



SPRING 2009 DATES & DEADLINES

Twin Cities campus • Effective January 2009

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This document is a printable version of information that can also be found on the One Stop Web site at <http://onestop.umn.edu>. Please also review related policies and procedures in the UMTC Enrollment Policies & Procedures document, available at <http://onestop.umn.edu/registration/index.html>.

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Academic calendar

Spring semester 2009

January 2009

Date	Day	Event
Jan. 1	Thurs.	University closed for New Years Day holiday
Jan. 2	Fri.	Last day for Graduate School students to apply for January graduation
Jan. 14	Wed.	Fifth fall 2008 bill payment due
Jan. 19	Mon.	University closed for Martin Luther King holiday
Jan. 20	Tues.	Classes begin
Jan. 27	Tues.	Last day to: <ul style="list-style-type: none"> • receive 100% refund for full term or first 7-week session classes • add a course without instructor approval

February 2009

Date	Day	Event
Feb. 2	Mon.	Last day to: <ul style="list-style-type: none"> • apply for February graduation for Graduate School students • receive 75% refund, full-term classes • receive 50% refund, first 7-week session • change grading basis for full term or first 7-week session classes • cancel a course without receiving a "W" on transcript • add a course without college scholastic committee approval
Feb. 3	Tues.	Last day for undergraduates to apply for spring 2009 graduation
Feb. 9	Mon.	Last day to: <ul style="list-style-type: none"> • receive 50% refund, full-term classes • enter your private Hospitalization Insurance information at the One Stop Quick Link
Feb. 16	Mon.	Last day to receive 25% refund, full-term classes
Feb. 18	Wed.	First spring 2009 bill payment due (33%)

March 2009

Date	Day	Event
Mar. 2	Mon.	Last day for Graduate School students to apply for March graduation
Mar. 14	Sat.	Last day of first 7-week session
Mar. 16	Mon.	Last day to cancel a course without college scholastic committee approval, full-term classes
Mar. 18	Wed.	Second spring 2009 bill payment due (50%)
Mar. 20	Fri.	University closed for holiday
Mar. 23	Mon.	First day of second 7-week session
Mar. 16–20	M–F	Spring break; no classes
Mar. 26	Thurs.	Last day for undergraduates to apply for May session 2009 graduation
Mar. 30	Mon.	Last day to: <ul style="list-style-type: none"> • receive 100% refund, second 7-week session • add a course without instructor approval, second 7-week session

April 2009

Date	Day	Event
Apr. 1	Wed.	Last day for Graduate School students to apply for April graduation
Apr. 5	Sat.	Last day in the second 7-week session to: <ul style="list-style-type: none"> • receive 50% refund • change grading basis • cancel a course without receiving a "W" on transcript • add a course without college scholastic committee approval
Apr. 7	Tues.	Registration begins for May/summer session 2009
Apr. 9	Thurs.	Queued registration begins for fall 2009
Apr. 14	Tues.	First day of open enrollment for May/summer term, 2009
Apr. 15	Wed.	Third spring 2009 bill payment due (100%)

Academic calendar

Apr. 19 Sun. Last day to cancel a course without college scholastic committee approval, second 7-week session

May 2009

Date	Day	Event
May 1	Fri.	Open enrollment begins for fall 2009

Last day for Graduate School students to apply for May graduation

May 8 Fri. Last day of instruction

May 9 Sat. Study day

May 10 Sun. Study day

- Second 7-week session ends

May 11–15 M–F Final examinations

May 13 Wed. Fourth spring 2009 bill payment due (100%)

May 16 Sat. Final examinations
• Last day of spring semester 2009

May 25 Mon. Memorial Day holiday; University closed

May 26 Tues. May session classes begin

June 2009

Date	Day	Event
June 1	Mon	Last day for Graduate School students to apply for June graduation

June 3 Wed. Fifth spring bill payment due (100%)

June 9 Tues. Last day for undergraduates to apply for summer term 2009 graduation

June 12 Fri. Last day of May session

June 15 Mon. Summer term 2009 classes begin

July 2009

July 3 Fri. Independence Day holiday. Classes excused and University offices closed

August 2009

Aug. 7 Sat. End of general summer session classes

Aug. 27 Thurs. Summer term ends

Fall semester 2009

September 2009

Sept. 7 Mon. Labor Day holiday

Sept. 8 Tues. Classes begin

November 2009

Nov. 26–27 Th–F Thanksgiving holiday

December 2009

Dec. 16 Wed. Last day of instruction

Dec. 17–19 Th–W Final examinations

Dec. 20 Sun. Study day

Dec. 21–23 M–W Final examinations

Dec. 23 Wed. End of the term

Dec. 25–26 F–Sat University holidays; offices closed

Cancel/add change & refund deadlines

Spring 2009

Uniform change of registration requirements

Calendar days of term	Refund %	Changes to grade base or variable credits	Required to cancel	Required to add
Through January 27	100%	Allowed	No approval	No approval
January 28–February 2	75%	Allowed	No approval	Instructor approval
February 3–9	50%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
February 10–16	25%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
February 17–March 16	0%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
March 17–May 8	0%	Not allowed	College scholastic committee approval (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee

1ST 7-week session spring semester 2009

Through January 27	100%	Allowed	No approval required	No approval required
January 28 – February 2	50%	Allowed	No approval required	Instructor approval
February 3 - 9	0%	Not allowed	No approval required (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee
February 10 – March 14	0%	Not allowed	College scholastic committee approval (“W” recorded on transcript)	Approvals from both the instructor & the college scholastic committee

2ND 7-week session spring semester 2009

Through March 30	100%	Allowed	No approval required	No approval required
March 31 - April 5	50%	Allowed	No approval required	Instructor approval
April 6 - 19	0%	Not allowed	No approval required (“W” recorded on transcript)	Instructor approval and college scholastic committee approval
April 20 – May 10	0%	Not allowed	College scholastic committee approval (“W” recorded on transcript)	Instructor approval and college scholastic committee approval

Billing & payment due dates

Spring 2009

All students

To avoid all installment and late fees, pay your bill in full by the first due date.

Non-degree students

You are required to pay your tuition and other charges in full by the first due date. Otherwise, your registration will be canceled.

Degree-seeking students

You are eligible for the installment plan. For a \$35 installment/re-billing fee, you may pay your tuition and other charges in up to three installments, as indicated in the chart below.

Late payment fees

Payments must be received by the due date to be considered on time. Any time you pay less than the minimum amount due as stated on your billing statement by the due date, you will be charged a \$30 late payment fee and a hold will be placed on your record. This fee is in addition to the \$35 per semester installment/re-billing fee

Installment fees

For a \$35 installment/re-billing fee, you may pay your tuition and other charges in up to three installments, as indicated in the chart above.

Consequences of non-payment

Non-payment can have serious consequences on your academic plans and financial records.

	Billing date	Minimum due	Due date
1st statement	January 24	33%	February 18
2nd statement	February 21	50%	March 18
3rd statement	March 21	100%	April 15
Past-due or special circumstance billing dates			
4th statement	April 18	Total balance	May 13
5th statement	May 16	Total balance	June 3

Please go online to http://onestop.umn.edu/finances/pay/where_when_how/dates/spring_2009_due_dates.html for complete information on billing and payment.

Change of college or campus deadlines

To transfer from one college or campus to another within the University of Minnesota you must meet the admissions requirements of the college you plan to attend. Each college may have specific requirements and additional application materials for particular majors. Links to each college's requirements can be found online at: http://onestop.umn.edu/degree_planning/changing_college_or_major/index.html

Talk to your [academic adviser](#).

Fill out the Application Form, which can also be found online at: http://onestop.umn.edu/degree_planning/changing_college_or_major/index.html

If you want to transfer from one college of the University to another, you must submit a completed Application for Undergraduate Change of College to a [One Stop Student Services Center](#). Do *not* use this form to change a major or add a second major in another college—contact your college office for more information.

The deadline dates given in this chart are for undergraduate majors, and are not applicable to programs in the Graduate School. If the college in which you are interested is not listed below, contact that college office for specific information.

COLLEGE	Spring 2009	Fall 2009
Biological Sciences	10/1/2008	Priority deadline: 3/1/2009 Applications accepted on a space-available basis until: 6/1/2009
Clinical Laboratory Sciences	---	Priority deadline: 3/1/2009 Applications accepted on a space-available basis until: 6/1/2009
Continuing Education	1/20/2009	9/8/2009
Dental Hygiene	---	1/12/2009
Design, College of:		
Architecture	---	5/15/2009
Environmental Design, Graphic Design, Housing Studies Majors	10/1/2008	3/2/2009
Clothing Design, Interior Design, Housing Studies majors	---	3/2/2009
Education and Human Development, College of	Priority deadline: 10/1/2008 Applications accepted on a space-available basis until: 12/1/2008	Priority deadline: 2/1/2009 Applications accepted on a space-available basis until: 6/1/2009
Food, Agricultural, and Natural Resource Sciences	10/8/2008	3/8/2009
Institute of Technology:		
Undergraduate students	11/17/2008	3/2/2009
Non-degree students	1/20/2009	9/8/2009
Liberal Arts, College of:		
Undergraduate students	11/17/2008	3/2/2009
Non-degree students	1/20/2009	9/8/2009
Management, Carlson School of		
Undergraduate students	11/17/2008	3/2/2009
Mortuary Science		Priority deadline: 3/15/2009 Applications accepted on a space-available basis until: 8/15/2009
Nursing	---	2/1/2009

Degree application deadlines

If you are a candidate for an undergraduate degree or certificate, you must submit an online Application for Undergraduate Degree at http://onestop.umn.edu/degree_planning/graduation.

If you are in a professional program you must submit an Application for Degree forms (PDF available at onestop.umn.edu/forms) to a One Stop Student Services Center. Applications for degrees do not require payment of a graduation fee.

If you fail to apply by the dates listed below, you may not be able to graduate until the following term. See also “Students with financial obligations,” following the deadlines.

Undergraduate deadlines

Semester	Deadline
Spring 2009	February 3, 2009
May session 2009	March 26, 2009
Summer 2009	June 9, 2009

Graduate School deadlines

Graduate School degrees are awarded monthly. To graduate at the end of any given month you must:

- Submit your Graduate School Application for Degree form to a One Stop Student Services Center on or before the first workday of the month.
- Complete all other requirements by the last work day of the month.
- Graduating before the end of the term may affect your eligibility for student loans, housing, for example. Check with the appropriate office if you have questions on eligibility.
- Graduate School students obtain the Application for Degree form and detailed graduation instructions from 316 Johnston Hall.

STUDENTS WITH FINANCIAL OBLIGATIONS

The following is taken from the academic and administrative policy, “Withholding Degrees from Students with Financial Obligations:”

“The University of Minnesota does not post degrees for students, on any campus, with financial obligations equal to, or in excess of, \$100. This includes all retroactively conferred degrees. Once a student satisfies his or her financial obligation, the degree will be posted using the original date the degree would have been conferred.”

To view and pay any outstanding balance, view your student account (follow the Student Account Quick Link at <http://onestop.umn.edu>).

Examination & grade schedules

✱ FINAL EXAMINATION SCHEDULE

To find when the final exam for each of your courses is scheduled, do the following:

- Determine the beginning time for each of your courses using the following guidelines:
 - Use the lecture, seminar, or colloquium beginning time for your course rather than the lab or discussion times.
 - Each range of beginning times (e.g., 08:00am-08:59am , 09:00am-09:59am) is subdivided into MWF and TTh exam times. Use MWF if your course meets for more than three days per week or if it meets on unusual days. For example, courses that meet MWThF or TWTh or TF would all follow the MWF exam time.
 - If your course meets at different times on different days, use the day earliest in the week. A course meeting 9:05am–11:00am T, 8:00am–8:50am Th, for example, would follow the 9:00am–9:59am TTh exam time.
- Read across to find the time and day for your final examination using the beginning time for the course.
- Check the list of common exams to see if any of your courses are listed there. Common examination times *always* take precedence over the final exam schedule.
- Ask your instructor to **confirm your exam time and length**. Some courses may have a three-hour exam. Instructors may,

with college approval in a very limited number of circumstances, request a change in exam time. See the Final Exam Regulations for information on conflicts in your exam schedule.

NOTE: Courses that start between **4:00 pm–5:59 pm** will have the final exam beginning at the usual class starting time during finals week. The exam will extend for two hours from the starting time. If a course meets multiple days during the term, the exam will be on the earliest day of the week during finals week.

Courses beginning at **6:00 pm or later** will have the final exam from **6:30 pm–8:30 pm** on the day of the week the course normally meets. If the course meets multiple days of the week during the term, the exam will be scheduled on the earliest class meeting day during finals week.

Courses meeting on **Saturday or Sunday** will have the final exam beginning at the usual starting time during finals week on the day it normally meets. The exam will extend for 2 hours from the starting time.

These final examination schedules **do not apply** to Independent and Distance Learning courses. They also do not apply to courses offered primarily to students registered in the colleges of Dentistry, Pharmacy, and Veterinary Medicine, Law School, and Medical School , or to 8000- or 9000-level courses that have no regularly scheduled classrooms.

Always confirm exam times with your professor.

SPRING 2009 FINAL EXAM SCHEDULE

CLASS BEGINS:	EXAM TIME:		CLASS BEGINS:	EXAM TIME:
8:00am–08:59am MWF	10:30am–12:30pm Thursday, May 14		1:00pm–1:59pm MWF	4:00pm–6:00pm Saturday, May 16
8:00am–08:59am TTh	8:00am–10:00am Wednesday, May 13		1:00pm–1:59pm TTh	1:30pm–3:30pm Saturday, May 16
9:00am–09:59am MWF	10:30am–12:30pm Saturday, May 16		2:00pm–2:59pm MWF	10:30am–12:30pm Friday, May 15
9:00am–09:59am TTh	10:30am–12:30pm Tuesday, May 12		2:00pm–2:59pm TTh	8:00am–10:00am Thursday, May 14
10:00am–10:59am MWF	1:30pm–3:30pm Wednesday, May 13		3:00pm–3:59pm MWF	8:00am–10:00am Thursday, May 16
10:00am–10:59am TTh	8:00am–10:00am Friday, May 15		3:00pm–3:59pm TTh	10:30am–12:30pm Wednesday, May 13
11:00am–11:59am MWF	8:00am–10:00am Tuesday, May 12		4:00pm–5:59pm MWF	Use class starting time for 2 hours on earliest class meeting day.
11:00am–11:59am TTh	1:30pm–3:30pm Friday, May 15		4:00pm–5:59pm TTh	Use class starting time for 2 hours on earliest class meeting day.

☀ SPRING 2009 COMMON EXAMINATIONS

All sections of the following courses are examined together at the time indicated.

Monday, May 11

Acct 2050 — 10:30am–12:30pm
Biol 1001 001, 030, 050 — 8:00am–10:00am
Biol 1009 (sec 001,050) — 10:30am–12:30pm
BLaw 3058 — 8:00am–10:00am
Econ 1102 (sec 013) — 6:30pm–8:30pm
IDSc 3001 — 8:00am–10:00am
Lat 1002 — 10:30am–12:30pm
Math 3113, 3118 — 1:30pm–3:30pm
Math 1001, 1031, 1051, 1131, 1142, 1151, 1155, 1271, 1272, 1281, 1371, 1372, 1571H, 1572H, 2243, 2263, 2373, 2374, 2573H, 2574H, 3592H, 3593H — 1:30pm–4:30pm
OMS 2550 — 8:00am–10:00am
PSTL 0713, 0721, 0722, 0731, 0732, 1004, 1006: 10:30am–12:30pm
Psy 1001 — 7:00pm–9:00pm
PubH 3001, 3003, 3004 — 6:30pm–9:30pm

Tuesday, May 12

Econ 1102 (sec 001) — 6:30pm–8:30pm
Fren 1001, 1002, 1003, 1004, 1022 6:30pm–8:30pm
Ger 1001, 1002, 1003, 1022 — 6:30pm–8:30pm

Wednesday, May 13

Econ 1101 (sec 001) — 6:30pm–8:30pm
Span 1001, 1002, 1003, 1022 — 6:30pm–8:30pm

Thursday, May 14

Econ 1101 (sec 017) — 6:30pm–8:30pm
Phys 1202W, 1302W, 3071W — 6:30pm–9:30pm

☀ SPRING 2009 EXAM REGULATIONS

Rooms—Examinations except common examinations are given in the regularly scheduled classroom unless your instructor arranges for and announces a different room. Note to instructors: See Regulations Regarding Examinations, below..

Examination scheduling conflicts—You are required to take final examinations at the times shown. However, if you have examination conflicts or three exams within a 16-hour period, you may request adjustment with your college office and with your instructor. Such a request must be presented at least two weeks before the examination period begins.

If you miss a final, an I, an F, or an N is recorded, depending upon your standing at the time. To make up the exam, you must obtain the instructor's permission.

1. There shall be no variations from the University final examination schedule except by concurrence of the dean of the college and the director of scheduling. This prohibition also precludes moving a final examination from a scheduled time to study day or to the last or earlier meetings of the class, except laboratory final examinations which cannot be held in accordance with the regular final examination schedule.

All department requests for adjustment of final examination hours should be made online on Form ASR 163 by **March 24** to permit publication of the change and orderly consideration of hardships. Additional common examinations may be re-

quested on the same online form, which also includes room request information. The ASR 163 form is available at asr.umn.edu/forms/.

- Instructors requesting any variation from the official examination schedule must agree to give a special make-up examination to any student having examination conflicts or three examinations in one calendar day because of the change in hours.
- Arranged examinations and authorized variations in published hours shall conform with the hour-periods shown in the examination schedules.
- No variations from the University final examination schedule will be considered official until published in the Official Daily Bulletin in the *Minnesota Daily*.
- Each college shall assume responsibility for making arrangements to spread out examinations for students who have more than two examinations scheduled in one day.
- The following courses have been approved for a three-hour final examination:
EE 3115 (sec 001);
Math 1001,1031,1051,1131,1142,1151,1155, 1271,1272, 1281, 1282, 1371, 1372, 1571H, 1572H, 2243, 2263, 2373, 2374, 2573H, 2574H, 3592H, 3593H
Physics: all classes
PubH 3001, 3003, 3004

For this semester, three-hour examinations will be scheduled on the half day that the corresponding two-hour exams would have been given. Exams are scheduled from 8:30–11:30 a.m. or from 1:30–4:30 p.m. Instructors need to submit an ASR 123 form online for approval to schedule a 3-hour exam, if the course is not listed above.

Departments are also encouraged to request alternate seating only when it is necessary for proper administration of the exam. Requests for rooms for alternate seating must be submitted by the department office via the online ASR 123 form, available at asr.umn.edu/forms/.

All ASR 123 forms must be submitted online on or before March 10. Notification of room assignments for all ASR 123 forms received by March 10 will be sent to departments on or before May 11.

- University Senate policy decrees that no extracurricular events which *require* the participation of students may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy. The Senate advises all faculty members that students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.