

Transfer Guide

Fall 2008

Registration

The UMD Class Schedule is available online and lists the courses with their credits, instructors, meeting times, and meeting rooms for that semester. View the class schedule online at <http://www.d.umn.edu/courseinfo/>. A detailed academic calendar, deadlines for canceling/adding courses, and a tuition refund schedule can be found on the Financial Aid and Register homepage at <http://www.d.umn.edu/fareg/>.

Registration for courses and credits is for one semester at a time and most courses last only one semester. Each course is assigned between 1 and 5 credits, with most earning either 3 or 4 credits.

To complete a bachelor's degree in four years, students usually need to complete an average of 15 credits per semester. This does not mean that you will take exactly 15 credits every semester. The full-time credit load each semester ranges from 12-18 credits, which is typically 3-6 courses. If you are receiving the Minnesota State Grant as part of your financial aid, you need to carry a minimum of 15 credits per semester to receive the full grant. The grant is typically prorated if you enroll in 12-14 credits.

Changing your schedule after Advisement and Registration:

You will leave advisement and registration with a confirmed course schedule. If you wish to make any changes in the schedule (cancel or add courses), you must discuss the change with the student affairs staff in the collegiate unit through which you registered. To cancel or add courses contact:

Business and Economics	218-726-6594
Education & Human Service Professions	218-726-7156
Fine Arts	218-726-7261
Liberal Arts	218-726-8180
Science and Engineering	218-726-7585

UMD Directory

A directory of student and staff is published annually by UMD. The name, local (UMD) address, and telephone number of registered students will be included in the 2008-2009 edition. You must update your personal information on the web (www.d.umn.edu/Register/) so your correct school address and phone number are published. Copies of the directory are available at the Kirby Information Desk.

Canceling and Adding Courses after Classes Begin

Canceling To withdraw from a course on or after the first day, process the course cancellation via web registration. If you cancel a course before the end of the second week of the semester, the course will be deleted from your record. If you cancel between the third and eighth week of the semester, the course will remain on your record and marked with the letter "W" for "withdrawal." Any refund will be prorated; note that refund deadlines differ from course cancellation deadlines. Refund information is online at <http://www.d.umn.edu/registrar/refunds.html>. Cancellation of courses is not permitted after the 8th week of the semester.

Adding During the first two days of the semester you may add classes with open seats through normal registration procedures. After the second day, you must obtain from your instructor, department and/or collegiate unit office to add a course. The web registration system will request that you enter a permission number that signifies you have received permission to register for the course. You are not allowed to add a course after the second week of the semester.

Student ID Card

The U Card is a campus photo identification card used by students, faculty, and staff. It serves as your identification for various campus services, programs, and activities and offers optional long distance telephone and banking services. You may have your U Card produced during Advisement and Registration or any time after. You are encouraged to stop by the U Card office, first floor Kirby Plaza, to have your card made before the start of fall classes. The U Card office is open Monday-Friday, 8:00 a.m. – 4:30 p.m.; confirm summer hours by calling 218-726-8814.

E-mail

E-mail is the official means of communication at the university. The easiest way to access your email is through UMD Webmail (IMP) at <http://www.d.umn.edu/email>. You can also access email by Mulberry, which can be found at <http://www.d.umn.edu/itss/software/mulberry/>. You will need to log into your e-mail account using your internet ID (a.k.a. username) and password. You are expected to regularly check your UMD email account and carefully read all email messages as they pertain to you.

Billing Statement:

Paying Tuition and Fees

The following list includes items that typically appear on the billing statement. **The dollar amounts below reflect 2007–2008 per semester rates for Minnesota residents; tuition and fees for 2008-2009 will be determined this summer by the University Regents.**

The University of Minnesota now offers electronic billing and payment. The UM Pay electronic billing and payment system will automatically send an email notification to the student's U of M email address when the bill is ready to be viewed online. Paper copies of billing statements are no longer sent to students. Students will need their U of M Internet ID and password to login to the UM Pay System. Once logged into UM Pay, students can view tuition bills online, view tuition billing and payment history online, pay tuition bills online by automatically deducting the amount from a checking or savings account, download and print a copy of the bill for sending check payments, forward an e-mail copy of the bill to parents, spouse, or others, and set up parents and other authorized users to view and pay bills online. Authorized payers will need to use the login name and password provided by their student.

You will have approximately three weeks from the date of the billing statement to the payment due date. Late fees will be charged for payments received after the due date. The payment schedule can be viewed online at

<http://www.d.umn.edu/registrar/payfees.html>.

Tuition **3,096.00**

(13 Credit Band)

(Fewer than 13 Credits is 238.15 per credit)

Basic Internet/Email Access **5.40/credit**

Students are assessed a computer access fee as follows:

12 or fewer credits \$5.40/credit

13 or more credits \$68.00

This permits basic access to individual email accounts and the Internet.

Collegiate Equipment and Technology Fee (for students registered for 6 or more credits):

Liberal Arts **150.00**

Science and Engineering **150.00**

Education/Human Service Professions **125.00**

Fine Arts **250.00**

Business and Economics **100.00**

MPIRG **4.12**

This is an optional contribution to Minnesota Public Interest Research Group. MPIRG is a student-run advocacy group that addresses public and social issues. If you do not wish to contribute, you should indicate refusal when you register.

SLC **3.25**

This is an optional contribution to the Student Legislative Coalition. SLC lobbies to express student views on University quality, affordability, and accessibility. If you do not wish to contribute, you should indicate refusal when you register.

University Fee **500.00**

The university fee helps to cover infrastructure and administrative support costs in a wide variety of areas. This fee is assessed to all students.

Student Service Fee **244.12**

This is a mandatory fee if you are registered for six or more credits. It contributes to student-run programs and organizations that provide social, recreational, and non-academic services for students. A portion of this fee also supports UMD Health Services.

Orientation Fee **40.00**

A mandatory fee charged to all new students to cover processing and program costs for their first registration.

Hospitalization/University Insurance 782.00

The University Board of Regents requires that all degree-seeking students registered for six credits or more have health insurance coverage. You may waive the purchase of the university sponsored plan by supplying the name, telephone number and policy number of your insurance coverage at the time you register. If the hospital insurance fee appears on your billing statement, it means you did not waive its purchase. You will be covered by the policy and will be held responsible for payment. If you do not want to be covered, you must supply proof of other coverage before the end of the second week of the semester.

Financial Aid <http://www.d.umn.edu/fareg/>

The following five steps take you through the financial aid process from application to payment:

1. In order to apply for federal and state financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) which becomes available January 1, 2008. The fastest way to apply is online at www.fafsa.ed.gov. In order to sign the FAFSA electronically, you and your parent will need *separate* Personal Identification Numbers (PIN). We recommend that both of you apply for your PINs on the FAFSA website *before* you complete the application.
2. Once the Federal Processing Center receives your FAFSA, it will determine your Expected Family Contribution (EFC) and send your FAFSA electronically to UMD. We will review your application and contact you via your UMD e-mail account if we need you to submit additional documentation.
3. When your award package is ready, we will contact you via e-mail at your UMD e-mail account. You will be directed to a link to view and accept or decline your financial aid award(s).
4. [If you accept any federal Direct Subsidized or Unsubsidized loans, you will need to complete a Master Promissory Note](#) with the same PIN you received from the [Federal Processing Center](#). [You also need to complete an Entrance Counseling](#) session if you are a first-time borrower.
5. Your financial aid will be applied to your tuition, fees and other charges on your student account. If any excess funds remain, a surplus check will be sent to your *current mailing address*. Surplus checks can also be deposited into a checking or savings account. This can be arranged by either going in-person to Student Accounts Receivables, windows 15 or 16 in the Darland Administration Building, or by clicking on "Direct Deposit" at <http://hrss.umn.edu/>.

Parking at UMD

Vehicles on the UMD campus must be parked in designated parking areas (permit lots, pay lots, or meters) or they will be tagged or towed by Parking Services. The type of lot is designated with signs at the entrance. Overnight parking is only allowed at metered spots. For more information about parking, contact Parking Services, 245 Kirby Plaza, 726-7433.

Maroon parking permits: Permit parking is enforced from 6 a.m. to 6:30 p.m., Monday-Friday. Maroon permits are for students living off campus and not in UMD Housing. Color-coded maps indicating lot/permit locations are available in Parking Services. Permits for 2008-2009 will be available for sale on Labor Day.

Resident parking permits: Parking permits for students living in university housing are sold on a first-come, first-served basis. UMD Housing cannot guarantee a parking space for every student who wishes to bring a vehicle to campus. Parking permit information is typically mailed at the same time as housing assignments; permits are sold on a first-come, first serve basis.

Daily pay-enter lots: Lot G (off St. Marie St. and University Dr.) has daily parking available from 6:30 a.m. – 6:30 p.m., Monday – Friday. Cost of parking in the pay lots for 2007-2008 is \$1.75 cash per entry or \$1.50 if you use your U Card. RideShare is encouraged because the parking lots on campus are busy. If you RideShare, the cost of parking is \$1.50 per entry. The pay lots are busiest from 9 a.m. – 2:00 p.m. when there may be a line of cars waiting for others to leave and spaces to open. If you come to campus during this time, arrive 10-15 minutes early to obtain a pay parking space before class.

Parking meters: There are 300 metered parking spots available throughout campus for short-term parking. Each of the meters has a sign stating the length of time allowed: one to four hours. Meters are enforced from 8 a.m. - 6:30 p.m., Monday-Friday, and are free at night and on weekends.

Transfer Credit Evaluation

To receive a copy of your transfer credit evaluation or if you have questions regarding how your coursework transferred to UMD, contact Barb Beattie in the Office of Admissions at (218)726-8800.

If a course was not accepted as a transfer credit and you would like to appeal the decision, complete the following process:

- Complete and submit an appeals form (available at your collegiate student affairs office). Provide supplemental information such as a course description, syllabus, or reading list.
- You will receive, in writing, the outcome of the appeal.
- If you are unhappy with the decision, you can appeal to the college dean's office.

Buying Books

Where: UMD Stores, Kirby Student Center first floor, carries required and optional textbooks for all UMD courses. It also carries reference books, dictionaries, study aids, and supplies. You can also purchase or reserve textbooks online at www.umdstores.com. To reserve your textbooks, click on “order textbooks” and follow directions. The books you need will be packaged and ready for you to pick up the week before classes begin. Reservations for fall semester will begin the first week of August.

When: Books are available for sale four to six weeks before the start of the semester. Some students wait to buy their books until after attending the first day of class. Other students buy their textbooks before the semester begins so they have everything they need during the busy first week of class.

Textbooks are stocked according to department (Art, History, etc.). Each class has a course card listing the class, section number, and the required and optional books for that particular section. Bring your class schedule and check your section number before selecting your books. You can also check online to see which books are required by viewing your class schedule and clicking on the textbook button.

Returns: **Receipts are required** for all returned books. After the tenth day of class you are no longer eligible for a full refund.

How much? Plan to spend around \$500 - \$700 each semester for books and supplies. UMD Stores sells both new and used textbooks. Used books typically cost 25% less than new books.

Lists of used books for sale by students also are posted on bulletin boards around campus. If buying a used textbook, check that the edition is the one listed for your course.

Selling Books Back: Students may sell books back during finals week of each semester. Students receive a higher percentage of the new book price if the instructor will be using the book the following semester and if the bookstore has not filled its quota. Books that will not be used again are purchased for a used book wholesaler at a lesser percentage.

Collegiate Student Affairs Offices

The student affairs offices located in each collegiate unit handle academic matters for students who have declared majors within that unit. This includes academic standing, admission, advisement, academic programs, appeals procedures, honors, research, and changes of college, major, and academic advisor.

If you have any questions about your academic record or progress as a student at UMD, go to your student affairs office. They know who you are, they know how the system works at UMD, and they are happy to help. See the directory insert in this handbook for the office location for each UMD college.

Academic Advising

Each UMD student is assigned a faculty or staff academic advisor according to the course of study, major, or curriculum the student plans to follow. Your advisor is the individual designated by the university to help you think about your educational and vocational plans. The purpose of academic advisement is to help you select and schedule classes each semester and to provide an opportunity to discuss your academic goals and career choices.

You should arrive prepared to meet your advisor. Before your appointment for course scheduling, read the class schedule and make a list of possible courses that you would like or are necessary for your course of study. Check the UMD Catalog to see how these courses fit into the requirements for Liberal Education or for your major. Brief course descriptions are also listed in the catalog.

When you meet with your advisor, be ready to talk about what you are interested in and the types of courses you excel in or find more difficult. Your advisor needs to know something about you as a student in order to help you with your academic planning.

Your advisor is assigned by your collegiate student affairs office. If your interests or major objectives change, you should request a change of adviser at the college office that offers the desired program.

Advisement Coordination Center

The Advisement Coordination Center (ACC) works with students and serves as a coordinating link to the collegiate student affairs offices. The ACC has an open door policy for advising students from any collegiate unit who have questions, concerns, or need help.

First Year Experience & Students in Transition

The FYE/SIT office strives to provide a quality, comprehensive first year experience program. This program provides the following services: continuity from the time of admission to successful connection to UMD, connection to UMD and Duluth, commitment to individual growth and student development, commitment to student success and satisfaction, and collaboration, communication and training with faculty, staff and student staff involved with new students. FYE/SIT can be contacted in person at 60 Solon Campus Center, by phone at (218) 726-6393, or by e-mail at fye@d.umn.edu. Visit our website at: <http://www.d.umn.edu/fye/>.

Grades and Transcripts

Most courses are graded A-F, including pluses (+) and minuses (-). Some courses are graded S (satisfactory) and N (no credit) only, and some allow you to choose A-F or S-N grading options. The grading system for each course is shown in the class schedule; if nothing is indicated, students may choose the grading option. Changes in grading options, when allowed by the course, must be made within the first two weeks of classes via the web registration system. The UMD Catalog lists S-N grading restrictions.

Grades are usually available within 3 business days after the end of the semester. There are two ways to obtain your grades:

1) VIEW or print your grades or unofficial transcript via the Web. Go to <http://www.d.umn.edu/Register/> and click on "View Your Grades or Transcript."

2) REQUEST an unofficial copy of your transcript by presenting a picture ID at the Student Assistance Center, 23 SCC. There is no charge for unofficial transcripts, but there is a limit of one per day. Unofficial transcripts are not available during the first three days of the semester.

Official copies of your transcript are generated on university paper and have the signature of the Registrar on them. These can be ordered online using a credit card at <http://www.d.umn.edu/Register/> (click on "View Your Grades or Transcript") or are issued upon written request. Complete the *Request for Transcript* form which is available online or at the Student Assistance Center, 23 SCC, attach the appropriate payment, and submit both at the Student Assistance Center.

Release of transcripts is dependent on your record being free of holds. Transcripts and grades are confidential information and are not available to parents or other third parties without written permission from the student. The *Student Information Release Authorization* form (available at the Student Assistance Center) allows students to grant access to various categories of information to parents or other third parties.

Student Records

The University of Minnesota's online student self-service information system allows students to view their own records and complete numerous processes online. The information/services you are able to access at <http://www.d.umn.edu/Register/> includes: course availability, course registration, grades, APAS reports, grad planner enrollment summary, account balance, bill payment, hospitalization insurance information, registration date and time, current and permanent address changes, directory suppression, and information related to financial aid awards and requirements.

Campus Resources

		Area Code (218)
Admissions	25 Solon Campus Center	726-7171
Advisement Coordination Center	80-82 Solon Campus Center	726-8761
American Indian Learning Resource Center	315 Bohannon Hall	726-6379
Athletics (Intercollegiate)	170 Sports & Health Center	726-8168
Career Services	22 Solon Campus Center	726-7985
Collegiate Student Affairs Offices		
Business & Economics	21 LSBE	726-6594
Education & Human Service Professions	120 Bohannon Hall	726-7156
Fine Arts	220 Humanities Building	726-7261
Liberal Arts	310 Kirby Plaza	726-8180
Science & Engineering	140 Engineering Building	726-7585
Counseling	Health Services Building	726-7913
Directory Information-UMD	on-campus	0
	off-campus	726-8000
Disability Services & Resources	Multicultural Center, KSC	726-8217
Financial Aid	23 Solon Campus Center	726-8000
First Year Experience & Students in Transition	60 Solon Campus Center	726-6393
Gay, Lesbian, Bisexual, and Transgender Services	245 Kirby Student Center	726-7300
Health Services	615 Niagara Court	726-8155
Housing Office	149 Lake Superior Hall	726-8178
Information Desk	Kirby Information Desk	726-7163
Library	Library Building	726-8102
Multicultural Center	Second Floor, Kirby Student Center	726-6522
Outdoor Program	153 Sports & Health Center	726-6533
Parent Information & Support	80 Solon Campus Center	726-7779
Parking Services	245 Kirby Plaza	726-7433
Police (UMD)	287 Darland Administration Building	726-7000
Recreational Sports	153 Sports & Health Center	726-7128
Registration	23 Solon Campus Center	726-8000
Religious Advisers	106 Kirby Student Center	726-8737
Residence Life		
directory information		726-7381
office	149 Lake Superior Hall	726-7390
Student Employment Office	255 Darland Administration Building	726-7912
Supportive Services Program	48 Solon Campus Center	726-7152
Ticket Offices		
Athletics	Sports and Health Center	726-8595
UMD Theatre	Marshall Performing Arts Center	726-8561
Tutoring Center	40 Solon Campus Center	726-6248
U Card Office	First floor, Kirby Plaza	726-8814
Women's Resource and Action Center	Multicultural Center, Kirby Student Center	726-6292

UMD's Homepage: <http://www.d.umn.edu>

UMD CALENDAR 2008 - 2009

Fall Semester 2008

August 29 – September 1
August 29 – September 1
September 2
October 24- 26
November 27-28
December 12
December 15-19
December 24 – January 19

On campus housing move-in
Welcome Week & Bulldog Bash (required for freshmen)
Fall semester classes begin
Parents & Family Weekend
Classes excused
Last day of fall semester classes
Final exams
Semester Break

Spring Semester 2009

January 19
January 20
March 16-20
May 8
May 15-19
May 16

On campus housing opens
Spring semester classes begin
Spring break
Last day of spring semester classes
Final exams
Commencement

May Session 2009

May 18
May 25
June 5

May session classes begin
Classes Excused
Final exams; end of May session

Summer Session 2009

June 8
July 3
July 31

Summer term classes begin
Classes Excused
Final exams; end of summer term

Student Employment

Student employment information can be accessed via the student employment web site. This web site contains information on general eligibility requirements for student employment positions and currently open positions. Refer to the student employment website at www.d.umn.edu/umdhr/studentjobs/. **Work Study** is a state and federal financial aid program. If you have been granted work study money, it will be included in your financial aid package. This money must be earned through approved work study employment. Only students who have a work study award may apply for these positions. Students who have questions regarding their work study eligibility should go to 23 Solon Campus Center for more information. **Miscellaneous Employment** is an additional form of on-campus employment. In order to be eligible, students must be enrolled in at least six credits per semester and must be at least half time. If new students choose to work, a maximum of 10–12 hours of employment per week is recommended. Though your class schedule may seem to offer extensive free time, most faculty expect you to spend at least two hours studying outside of class for every hour spent in class. This totals at least 40 hours a week between class and studying, and is equivalent to a full-time job.

Music Participation

The Department of Music welcomes all students to participate in a music ensemble. In fact, over 50% of students performing in music ensembles at UMD are not music majors. Students choose from many performing groups, including jazz bands, vocal jazz ensembles, choirs, opera workshop, wind ensembles, jazz combos, orchestras, percussion ensembles, and chamber music ensembles. Ensembles may be selected for one credit each and qualify for liberal education credit in Category 10. If you are interested in playing or singing in a music ensemble, fill out the Music Interest Inventory during Advisement & Registration and then sign up for a placement audition with the ensemble director. Directors are also happy to talk with incoming students about the particular requirements for each ensemble. Ensemble titles and course numbers are listed in the class schedule.

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educator and employer*
This publication is available in alternative formats upon request.
Contact 218/726-8727.