

FALL QUARTER 1997 UPDATE: POLICY CHANGES AND PROCEDURES

Fall Quarter Dates—Fall quarter classes begin *Thursday, September 25*, and end December 5. Final exams run from December 8-13. Classes are excused and University offices are closed on the following holidays: November 27-28.

About These Inserts—This insert and a companion piece—*Fall Quarter Update, Course Changes*—are being distributed by the Office of the Registrar to supplement the information in the *Fall Class Schedule*. If you registered for fall quarter in May or June, read the paragraphs below as well as all tuition and payment information. If you will be starting your fall registration in September, however, you can skip to the next section (i.e., Students Who Register in September) and, after reading those few paragraphs, read all tuition and payment information.

Students Who Registered for Fall Quarter in May or June—You have received this *Fall Quarter Update* as part of a mailing that also includes a complete fee statement for fall, a postcard for course cancellations, and a list of all course changes since the *Fall Class Schedule* was published in April.

The first thing you should do is compare the course confirmation form on the enclosed fee statement with the one you received when you initially registered. Have any of your courses changed? Are they being offered at different times? In different rooms? For different credits? If any course is missing from your new form, it probably has been cancelled. Check your course offerings against the enclosed list of changes for topic or title changes. Courses on the World Wide Web are always current. If you use the printed *Fall Class Schedule* to cancel/add, you should check any courses you find against this list to note changes or added sections.

Registration for fall has been open all summer and is not queued. You can access registration through the Web (at <http://www.umn.edu/tc/students/registration>) immediately or any time you want to make changes. See below for self-registration options.

You can cancel any or all of your courses using the enclosed postcard. Complete the card with your name, current address, ID number, and the college through which you are registered. List all courses you wish to cancel, sign your name at the bottom, and attach a stamp to the front. Your card must be postmarked by September 5 to be processed.

If you drop your credit load to below 6 credits, you can also cancel the student services fee and the University-sponsored hospitalization insurance fee by checking the appropriate box on the postcard.

When you cancel by mail, a revised fee statement will be mailed back to you. Although this revised fee statement may change the amount due, it will not change the date for your first billing statement. Billing statements for fall will be mailed on September 26. The first installment payment for tuition and fees will be due October 21. See Billing Statements for Fall on page 4 for more information.

If you need an adjusted fee statement for any reason (e.g., you have transferred to a different college, you now have reciprocity or an outside agency tuition authorization, or your graduate assistantship has now been processed), return to your registration center.

Students Who Register in September—You should use this *Fall Quarter Update* to supplement the information in your *Fall Class Schedule*. Read the *Class Schedule* and these sections carefully, noting especially the tuition information on pages 2-3 of this insert.

Because your *Fall Class Schedule* was prepared in April, some scheduling changes have also occurred. Before you register, check the classes you wish to take against the accompanying list of course changes to see if times, rooms, credits, or content has changed. Check this list also for added courses or sections that may expand your registration options or use the World Wide Web (at <http://www.umn.edu/tc/courses>).

General Information for Self Registration—Registration is available in two formats: on the World Wide Web (using Netscape Navigator, version 2.0 or higher) and on the Student Access System, an option on the Public Access Information Menu. Registration is available Monday-Thursday from 7 a.m.-12:00 a.m., Friday from 7 a.m.-10 p.m., and on Saturday from 8 a.m.-6 p.m. *except* on official University holidays. In-person registration is also available at the registration centers—see below for more information.

Web Registration—Web registration is available with only 5 easy steps (at <http://www.umn.edu/tc/students/registration>)! Get information on your final exam schedule, instructors, and textbooks while registering. For assistance with Web registration, use the help buttons listed on the registration screens.

Student Access System Registration—For assistance, call the Service Center, 625-5333, Monday through Friday, 8-4:30, to talk to staff from the Office of the Registrar.

Using the Registration Center—Follow the steps below to register in person. The registration centers in 130 Coffey Hall and 202 Fraser Hall are open Monday-Friday 8-4:30. There are some extended hours in 202 Fraser Hall the first two weeks of the quarter—check the inside front cover of your *Class Schedule* for further information.

Step 1 Complete the registration check list on page 5 of your *Class Schedule*.

Step 2 Bring your Course Request form (from page 163 of your *Class Schedule*) and your *Class Schedule* to any registration center. You may register in 202 Fraser Hall or 130 Coffey Hall, whichever is more convenient for you. Students with mobility restrictions (including temporary problems) can also register in 150 Williamson Hall.

Step 3 Review all information on your enrollment statement for accuracy before you leave the registration center—name, address, course information, and fees.

Late Registration Fee—You must register by September 24 to avoid a late registration fee. Students who register from September 25-October 11 will be charged a \$20 late registration fee. Students who are permitted to register on or after October 13 will be charged a \$40 late registration fee.

Twin Cities Tuition Rates for Undergraduates—The following per-credit tuition rates have been approved for the 1997-98 academic year. Your tuition is always tied to the college in which you are registering. If there is only a single set of rates (resident and nonresident) listed below for your college, school, or program, you will pay that rate regardless of your class standing. When there are both lower and upper division rates listed for your college, you will pay lower division rates through the quarter in which you have registered for your 90th credit. Upper division rates are assessed thereafter. Adult special students pay upper division rates. **There is a 17-20 credit plateau for all units listed below.** Credits 1 through 17 are assessed on a per-credit basis. There is no charge (except for course fees) for your 18th, 19th, and 20th credits. Each credit above 20 is assessed on a per-credit basis. NOTE: This plateau includes only day school credits and not extension credits, even if the day school and extension credits are both billed through the Student Accounts Receivable system.

There is a base tuition rate of \$60.00 that is assessed once each quarter for all students. For example, if your per-credit amount is \$80, you would pay \$140 for 1 credit (1 x \$80 + \$60), \$220 for 2 credits (2 x \$80 + \$60), \$300 for 3 credits (3 x \$80 + \$60), \$860 for 10 credits (10 x \$80 + \$60), and \$1,420 for 17-20 credits (17 x \$80 + \$60).

<i>College, school, or program:</i>	Resident	Non-Resident
<i>Agricultural, Food, and Environmental Sciences, College of</i>		
Lower Division	\$ 80.30	\$236.90
Upper Division	90.45	266.80
<i>Architecture and Landscape Architecture, College of</i>		
Lower Division	80.30	236.90
Upper Division	90.45	266.80
<i>Biological Sciences, College of</i>		
Lower Division	80.30	236.90
Upper Division	90.45	266.80
<i>Dental Hygiene</i> (Baccalaureate Program)	90.45	266.80
<i>Education and Human Development, College of</i>		
Lower Division	80.30	236.90
Upper Division	90.45	266.80
<i>General College</i>		
Lower Division	80.30	236.90
Upper Division	88.40	260.80
<i>Human Ecology, College of</i>		
Lower Division	80.30	236.90
Upper Division	88.40	260.80
<i>Liberal Arts, College of</i>		
Lower Division	80.30	236.90
Upper Division	88.40	260.80

<i>Management, Carlson School of</i>		
Lower Division	80.30	236.90
Upper Division	90.45	266.80
<i>Medical Technology, Program in</i>	90.45	266.80
<i>Mortuary Science, Department of</i>	90.45	266.80
<i>Natural Resources, College of</i>		
Lower Division	80.30	236.90
Upper Division	90.45	266.80
<i>Nursing, School of</i>	90.45	266.80
<i>Occupational Therapy, Physical Therapy, Programs in</i>	90.45	266.80
<i>Technology, Institute of</i>		
Lower Division	80.30	236.90
Upper Division	90.45	266.80
<i>University College</i>		
Lower Division	80.30	236.90
Upper Division	90.45	266.80
<i>Preparatory Instruction</i> (0000-level courses)		\$407.50 per course

Graduate School Tuition Rates—The following rates have been approved for the Graduate School for 1997-98. **In addition, there is a base tuition rate of \$60.00 that is assessed once each quarter for all students.** For example, if your per-credit amount is \$300, you would pay \$360 for 1 credit (1 x \$300 + \$60), \$660 for 2 credits (2 x \$300 + \$60), \$960 for 3 credits (3 x \$300 + \$60), and so on. All amounts below except per-credit amounts include this base tuition rate.

<i>Part-time rates</i>	Resident	Non-Resident
1 credit	\$ 290.00* ..	\$ 520.00*
2 credits	520.00*	980.00*
3 credits	750.00*	1,440.00*
4 credits	980.00*	1,900.00*
5 credits	1,210.00*	2,360.00*
6 credits	1,440.00*	2,820.00*
<i>Full-time rates</i>		
7-14 credits	1,660.00*	3,260.00*
Each credit over 14	210.00	420.00
<i>Architecture and Landscape Architecture rates</i>		
Per credit	255.75	463.80
7-15 credits	1,850.00*	3,306.60*
Each credit over 15	255.75	463.80
<i>College of Biological Sciences Professional Masters rates</i>		
Per credit	400.00	800.00
7-15 credits	2,860.00*	5,660.00*
Each credit over 15	400.00	800.00
<i>Humphrey Institute Masters rates</i>		
Per credit	251.90	432.90
7-15 credits	1,823.00*	3,090.30*
Each credit over 15	251.90	432.90
<i>Manufacturing Systems Masters rates</i>		
Per credit	396.15	792.30
7-15 credits	2,833.00*	5,606.00*
Each credit over 15	396.15	792.30
<i>Software Engineering Masters rates</i>		
Per credit	396.15	792.30
7-15 credits	2,833.00*	5,606.00*
Each credit over 15	396.15	792.30

* Includes base tuition assessment.

Professional School Tuition Rates—The following rates have been approved for professional school students and the departmental masters for 1997-98. Some schools have a 14-18 credit plateau. With this plateau there is no charge (except for course fees) for the 15th-18th credits. Each credit above 18 is assessed on a per-credit basis. Departmental masters have a 12-18 credit plateau. Most other schools have term rates for 12 or more credits. **In addition, there is a base tuition rate of \$60.00 that is assessed once each quarter for all students.** For example, if your per-credit amount is \$150, you would pay \$210 for 1 credit (1 x \$150 + \$60), \$360 for 2 credits (2 x \$150 + \$60), \$510 for 3 credits (3 x \$150 + \$60), \$1560 for 10 credits (10 x \$150 + \$60), and so on. Term and plateau amounts below include this base tuition rate.

College, school, or program:	Resident	Non-Resident
<i>Carlson School of Management</i>		
<i>Healthcare Administration masters rates</i>		
Per credit	\$ 142.80	\$ 328.35
12-19 credit plateau	1,773.60*	4,000.00*
<i>Industrial Relations masters, Day program—entering students (guaranteed two-year rates)</i>		
Per credit	235.70	348.70
12-19 credit plateau	1,755.00*	3,522.00*
<i>Industrial Relations masters, Day program rates—continuing students</i>		
Per credit	235.70	348.70
12-19 credit plateau	1,638.00*	3,287.00*
<i>Industrial Relations masters, Evening program rates</i>		
Per credit	235.70	348.70
<i>M.B.A., Day program—entering students (guaranteed two-year rates)</i>		
Per credit	235.70	348.70
12-19 credit plateau	3,259.00*	4,842.00*
<i>M.B.A., Day program rates—continuing students</i>		
Per credit	235.70	348.70
12-19 credit plateau	3,042.00*	4,520.00*
<i>M.B.A., Evening program rates</i>		
Per credit (11 or fewer credits)	235.70	235.70
Per credit (12 or more credits)	235.70	348.70
<i>Dentistry, School of</i>		
Per credit	282.75	473.05
Term (12 or more credits)	3,453.00*	5,736.60*
<i>Departmental Masters, Colleges of Agriculture and Education</i>		
Per credit	120.10	240.20
12-18 credit plateau	1,501.20*	2,942.40*
<i>Law School (semester rates)</i>		
Per credit	355.70	607.55
Term (12 or more credits)	4,328.40*	7,350.60*
<i>Medical School</i>		
1-5 credits	1,048.75*	1,910.00*
6-10 credits	2,037.50*	3,760.00*
11-15 credits	3,026.25*	5,610.00*
16 or more credits	4,015.00*	7,460.00*
<i>Medical fellow specialists residency program</i>		
Per term	121.00*	121.00*
<i>Psychology fellow specialists</i>		
Per term	121.00*	121.00*
<i>Pharmacy, College of</i>		
Per credit	187.40	343.15
Term (14 or more credits)	2,683.60*	4,864.10*

Public Health, School of

Per credit	128.90	257.80
12-18 credit plateau	1,606.80*	3,153.60*

Veterinary Medicine, College of

Per credit	241.30	482.60
Term (12 or more credits)	2,955.60*	5,851.20*
<i>Veterinary fellow specialists,</i>		
per term	121.00*	121.00*

* Includes base tuition assessment.

STUDENT SERVICES FEE

All students registered for 6 or more credits must pay a \$158.01-per-quarter (\$237.01-per-semester) student services fee in addition to tuition. Courses that carry no degree credit (Comp 0011, GC 0401, 0402, 0419, 0611, 0615, 0616, 0617, 0618, 0621, 0623, 0625, 0631, 0643, and all courses in which you register as an auditor) count in the determination of the credit total for the student services fee on a one class hour = one credit basis. The fee is distributed among the following programs:

Africana Student Cultural Center	\$.39
American Indian Student Cultural Center38
Asian American Student Cultural Center40
Association of Gay/Lesbian/Bisexual Students24
Boynton Health Service	62.28
Campus Involvement Center	1.53
Community Child Care Center35
Como Community Child Care Center35
Crisis Point28
Disabled Student Cultural Center46
International Study and Travel Center	1.49
La Raza Student Cultural Center48
Minneapolis Student Union Capitol Fund	10.19
Minneapolis Student Union Operating Fund	19.36
<i>Minnesota Daily</i>	4.57
Minnesota International Student Association57
Radio KUOM	1.30
Recreational Sports Building Fund	5.00
Recreational Sports Capitol Fund	3.58
Recreational Sports Operating Fund	16.67
Recreational Sports St. Paul Gym	4.82
St. Paul Board of Colleges23
St. Paul Student Center Capitol Fund	4.69
St. Paul Student Center Operating Fund	11.03
Student Dispute Resolution Center90
University Student Legal Service	6.15
University YW32
TOTAL	\$158.01

Students who are registered only for research or other independent work do not need to pay the student services fee if the work is done exclusively outside the 9-county metro area (Hennepin, Ramsey, Dakota, Washington, Scott, Anoka, Carver, Wright, and Chisago). Students meeting the exemption criteria may elect to pay the fee if they wish to use or support the services covered by the fee.

Special Assessments—The following quarterly special assessments were also approved for 1997-98:

Council of Graduate Students (COGS) (assessed to all students in the Graduate School)	\$1.61
Graduate and Professional Student Assembly (GAPSA) (assessed to students in most professional schools and students in the Graduate School)	\$2.14
IT Board of Publications	\$4.26
Minnesota Public Interest Research Group (MPIRG) (refusable/refundable; assessed with student services fee)	\$2.75
Minnesota Student Association (MSA) (assessed to all undergraduates, adult special students, and departmental masters)	\$2.29
Student Emergency Loan Fund (SELF) (assessed to all students)	\$.23
Student Legislative Coalition (SLC) (refusable/refundable; assessed with student services fee)	\$1.81

Twin Cities Course Fees Set—The following additions and changes in course fees have been approved for the 1997-98 academic year. A complete list of course fees can be found on page 17 of the *Fall Class Schedule*.

EBB 5014, 5016, 5129, 5134, 5621	\$30.00
Geo 3111	\$650.00
Geo 5112	\$850.00
Geo 5113	\$800.00

Hospitalization Insurance Fee—The University-sponsored hospitalization insurance fee for the Twin Cities campus has been set at \$207.00 per quarter.

New Technology Fees—A number of colleges have implemented new technology fees effective fall quarter. This list supplements the technology/computer fees on page 19 of the *Fall Class Schedule*.

College of Agricultural, Food, and Environmental Sciences—A student computer fee of \$50 per quarter will be assessed to all students.

College of Education and Human Development—A college technology fee of \$50 per quarter will be assessed to all students enrolled in the college and taking 6 or more credits. Students registering for less than 6 credits will be assessed a \$25-per-quarter fee.

College of Human Ecology—A college computer fee of \$50 per quarter will be assessed during the regular academic year to all undergraduates in the college taking 6 or more credits.

Law School—A technology fee of \$50 per semester will be assessed to all enrolled law students.

College of Natural Resources—A student computer fee of \$50 per quarter will be assessed to all students.

Billing Statements for Fall—Billing statements for fall will be issued to all students on September 26. The first installment payment (30%) for tuition and fees will be due October 21. Your second billing statement will be issued on October 24 with 60% of the balance of your account due on November 18. The final billing statement for fall will be issued November 21; your remaining tuition and fees will be due December 16. Any bill can be paid in full by the due date to avoid the \$7.50 billing charge for each installment.

It is your responsibility to report any change in address to the University. You may report an address change to Student Accounts Receivable by calling 625-8500. You can also change your address on the Web (at <http://www.umn.edu/tc/organizer/forms/chgaddr.html>). If you do not receive any billing statement, you must obtain a payment voucher on or before the payment due date. Complete fee payment information, including information on obtaining payment vouchers, is on pages 20-22 of your *Fall Class Schedule*.

Tuition Refund Policy—If you cancel by the end of the first week of the quarter (October 4) or before, you will receive a 100% refund. REMEMBER: You are entitled to a 100% refund only if you *officially* cancel by October 4. Refunds after October 4 are based on your student status (new or continuing student).

If you registered in May or June, you can use the cancellation postcard in your fee statement packet to cancel any courses; your postcard must be postmarked by September 5 to be processed. After the September 5 deadline, you must cancel at the registration center or through the Student Access System. If you register in September, you may not cancel by mail but can cancel through the Web (see page 1 for more information on Web registration).

Retroactive cancellations may be possible in a limited number of circumstances (e.g., active military duty, scholastic drop). If you petition for a retroactive cancellation, you may be eligible for a retroactive tuition refund. Petitions for retroactive refunds should be submitted within one quarter of the term in question. In no case will a refund be granted for fall, winter, or spring quarter later than June 30 of that year. Refunds for summer session will not be granted after August 31.

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