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## CONTINUING EDUCATION

### IMPORTANT INFORMATION

for Continuing Education (CE), Non-Degree seeking (to include academically dismissed) Students

UMD email is the official means of communication at UMD. Accessing your UMD email is imperative to obtain billing information.

First time users must **ACTIVATE THEIR UMD E-MAIL / INTERNET ACCOUNT\*** at [www.d.umn.edu/register](http://www.d.umn.edu/register). Click on "Look up your e-mail name (Internet ID)" and "Account Initiation." If you have any problems setting up your account, please call the UMD ITSS Help Desk at 218/726-8847.

#### **BILLING and PAYMENT Information:**

Continuing Education, (CE), non-degree seeking students (to include academically dismissed) are required to pay tuition, fees and all other charges (any and all charges over \$100) in full by each and every due date of the term. Go to [www.d.umn.edu/umdbo/sarfeechart.html](http://www.d.umn.edu/umdbo/sarfeechart.html) for due dates. (Spring 2009 due dates: Feb 12, March 12 and April 9)

### **FAILURE TO PAY IN FULL BY THE INSTALLMENT DUE DATE WILL RESULT IN BEING DROPPED FROM ALL COURSE(S).**

\*\*\*\*PLEASE NOTE CE, non-degree seeking (to include academically dismissed) are not eligible to make installment payments\* for their tuition UNLESS they have SIGNED UP for the Payment Plan. Signing up for the Payment Plan allows a CE student to make installment payments and not be dropped for non-payment.

Please call 218/726-8101 or go to 104 Darland to make an appointment to sign up for the payment plan. Students must do this each and every term they are registered for classes.

**YOU WILL NOT RECEIVE A PAPER BILL.** The University has an electronic billing and payment system. You will receive notification at your UMD e-mail account when your bill is ready. This will happen two days after registration, but not earlier than six weeks before the beginning of the term). You can retrieve your tuition amount by using the self-service link at [www.d.umn.edu/register](http://www.d.umn.edu/register). Click on "View/Print/Pay" under the Students Accounts Receivable sections.

\*\*\*PLEASE NOTE - the billing statement is a "snapshot" of your account on the billing date only. To view the most up-to-the-minute transactions, go to [www.d.umn.edu/umdbo/umpay.html](http://www.d.umn.edu/umdbo/umpay.html), and select "View Your Student Account History." (Continued on back)

### Re-enrollment after being dropped for non-payment requirements:

- Proof of payment for all charges owing at the time of being dropped.
- \$120 in late registration and late payment fees.
- Completion of a CE In-house petition
- Instructor signatures

Go to [www.umn.d.edu/ce](http://www.umn.d.edu/ce) for more information.

E-mail and Internet services are provided to you for the term in which you are actively registered in credit courses. Some restrictions on access apply. For more information visit [www.d.umn.edu/itss/email](http://www.d.umn.edu/itss/email).

Registration and canceling of classes can be done by submitting your registration information via the Web at [www.d.umn.edu/register](http://www.d.umn.edu/register) under "Add or Change Classes," by telephone at 218/726-8113, by mail using the registration forms in the CE catalog and on the Web, or in person at CE windows in the Darland Administration Building Lobby. A current course listing is available at [www.d.umn.edu/courseinfo](http://www.d.umn.edu/courseinfo).

You must be an active, current CE student and have your Internet ID to register for classes online. If you have been inactive (not enrolled) for two or more semesters, you will not be able to register online. When canceling a course follow the deadline dates and requirements found in the "Uniform Cancel/Add Requirements" table that is in the CE catalog and on the Web. The date you submit a course cancellation by telephone, mail (postmark date), fax, or in person is the date used to determine your refund amount. Refunds apply to tuition and course fees, but not to certain special fees.

### QUESTIONS?

Contact us at [cehelp@d.umn.edu](mailto:cehelp@d.umn.edu) or 218/726-8113.

## University of Minnesota Duluth

### Continuing Education

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104 Darland Administration Building

Duluth, Minnesota 55812

[cehelp@d.umn.edu](mailto:cehelp@d.umn.edu)

218/726-8113

[www.d.umn.edu/ce](http://www.d.umn.edu/ce)