



## **Fall Semester 2011**

# **Registration Policies and Procedures**

### **Fall semester**

Classes meet September 6–December 16, 2011

Final exams December 17, 19–22, 2011

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

April 11–29, 2011

### **Open enrollment**

April 30–September 5, 2011

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

<http://www.d.umn.edu/registrar/Fall2011ClassSched.pdf>

### **Online class schedule**

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

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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 define 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 2011–2012 – DULUTH CAMPUS

### FEBRUARY 2011

**28** Advisement-Registration for fall semester 2011 begins for new students.

### MARCH 2011

**2–31** Advisement-Registration for fall semester 2011 for new transfer students.

**21** Preferred deadline to file change of UMD college for fall semester 2011.

### APRIL 2011

**1–26** Advisement-Registration for fall semester 2011 for new students.

**11–29** Queued registration for fall semester 2011 for currently and previously enrolled students and new graduate students.

**30–Sept 5** Open registration for fall semester 2011 for currently and previously enrolled students.

### JUNE 2011

**13–22** Advisement-Registration for fall semester 2011 new entering students.

**31** Undergraduate admission application deadline for new freshmen and new advanced standing students fall semester 2011.

### AUGUST 2011

**15–17** Late fall semester 2011 Advisement-Registration for new undergraduate students.

**29** Last day to get on wait list for closed fall semester 2011 class.

### FALL SEMESTER 2011

#### SEPTEMBER 2011

**5** Holiday, campus closed.  
Last day to register for fall semester 2011 without incurring late registration fee.

**6** ***Fall semester 2011 classes begin.***

**7** Last day to register or add courses without approval. Senior citizens may register.

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

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

No fall semester 2011 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 fall semester 2011.

Last day to make changes to student health insurance.

**26** Last day to make address changes and suppression requests for UMD directory.

### OCTOBER 2011

**6** 1st billing due date

**13** Graduate School application deadline for spring semester 2012.

**21** End of first half of fall semester 2011 classes.

**24** Beginning of second half of fall semester 2011 classes.

**31** End of 8th week–cancellation of courses after this date will not be permitted.

### NOVEMBER 2011

**3** 2nd billing due date

**15** Undergraduate admission application deadline for new freshmen and new advanced standing students for spring semester 2012

**21–Dec 6** Queued registration for spring semester 2012 for currently and previously enrolled students.

**24** Holiday, campus closed, no classes in session. (no registration queue on these dates)

**25** Floating holiday, campus closed.

### DECEMBER 2011

**1** 3rd billing due date

**10–Jan 16** Open registration for spring semester 2012 for currently and previously enrolled students.

**16** ***Last day of fall semester 2011 classes.***

**17, 19–22**

Final exams for fall semester 2011.

**22** Degree conferred date for fall semester 2011.

**23–Jan 16** Semester break.

**23** Holiday, campus closed.

**26, 27** Floating holiday, campus closed.

### SPRING SEMESTER 2012

#### JANUARY 2012

**2** Holiday, campus closed.

**3** Floating holiday, campus closed.

**9** Last day to get on wait list for closed spring semester 2012 class.

**16** Holiday, campus closed.

Last day to register for spring semester 2012 without incurring late registration fee.

**17** ***Spring semester 2012 classes begin.***

**18** Senior citizens may register.

Last day to register or add courses without approvals.

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

**30** 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

**30** Last day to submit commencement attendance sheet for spring semester 2012 ceremony (for all students receiving degrees during the 2011–2012 year).

Last day to make changes to student health insurance.

-continued-

**FEBRUARY 2012**

- 9** First billing due
- 27** Registration begins for May session 2012 and summer session 2012.

**March 2012**

- 1–June 5** Open registration for summer session 2012
- 8** 2nd billing due date
- 9** End of first half of spring semester 2012 classes.  
Last day of classes before spring 2012 semester break.
- 12** Graduate School application deadline for summer term 2012.
- 12–16** Spring break.
- 19** Classes resume.  
Beginning of 2nd half of spring semester 2012 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 2012.

**APRIL 2012**

- 5** 3rd billing due date
- 9–27** Queued registration for fall semester 2012 for currently and previously enrolled students.
- 29–Sept 4** Open enrollment for fall semester 2012 for currently and previously enrolled students.

**MAY 2012**

- 4** **Last day of spring semester 2012 classes.**
- 7–11** Final exams for spring semester 2012.
- 10** Graduate commencement.
- 11** Degree conferred date for spring semester 2012.
- 12** Undergraduate commencement.

**MAY SESSION 2012**

**MAY 2012**

- 14** **May session 2012 classes begin.**  
Last day to register for May session 2012 classes.
- 28** Holiday, campus closed.

**JUNE 2012**

- 1** **Last day of May session 2012 classes.**  
End of May session 2012.  
Final exams for May session 2012.  
Degree conferred date for May session 2012.
- 13** Graduate School application deadline for fall semester 2012.

**SUMMER SESSION 2012**

**JUNE 2012**

- 4** **Summer session 2012 classes begin.**
- 27** 1st billing due date

**JULY 2012**

- 4** Holiday, campus closed.
- 26** 2nd billing due date  
**Last day of summer session 2012 classes.**  
Final exams for summer session 2012.  
End of summer session 2012.  
Degree conferred date for summer 2012 session.
- 30** Application deadline for admission for new freshmen and new advanced standing students for fall semester 2012.

**AUGUST 2012**

# 2011

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

  

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

# 2012

JANUARY							FEBRUARY						
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			

  

MARCH							APRIL							
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	29	30						

  

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

  

JULY							AUGUST							
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	31		

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

## CALENDAR FOR FALL SEMESTER 2011 REGISTRATION

Queued registration for currently and previously enrolled students based on cumulative credits and courses in progress .....	April 11–29, 2011
Open registration and cancel/adding .....	April 30–September 5, 2011
Fall Semester 2011 classes begin .....	September 6, 2011

### 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 Register?*—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 at [https://webapps-prd.oit.umn.edu/courseinfo/classschedule\\_selectsubject.jsp?campus=UMNDL](https://webapps-prd.oit.umn.edu/courseinfo/classschedule_selectsubject.jsp?campus=UMNDL). 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 class search at <https://webapps-prd.oit.umn.edu/courseinfo/searchcriteria.jsp?campus=UMNDL>.
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 which comes 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 an approval form signed by instructors of both courses, to your college student affairs/advising office. You will be notified of the 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.

4. 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](mailto: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.
- Grad Planner
- *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

**The University of Minnesota Graduate School is being restructured. The full impact of this restructuring on the Duluth Campus is not known as of the date shown on the cover of this publication. More information will be published as it becomes available.**

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

**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.

for a course, you must register for that grading system.

**Continuous Registration**—All Graduate School students must register in the Graduate School every fall and spring term in order to maintain active status. Students not registered every fall and spring term are considered to have withdrawn; their Graduate School records are deactivated. Those who wish to resume graduate work must request readmission to the Graduate School (and if readmitted, must register) to reactivate their status.

GRAD 999 is a zero-credit, zero-tuition, non-graded registration option for Graduate School students who must register solely to meet the Graduate School's registration requirement. GRAD 999 does not meet any other internal/external departmental or agency requirements. Other than requiring Graduate School students to hold active student status, the Graduate School does not impose any eligibility requirements on GRAD 999 registrations. However, individual graduate programs may establish their own eligibility criteria. Students considering registering for GRAD 999 should first check with their graduate program. For more information on GRAD 999, visit [http://www.grad.umn.edu/current\\_students/registration/special-categories.html](http://www.grad.umn.edu/current_students/registration/special-categories.html).

**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

## THE FIRST WEEK OF CLASS

**Fall Semester 2011 classes begin  
Tuesday, September 6, 2011**

**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 Class.** It may be possible to register for a course that has closed. To add any class **after the second day of the term** (including classes listed as open within the online Class Schedule) a student must use a permission number. To add a class **after the second week of the term**, a student must seek the proper paperwork from their collegiate office for approval.

If a student wishes to register for two classes that conflict (overlapping times or days), the student must gain approval through their collegiate office, using the form supplied to them from that office.

Once granted permission to enroll in a class, a student must get a permission number and then **register by the end of the second week of the term**, since permission numbers are valid only through the end of the second week. Each college determines how their students obtain permission numbers.

In order to find the various deadline dates (to register, waitlist, cancel, add a class, etc.), see the *Important Dates* link to the *Office of Financial Aid and Registrar Calendar 2011–2012* at [http://www.duluth.umn.edu/fareg/important\\_dates.php](http://www.duluth.umn.edu/fareg/important_dates.php).

**Senior Citizen Education Program (SCEP)**—Minnesota residents who are 66 or older are eligible for registration through the SCEP and may register after the first day of classes begin, providing space is 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 *Request to Withdraw from a Course after the Eighth Week of the Term* form ([http://www.d.umn.edu/fareg/forms/withdraw\\_after\\_eighth\\_week.pdf](http://www.d.umn.edu/fareg/forms/withdraw_after_eighth_week.pdf)). Approval of the request would be given with the understanding that the student would be assigned a "W".

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, [umdhel@d.umn.edu](mailto:umdhel@d.umn.edu), (218) 726-8000,

### Cancel-Add Refund Dates for Fall Semester 2011

Calendar Days of Term	Refund %	Changes to Grade Base	Required to Cancel	Required to Add
Through September 7	100%	Allowed	No approval required	No approval required
September 8-13	100%	Allowed	No approval required	Permission number
September 14-19 (end of 2nd week)	75%	Allowed	No approval required	Permission number
September 20-26	50%	Not allowed	No approval ("W" recorded on transcript)	<i>Request to Add a Course after the Second Week of the Term</i> form ( <a href="http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf">http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf</a> )
September 27-October 3	25%	Not allowed	No approval ("W" recorded on transcript)	
October 4-31 (end of 8th week)	0%	Not allowed	No approval ("W" recorded on transcript)	
November 1-December 20	0%	Not allowed	<i>University of Minnesota Duluth Petition</i> <a href="http://www.d.umn.edu/fareg/forms/petition.pdf">http://www.d.umn.edu/fareg/forms/petition.pdf</a>	
<b>1st Half Session Fall Semester 2011</b>				
Through September 7	100%	Allowed	No approval required	No approval required
September 8-13	100%	Allowed	No approval required	Permission number
September 14-19 (end of 2nd week)	75%	Allowed	No approval required	Permission number
September 20-26	50%	Not allowed	No approval ("W" recorded on transcript)	<i>Request to Add a Course after the Second Week of the Term</i> form ( <a href="http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf">http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf</a> )
September 27-October 10	0%	Not allowed	No approval ("W" recorded on transcript)	
October 11-21	0%	Not allowed	<i>University of Minnesota Duluth Petition</i> <a href="http://www.d.umn.edu/fareg/forms/petition.pdf">http://www.d.umn.edu/fareg/forms/petition.pdf</a>	
<b>2nd Half Session Fall Semester 2011</b>				
October 24-25	100%	Allowed	No approval required	No approval required
October 26-31	100%	Allowed	No approval required	Permission number
November 1-6 (end of 2nd week)	75%	Allowed	No approval required	Permission number
November 7-14	50%	Not allowed	No approval ("W" recorded on transcript)	<i>Request to Add a Course after the Second Week of the Term</i> form ( <a href="http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf">http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf</a> )
November 15-23	0%	Not allowed	No approval ("W" recorded on transcript)	
November 24-December 20	0%	Not allowed	<i>University of Minnesota Duluth Petition</i> <a href="http://www.d.umn.edu/fareg/forms/petition.pdf">http://www.d.umn.edu/fareg/forms/petition.pdf</a>	



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.

## 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/advising 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.

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**— Starting with summer 2010, INI courses will follow the regular class refund schedule. Unless otherwise noted in the course listing, INI refunds are based on the date you register for the course.

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 office.

<b>Fall Semester 2011 Refund Schedule for Tuition and Fees, (including INI courses)</b>	
<b>For refund of:</b>	<b>Cancel by:</b>
<b>Fall Semester 2011</b>	
100%	September 13
75%	September 19
50%	September 26
25%	October 3`
0%	On or after October 4
<b>1st Half Session Fall Semester 2011</b>	
100%	September 13
75%	September 19
50%	September 26
0%	on or after September 27
<b>2nd Half Session Fall Semester 2011</b>	
100%	October 31
75%	November 6
50%	November 14
0%	on or after November 15
<b>If you register after the semester begins*, your refund for an INI course will be as follows:</b>	
100%	End of first week following registration date
75%	End of second week following registration date
50%	End of third week following registration date
25%	End of fourth week following registration date
0%	After fourth week following registration date
*Due to the flexibility of start dates for INI courses, refunds for cancellations require specialized handling. If you have registered for an INI course after the semester begins and wish to cancel, please email Continuing Education at <a href="mailto:cehelp@d.umn.edu">cehelp@d.umn.edu</a> , or call: 218/726-8113, or stop by the Continuing Education windows in the Darland Administration Building Lobby.	

# 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 private education 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 Online and Distance Learning (ODL) 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 ODL courses are included in the plateau. This does not apply to Study Abroad students since 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 application, have it signed by the student

affairs/advising 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**—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 (see <http://www.d.umn.edu/fareg/forms.htm>) to the student affairs/advising office of the UMD college you wish to transfer to by the following preferred date. The *Application for 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/advising 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 Dates	
Fall Semester 2011	March 21, 2011
Spring Semester 2012	October 31, 2012

**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) 726-8113.

**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).

Admitted 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; they are also available online. 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.

When the CE queue begins, CSS and UWS students who are cross registering at UMD may register 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, 111A LSBE, before registering.

**Undergraduate 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 Assistance Center, 23 SCC
- CEHSP Student Affairs/Advising Office, 120 BohH
- LSBE Student Affairs/Advising Office, 111A LSBE
- SFA Student Assistance Center, 23 SCC
- SCSE Student Assistance Center, 23 SCC

Undergraduate Degree Candidates	
Graduation term	Last date to file Application for Degree and Commencement Attendance Questionnaire
Fall Semester 2011	September 19, 2011

Fall 2011 applicants who want their names to appear in the Spring 2011 commencement program must abide by the Spring 2011 deadline.

See <http://www.d.umn.edu/registrar/eDegree/index.htm> for degree application procedures. Print a *Commencement Attendance Questionnaire (UMD Baccalaureate Degree)* at (<http://www.d.umn.edu/fareg/forms/baccalaureate.pdf>). Return the questionnaire to the Student Assistance Center, 23 Solon Campus Center. See above for dates.

*Undergraduate degree applicants: verify your Application for Undergraduate Degree and Commencement Attendance Questionnaire (UMD Baccalaureate Degree)* 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>.

**Dual Undergraduate Degrees**—If you are pursuing more than one degree (i.e., B.A. and B.S.), and the second degree is in a different collegiate unit than the first, you will need to complete the *Application for Admission to Additional Undergraduate Degree Program* form, which can be found at <http://www.d.umn.edu/fareg/forms.htm>, and submit it, by the dates listed below, to the collegiate unit offering the second degree.

Dual Undergraduate Degree Candidates	
Preferred Date to Submit Application for Admission to Additional Undergraduate Degree Program	
Fall Semester 2011	March 21, 2011

**Master's Degree Candidates**

**For the masters degrees listed below**, candidates must file both an *Application for Degree and Commencement Attendance Questionnaire*. These forms are available to print online at [http://www.d.umn.edu/commencement/gradprog/commence\\_attend.html](http://www.d.umn.edu/commencement/gradprog/commence_attend.html). Return both forms to the Graduate School office, 431 Darland Administration Building.

- Master of Advocacy and Political Leadership (MAPL)
- Master of Education (MEd)
- Master of Engineering (MEng)
- Master of Environmental Health and Safety (MEHS)
- Master of Special Education (MSPeD)

MAPL, MEd, MEng, MEHS, and MSPeD Degree Candidates	
Graduation term	Last date to file Application for Degree and Commencement Attendance Questionnaire
Fall Semester 2011	September 19, 2011

Fall 2011 applicants who want their name to appear in the Spring 2011 commencement program must abide by the Spring 2011 deadline

**For all other master's degrees**, dates are listed at <http://www.d.umn.edu/grad/current-students-deadlines.php>. Pick up an *Application for Degree* form at the Graduate School Office, 431 Darland Administration Building. Complete the *Commencement Attendance Questionnaire form* at [http://www.d.umn.edu/grad/pdfs\\_docs/Master\\_Commerce\\_Attend-Degree\\_App.pdf](http://www.d.umn.edu/grad/pdfs_docs/Master_Commerce_Attend-Degree_App.pdf). Return both forms to the Graduate School Office.

**2011–12 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 2011–12.

**NOTE:** The financial aid application process for the 2012–13 academic year begins mid-January, 2012.

**Disbursement of Funds**–Your aid will be credited to your account on the following anticipated disbursement dates for fall 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 Fall Semester 2011 financial aid	
Undergraduate	August 29, 2011
Graduate	
Pharmacy	
Medical	To be determined

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 [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 available at <http://www.d.umn.edu/fareg/forms.htm>. Further information is available at UMD Health Services, 615 Niagara Court, (218) 726-8155, <http://www.d.umn.edu/hlthserv/>.

**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.

A fee paid by students is what makes MPIRG possible. Effective fall semester 2009, this fee is part of the Student Services Fee. 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, 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 15.

**Nondegree-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 nondegree-credit courses on athletic eligibility. Nondegree 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. 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. Faculty will record a grade for each student listed on the official grade report even if the student does not attend class.

**Prerequisites**–In order to enroll in some courses, you must either complete or concurrently enroll in certain other courses or possess some particular qualifications or class standing. These requirements, known as prerequisites, are listed inside the parentheses after the course titles. If no prerequisites are

listed, there are none, except for the class standing requirements indicated by the course number. Students attempting to register in courses for which the prerequisites have not been met must obtain a course approval from the appropriate instructor and/or department.

**Reciprocity**—The University has reciprocity agreements with Wisconsin, North Dakota, South Dakota, and Manitoba. 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.
- 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 2010–11 academic year at an eligible institution will have their reciprocity benefits automatically renewed for the 2011–12 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 (<http://www.d.umn.edu/fareg/forms/reenrollment.pdf>). 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. Go to the student affairs/advising office for your previous college:

#### Student Affairs/Advising Office Locations

- |   |  |
|---|--|
| • LSBE<br>111A LSBE<br>1318 Kirby Drive<br>Duluth MN 55812-3002<br>(218) 726-6594           | • CLA<br>310 KPLz<br>1208 Kirby Drive<br>Duluth MN 55812-3095<br>(218) 726-8180  |
| • CEHSP<br>120 Bohannon Hall<br>1216 Ordean Court<br>Duluth MN 55812-3010<br>(218) 726-7156 | • SCSE<br>140 Engineering<br>1303 Ordean Court<br>Duluth MN 55812-3025<br>(218) 726-7585   |
| • SFA<br>239 Engineering<br>1303 Ordean Court<br>Duluth MN 55812-3041<br>(218) 726-7261     | • Continuing Education<br>104 Darland Administration Building<br>1049 University Drive<br>Duluth MN 55812-3011<br>(218) 726-8113 |

**The Regents Scholarship Program** covers a portion of tuition costs for eligible employees enrolled in the University credit-bearing courses. The portion covered is:

- 90% of the tuition cost for eligible employees matriculated for the first time in a baccalaureate degree program.
- 75% of the tuition cost for all other eligible employees enrolled in courses covered under the Regents Scholarship Program.

For employees who voluntarily terminate University employment prior to the end of the semester, the Regents Scholarship will cover a pro-rated amount of the tuition it would otherwise have provided, equivalent to the time the person remains employed. For employees whose appointment will end due to a non-renewal of appointment or layoff, the program will cover the Regents Scholarship portion of tuition for the entire semester in which the appointment ends.

For further information on the Regents Scholarship Program, please see <http://policy.umn.edu/Policies/hr/Benefits/REGENTSSCHOLARSHIP.html>.

**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 Courses**—*Outside the University of Minnesota System*—UMD students may take an equivalent course at an institution outside of the University of Minnesota system to replace a course previously completed at UMD only if department approval is granted before registering for the course through a *Permission to*

*Retake a Course (or Equivalent Course) form* (<http://www.d.umn.edu/fareg/forms/retake.pdf>). Although this course may be used to meet UMD degree requirements, its grade will not be included in the student's University of Minnesota GPA. Only the most recently completed credits can be applied towards graduation requirements. A notation will be added to the transcript that the UMD course was repeated at another institution. Once a student has graduated, repeating a course 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 administrators 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. A fee paid by students is what makes this possible. Effective fall semester 2009, this fee will be part of the Student Services Fee.

**Students with Disabilities**—The Office of Disability Resources (DR) facilitates accommodations for students with disabilities. Available accommodations include assistance with note taking, sign language interpreters, test accommodations, alternatively formatted materials, and assistive technology. Specific accommodations depend on the student's documented needs and are initiated per student request. For more information or to request accommodations, contact 218/726-6130 or visit <http://www.d.umn.edu/access>.

**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 Resource Center, 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 Resource Center. Withdrawal 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 third 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 [umdhhelp@d.umn.edu](mailto:umdhhelp@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 2011-12 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 Fall Semester 2011			
Statement	Billing mailed	Payment due date	Minimum due
First installment	September 12	October 6	33% of balance
Second installment	October 10	November 3	50% of balance
Third installment	November 7	December 1	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 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 through UM Pay. 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 bill in full by the first due date, which is October 6, 2011. 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 \$30 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 \$30 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 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 pay-



ment fee of \$30. 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.

If your account has bookstore charges, installment and late fees, or other miscellaneous charges, and you do not authorize payment from your financial aid funds, you may receive both a bill for the charges and a financial aid credit balance check from your account. You will be responsible for arranging payment of your bill.

#### **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 \$30.00 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 Fees 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 fees 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>Fall Semester 2011</b>					
<b>Exam time</b>	<b>Saturday December 17</b>	<b>Monday December 19</b>	<b>Tuesday December 20</b>	<b>Wednesday December 21</b>	<b>Thursday December 22</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>	4:00pm MWF M-F	8:00am MWF M-F	2:00pm TTh	Common	1:00pm MWF, M-F
<b>10:00-11:55am</b>	2:00pm MWF M-F	11:00am MWF M-F	10:00am MWF M-F	9:00am MWF M-F	8:00am TTh
<b>12:00-1:55pm</b>	3:00pm TTh/ 3:30pm TTh	Common	3:00pm MWF M-F	9:00am TTh/ 9:30am TTh	4:00pm TTh
<b>02:00-03:55pm</b>	Common	5:00pm MWF M-F	Common	12:00pm TTh	12:00pm MWF M-F
<b>04:00-05:55pm</b>	11:00am TTh	10:00am TTh	1:00pm TTh	5:00pm TTh	Common
<b>CE EXAMS 06:00-07:55pm</b>	5:00 or 6:00 pm F (CE)	5:00 or 6:00pm M (CE)	5:00 or 6:00pm T (CE)	5:00 or 6:00pm W (CE)	5:00 or 6:00pm Th (CE)

<b>Spring Semester 2012</b>					
<b>Exam time</b>	<b>Monday May 7</b>	<b>Tuesday May 8</b>	<b>Wednesday May 9</b>	<b>Thursday May 10</b>	<b>Friday May 11</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>CE EXAMS 06:00-07:55pm</b>	5:00 or 6:00pm M (CE)	5:00 or 6:00pm T (CE)	5:00 or 6:00pm W (CE)	5:00 or 6:00pm Th (CE)	5:00 or 6:00pm F (CE)