionally need to reapply for the next academic year.

**You must apply for reciprocity prior to the term in which you wish your reciprocity to begin. As soon as you receive an approval letter from your home state, take that letter to the Student Assistance Center for processing—this will update your account at Student Accounts Receivable and will be reflected on your next billing statement.** Eligible reciprocity students who attended and earned credit(s) during the 2007–08 academic year at an eligible institution will have their reciprocity benefits automatically renewed for the 2008–09 year at that same institution. **Delays in your reciprocity processing will not exempt you from additional billing charges.**

For information and application forms, check with your home state reciprocity office. Application forms and information are also available at the Admissions Office, 25 Solon Campus Center.

**Reenrolling at UMD**—Former degree-seeking students wishing to register for courses at UMD who have not been in attendance two terms prior to the start of classes will need to submit a Request for Reenrollment form. The Class Schedule information for the semester in which you wish to reenroll, is online and available as a PDF document at <http://www.d.umn.edu/courseinfo>. If you need career counseling, please call (218) 726-7985 to schedule an appointment with the Career Services Office, 22 Solon Campus Center.

*Reenrolling and changing to a different college*—To obtain an Application for Undergraduate Change of College,



contact the college office you are changing to, or contact the Student Assistance Center at (218) 726-8000. Take, or mail, your completed change of college application to the appropriate college office (addresses below). You will receive a letter from the college office indicating your admission decision. If you are admitted, you will receive information that your record has been updated. If you are not admitted, you will not be allowed to register in the new college—you may want to explore reenrolling in your previous college.

- LSBE Student Affairs  
111A LSBE  
412 Library Drive  
Duluth MN 55812-3029  
(218) 726-6594
- CEHSP Student Affairs  
120 Bohannon Hall  
1216 Ordean Court  
Duluth MN 55812-3010  
(218) 726-7156
- SFA Student Affairs  
220 Humanities  
1201 Ordean Court  
Duluth MN 55812-3041  
(218) 726-7262
- CLA Student Affairs and Advising Office  
310 KPLz  
1208 Kirby Drive  
Duluth MN 55812-3095  
(218) 726-8180
- SCSE Student Affairs  
140 Engineering  
1303 Ordean Court  
Duluth MN 55812-3025  
(218) 726-7585
- Continuing Education  
104 Darland Administration Building  
1049 University Drive  
Duluth MN 55812-3011  
(218) 726-8113

**Regents' Scholarships**—The Regents' Scholarship Program provides tuition for University of Minnesota courses to University of Minnesota civil service and union-represented staff. Staff eligibility requires employment of at least 75 percent time or 585 hours in the semester in which the course is taken.

Tuition benefits offered to employees through Regents' Scholarship are no longer taxable effective January 1, 2002. This change was made as part of the Economic Growth and Tax Relief Reconciliation Act of 2001, which provides an income exclusion of up to \$5,250 annually for employer-provided educational assistance.

To cancel, follow the instructions on pages 7–9 and notify your supervisor.

**Religious Holidays, Absences for**—The University permits absences from class for participation in religious observances. You are responsible for:

- informing your instructors of absences at the beginning of the semester,
- meeting with your instructors to reschedule any examinations affected by this policy, and
- obtaining class notes from other students.

Instructors: You are requested to assist students in obtaining course materials and assignments distributed during class sessions.

**Repeating a Course**—You may retake a course in which you received a grade of C- or lower or an N. Students receiving a grade of C or above, or an S, must obtain department permission before

retaking the course. Only the last grade earned will be used in calculating your GPA. Transfer students may retake, at UMD or at their previous college, a course for which a grade of C- or lower or an N was originally assigned at the previous college. Students may retake a course at another campus of the University of Minnesota to replace a grade received at UMD.

If you are repeating a course, you must complete a Permission to Retake a Course (or Equivalent Course) form and submit it at the time of registration to the Student Assistance Center. Once you have graduated, repeating a course taken as an undergraduate is not permitted.

**Sexual Harassment and Sexual Violence**—Sexual harassment in any situation is reprehensible. It subverts the mission of the University and threatens the careers and well-being of students, faculty, and staff. It is viewed as a violation of Title VII of the 1964 Civil Rights Act. Sexual harassment will not be tolerated at the University of Minnesota. For the purpose of this policy, sexual harassment is defined as follows:

“Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement in any University activity or program; (2) submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.”

*Sexual Harassment Policy adopted by the Board of Regents December 11, 1998, Section I, subd. 1.*

Sexual harassment can occur between members of the same sex, and the victim as well as the harasser may be a woman or a man. The harasser can be a coworker, a supervisor, an administrator in your unit or another unit, or someone who is not an employee but visits your work space. If you believe you are being harassed, whenever possible you should directly inform the harasser that the conduct is unwelcome and must stop. You can also inform your supervisor or administrator to help prevent future incidents and to prevent retaliation.

In April 1998, the University Senate approved the following statement: “Sexual harassment subverts the mission of the University and threatens the careers and well-being of students, faculty, and staff. The harm may be compounded in cases of sexual harassment of student by faculty or subordinates by their supervisors because of the power differential inherent in such academic or employment associations and the damage such acts cause to the environment of mutual respect and trust necessary to teaching, learning, and working together.”

It is the University's goal to maintain a work environment free from sexual harassment. Supervisors and administrators must take timely and appropriate action when they know or have reason to know that behavior that might be sexual harassment is occurring. Supervisors and administra-



tors who know of, or should have known of, the existence of sexually harassing conduct, can be held individually responsible under the sexual harassment laws.

If you know or suspect that sexual harassment is occurring at the University, please contact your supervisor or administrator or Deborah Petersen-Perlman of the UMD Office of Equal Opportunity at (218) 726-6849 or (218) 726-6827.

Consenting romantic and sexual relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client sexual relationships. In the view of the Senate, the professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student's actual freedom of choice should sexual favors be included among the professor's other, legitimate, demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship, in regard to the academic efforts of both faculty member and student. A faculty member who enters into a sexual relationship with a student, or a supervisor with an employee, where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

It is the responsibility of the administration of this University to uphold the requirements of Title VII and other laws prohibiting sexual harassment and/or sexual violence. The academic and working environment of the University must be kept free of these negative influences. Sexual violence is an extreme form of sexual harassment involving physical violence against an individual. Such incidents may constitute criminal violations and also are a violation of the sexual harassment policy of the University.

Justice requires that the rights and concerns of both complainant and respondent be fully assured. The University shall make every effort to assure and protect these rights and shall undertake no action that threatens or compromises them.

In determining whether alleged conduct constitutes sexual harassment, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. A determination of the suitability of a particular action will be made from the facts on a case-by-case basis. For more information regarding this policy or your rights, please call the Director of the Office of Equal Opportunity at (218) 726-6849 or the Intake Coordinator at (218) 726-6827.

**Student Legislative Coalition (SLC)**–The SLC lobbies to express student views on University quality, affordability, and accessibility. The optional/refundable fee paid by students during their registration process is what makes this possible. Payment is refundable through the Student Association.

**Students with Disabilities**–Disability accommodations will be provided upon request. Please call Penny Cragun,

Access Center, (218) 726-8727. This publication is available in alternative formats upon request to individuals with disabilities. Please call (218) 726-8000.

**Veteran and Dependent Registration**–All veterans and dependents attending under the G.I. Bill must have their enrollment certified by the University. Certification will not be considered complete until attendance is verified at the time of registration by reporting to the Veterans' Office, 102 Darland Administration Building. Those not completing this process will be considered as not attending and reported to the Department of Veteran Affairs (VA). Cancellation, transfers, or official withdrawal from all courses must also be reported immediately to the Veterans' Office. Withdrawal after the drop/add date (30 days) or receipt of non-passing grades may require return payment of G.I. Bill entitlement unless mitigating circumstances are submitted to and approved by the VA.

For more information regarding veterans benefits, visit the Veterans Resource Center Web site at <http://www.d.umn.edu/registrar/veterans/index.htm>.

**Withdrawal from the University**–If you intend to withdraw from the University, you must officially cancel all courses via the Web. Only by completing this step can you be released from your responsibility for courses listed on your registration.

The permanent registration symbol W (withdrawal) designates official cancellation of a course and is posted by the registrar only on the basis of an official change in registration. The symbol is assigned in all cases of official cancellation only during the second through eighth week of classes; thereafter, withdrawal from classes is not permitted. After that date, students who believe they have extenuating circumstances may submit a petition to withdraw from classes. Students with outstanding financial obligations to the University are not eligible to receive official transcripts of course work completed.

The Office of Financial Aid and Registrar recalculates financial aid eligibility for students who withdraw, cancel courses, or are dismissed. If you withdraw or cancel classes and receive financial aid, you, as well as the Office of Financial Aid and Registrar, may be required to return to the federal government all or a portion of the aid disbursed to you and/or to your student account. Depending on when you withdraw or cancel classes, you may be eligible to receive a refund of tuition and course fees. Contact the Student Assistance Center, 23 Solon Campus Center, (218) 726-8000 or [umdhelp@d.umn.edu](mailto:umdhelp@d.umn.edu), if you have any questions on how withdrawing may affect your financial aid.

All University property such as library books, athletic equipment, band equipment, laboratory materials, locker keys or locks, and athletic tickets must be turned in to the appropriate office. You must make arrangements for an exit interview with Financial Collections, 129 Darland Administration Building, if you had a student loan. Students living in University housing facilities must submit a contract cancellation request to the Housing Office, 149 Lake Superior Hall.

## FEES

You may access information about tuition, course fees and special fees for the 2008–09 academic year on the Web at [http://www.d.umn.edu/registrar/tuition\\_and\\_fees.html](http://www.d.umn.edu/registrar/tuition_and_fees.html).

### PAYMENT OF TUITION AND FEES

Billing and payment dates for Spring Semester 2009			
Statement	Billing mailed	Payment due date	Minimum due
First installment	January 20, 2009	February 12, 2009	33% of balance
Second installment	February 16, 2009	March 12, 2009	50% of balance
Third installment	March 16, 2009	April 9, 2009	100% of balance

**NOTE: Information on billing charges, the installment plan, billing dates, and payment details are subject to change. Updated information will be available on the Web at <http://www.d.umn.edu/umdbo/sar.html> and <http://www.d.umn.edu/umdbo/sarlatefees.html>.**

**Student Accounts Receivable (SAR) Billing**—This system manages the billing and payment of tuition, fees, housing, UMD Stores, and other miscellaneous charges.

**Payment of Tuition and Fees**—All currently enrolled students with a University e-mail account will be billed electronically through UM Pay. Electronic payments will also be accepted. You will receive notifications at your University e-mail account that your bill is ready to pick up. You will be directed to a secure Web site to view and/or print your billing statement. You will have the option of making payments electronically from any U.S. bank account. The UM Pay Web site at <http://www.d.umn.edu/umdbo/umpay.html> has full details. You will have approximately three weeks from the date of the billing statement until tuition and fees are due. Any charges incurred due to misaddressed or lost billings will be the responsibility of the student.

**NOTE: If you are a non-degree-seeking student, you must pay your tuition in full by the first due date, which is February 12, 2009. If you do not pay, your registration will be cancelled. Please contact Continuing Education Registration staff at (218) 726-8113, or at the CE windows in the Darland Administration Building, if you have any questions.**

**Payment Options**—The billing system allows you the option of paying the full balance on your billing statement or making installment payments. Installment billings are produced three times each semester. There will be a \$35 re-billing charge assessed to your account on the first installment billing. If your payment arrives after the due date, you will be assessed a \$20 late payment fee and a \$35 installment/rebilling fee.

**NOTE:** The minimum due is a *percentage* of your balance. If you plan to pay in installments, wait for your billing statement to determine the minimum amount you need to pay.

**Tuition and Fees Paid by Various Agencies**—If you have authorization for the University to bill a sponsoring agency for your tuition and fees, bring your authorization to Student Accounts Receivable, window 15 or 16, Darland Administration Building, as soon as possible.

**NOTE:** You will have a hold placed on your record if your sponsoring agency falls behind in payment for one semester. You will ultimately be held responsible for all unpaid tuition and fees if your sponsoring agency does not fulfill its obligations. It is your responsibility to monitor payments made to your account by your sponsor.

**Late Payment Fees**—Your payment must be received by the due date to avoid a late payment charge. Allow sufficient time for mail to reach the cashier’s office or complete your online payment prior to the 5 p.m. cutoff. If your payment is less than the minimum due or arrives after the due date, you will be charged a \$35 installment/rebilling fee and a \$20 late payment fee.

**Holds**—If you do not pay the minimum due on the billing statement by the due date, a hold will be placed on your academic record. This hold must be cleared before you will be allowed to receive a transcript or before you can register again. Contact Student Accounts Receivable, window 15 or 16, Darland Administration Building, for information on releasing your hold. Payment of past due accounts using UM Pay will require a 15-day waiting period before the hold can be released. Payment with a personal check will also require a 15-day waiting period.

**Billing Statements**—Paper billing statements will be mailed only to those students who do not have University e-mail accounts, to those who are not currently registered, and to senior citizens. All other students will receive notification at their University e-mail account when their bill is ready online. You will be directed to a Web address to view and/or print your billing statement. **This billing statement is a snapshot of your student account as of the statement date. Transactions after the billing date will not be reflected until the following statement.** To view the most up-to-the-minute transactions, go to <http://www.d.umn.edu/students> and click on “Tuition & Billing”. It is your responsibility to keep an updated mailing address on your University record. You can verify and update your mailing address on the Web at <http://www.d.umn.edu/Register>. Click on “View/Change your Personal Info”.

You are responsible for any and all costs necessary for the collection of any amount not paid when due. If you fail to pay your account, and your account is placed in collection, you will be subject to an additional late payment fee of \$20. Delinquent accounts will be assessed this charge while the account is in a monthly billing status. You are encouraged to pay your account as quickly as possible to

avoid these billing charges. See more information at <http://www.d.umn.edu/umdbo/sar.html>.

**NOTE:** If tuition is paid with a personal check or e-payment that fails to clear the bank, your registration will automatically be cancelled.

**Financial Aid**—Most financial aid is credited directly to your SAR account. A billing statement will be generated if financial aid does not cover 100% of your bill or if financial aid has been billed back to you as an overpayment due to a reduction in credits.

#### **Where to Pay—**

- **Online:** You may make payment online from your checking or savings, or credit card account, 24 hours a day, 7 days a week. If you use a credit card to pay your bill, you will be assessed a service charge by our vendor, infiNET, of 2.75 percent of the payment amount each time you make a payment. The service charge is **non-refundable**. Payments from checking or savings accounts are free. Simply click on the UM Pay section of your electronic billing statement. **NOTE:** Online payments must be completed by 5 pm on the due date to avoid the late payment fee of \$20.00 and the installment/rebilling fee of \$35.00.

- **By Mail:** Mail your check or money order and the bottom portion of your billing statement to: UMD Cashier's Office, 140 Darland Administration Building, 1049 University Drive, Duluth, MN 55812-3011.

- **In Person:** Cashier's windows are located in the lobby of the Darland Administration Building. Hours are 8:30 a.m. to 3:30 p.m., Monday through Friday.

- **Drop Box:** You may deposit your check or money order (no cash) along with the bottom portion of your statement in the payment drop slot located next to cashier window 10 in the lobby of the Darland Administration Building. Payments received after 3:30 p.m. are receipted the following business day.

**Collection Costs and Procedures**—By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees. Past due accounts may be subject to handling charges and collection procedures. Collection can include court action and referral to outside collection agencies. You are responsible for any and all costs necessary for the collection of any amount not paid when due. You will be assessed a \$20 return fee for any payments returned by the bank as unpaid.

**FINAL EXAMINATION SCHEDULE**

Those classes starting on the quarter or half hour use the closest on hour start time. Example: for a class which normally meets at 9:15 or 9:30 MWF, use the exam schedule for 9:00 MWF. When one or more comon exams are scheduled at the same time, priority is given to the earliest class time, as determined by the Class Schedule.

For information on scheduled common exams and final exam room assignments, once the semester begins visit [http://www.d.umn.edu/registrar/reg\\_exam\\_sched.html](http://www.d.umn.edu/registrar/reg_exam_sched.html).

<b>Spring Semester 2009</b>					
<b>Exam time</b>	<b>Monday May 11</b>	<b>Tuesday May 12</b>	<b>Wednesday May 13</b>	<b>Thursday May 14</b>	<b>Friday May 15</b>
	<b>Class normally meets</b>	<b>Class normally meets</b>	<b>Class normally meets</b>	<b>Class normally meets</b>	<b>Class normally meets</b>
<b>08:00-09:55am</b>	1:00pm MWF M-F	3:00pm MWF M-F	8:00am TTh	10:00am MWF M-F	Common
<b>10:00-11:55am</b>	4:00pm TTh	1:00pm TTh	11:00am MWF M-F	Common	3:00pm TTh/ 3:30pm TTh
<b>12:00-1:55pm</b>	10:00am TTh	2:00pm MWF M-F	Common	5:00pm TTh	12:00pm MWF M-F
<b>02:00-03:55pm</b>	8:00am MWF M-F	Common	9:00am MWF M-F	4:00pm MWF M-F	12:00pm TTh
<b>04:00-05:55pm</b>	Common	9:00am TTh 9:30am TTh	5:00pm MWF M-F	11:00am TTh	2:00pm TTh
<b>05:00-06:55pm</b>	5:00pm M (CE)	5:00pm T (CE)	5:00pm W (CE)	5:00pm Th (CE)	5:00pm F (CE)
<b>06:00-07:55pm</b>	6:00pm M	6:00pm T	6:00pm W	6:00pm Th	6:00pm F
<b>07:00-08:55pm</b>	7:00pm M	7:00pm T	7:00pm W	7:00pm Th	7:00pm F