



Spring Semester 2012

Registration Policies and Procedures

Spring semester

Classes meet January 17–May 4, 2012

Final exams May 7–11, 2012

Registration for currently enrolled students

November 21–December 6, 2011

Open enrollment

December 7, 2011–January 16, 2012

Printable PDF version of day and evening classes

<http://www.d.umn.edu/registrar/Spring2012ClassSched.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 dynamic, online version of the class schedule at http://onestop2.umn.edu/courseinfo/classschedule_selectsubject.jsp?campus=UMNDL 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 this 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 <http://www.d.umn.edu/courseinfo> (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 One-Stop Student Services, (218)726-8000 or 23 Solon Campus Center.

Directory Information Suppression: If you do not want your address, phone number, or email 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 shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Inqui-

ries regarding compliance may be directed to the Director, UMD Department of Human Resources and Equal Opportunity, 255 Darland Administration Building, 1049 University Drive, Duluth, Minnesota 55812-3011, 218-726-6326, 218-726-6827, TTY 218-726-6115, FAX 218-726-8827, umdoeo@d.umn.edu. Web site at www.d.umn.edu/umdoeo, or the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, 612-624-9547, eoaa@umn.edu. Web site at www.eoaa.umn.edu. For the complete policy, see Equity, Diversity, Equal Opportunity, and Affirmative Action in the Uwide Policy Library.

Complaints alleging discrimination in the University/student relationship, including student complaints alleging sexual harassment by the University staff or faculty, are handled by the Director, UMD Department of Human Resources and Equal Opportunity, 255 Darland Administration Building, 1049 University Drive, Duluth, Minnesota 55812-3011, 218-726-6326, 218-726-6827, TTY 218-726-6115, FAX 218-726-8827, umdoeo@d.umn.edu. Web site at www.d.umn.edu/umdoeo, or the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, 612-624-9547, eoaa@umn.edu. Website at www.eoaa.umn.edu.

EMAIL AS OFFICIAL UNIVERSITY COMMUNICATION

Regularly check your University-assigned student "@d.umn.edu" email account, which is the University's official means of communication with you. It is recommended you do not forward from this email account. If you choose to forward email sent to your University email account, you are still responsible for all information sent to you at this account, including all attachments.

Students are notified by email of any changes to the classes for which they are registered, and the Office of Financial Aid and Registrar (OFAR) uses email to direct students to Web sites to view and respond to their Electronic Financial Aid Award Notice (eFAAN), as well as to electronically complete and sign the Direct Loan promissory note and complete entrance counseling. Student Accounts Receivable (SAR) bill notifications, plus occasional correspondence from advisers and instructors, are done via email.

You can access your d.umn.edu email account from around the world 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.

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 for undergraduates to apply for graduation and 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.

FEBRUARY 2012

- 9** First billing due

MARCH 2012

- 1** Registration begins for May session 2012 and 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.

APRIL 2012

- 5** 3rd billing due date
- 9–20** Queued registration for fall semester 2012 for currently and previously enrolled students.
- 23–Sept 3** 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.

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 SPRING 2012 REGISTRATION

Queued registration for currently and previously enrolled students based on cumulative credits and courses in progress	November 21–December 6, 2011
Open registration and cancel/adding	December 7, 2011–January 16, 2012
Spring Semester 2012 classes begin	January 17, 2012

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 One Stop Student Services, 23 Solon Campus 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 email 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 104 Darland Administration Building, or call (218) 726-8113.
 - *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. 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 One Stop Student Services. 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 email.

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 One Stop Student Services, 23 Solon Campus Center, (218) 726-8000, or umdhelp@d.umn.edu.
- *To have your password reset*, contact One Stop Student Services, 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.

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.

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

THE FIRST WEEK OF CLASS

**Spring Semester 2012 classes begin
Tuesday, January 17, 2012**

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 use the form to *Add a Course after the Second Week of the Term* found at http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf

If a student wishes to register for two classes that conflict (overlapping times or days), the student must gain approval through One Stop Student Services, using the *Class Time Conflict Approval* form.

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.

Senior Citizen Education Program (SCEP)—Minnesota residents who are 62 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 *University of Minnesota Duluth Petition* form (<http://www.d.umn.edu/fareg/forms/petition.pdf>). Approval of the

Cancel-Add Refund Dates for Spring Semester 2012				
Calendar Days of Term	Refund %	Changes to Grade Base	Required to Cancel	Required to Add
Through January 18	100%	Allowed	No approval required	No approval required
January 19-24	100%	Allowed	No approval required	Permission number
January 25-30 (end of 2nd week)	75%	Allowed	No approval required	Permission number
January 31-February 6	50%	Not allowed	No approval ("W" recorded on transcript)	<i>Request to Add a Course after the Second Week of the Term form (http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf)</i>
February 7-13	25%	Not allowed	No approval ("W" recorded on transcript)	
February 14-March 19 (end of 8th week)	0%	Not allowed	No approval ("W" recorded on transcript)	
March 20-May 4	0%	Not allowed	<i>University of Minnesota Duluth Petition</i> http://www.d.umn.edu/fareg/forms/petition.pdf	
1st Half Session Spring Semester 2012				
Through January 18	100%	Allowed	No approval required	No approval required
January 19-24	100%	Allowed	No approval required	Permission number
January 25-30 (end of 2nd week)	75%	Allowed	No approval required	Permission number
January 31-February 6	50%	Not allowed	No approval ("W" recorded on transcript)	<i>Request to Add a Course after the Second Week of the Term form (http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf)</i>
February 7-20	0%	Not allowed	No approval ("W" recorded on transcript)	
February 21-March 9	0%	Not allowed	<i>University of Minnesota Duluth Petition</i> http://www.d.umn.edu/fareg/forms/petition.pdf	
2nd Half Session Spring Semester 2012				
March 19-20	100%	Allowed	No approval required	No approval required
March 21-25	100%	Allowed	No approval required	Permission number
March 26-30 (end of 2nd week)	75%	Allowed	No approval required	Permission number
March 31-April 6	50%	Not allowed	No approval ("W" recorded on transcript)	<i>Request to Add a Course after the Second Week of the Term form (http://www.d.umn.edu/fareg/forms/add_after_2nd_week.pdf)</i>
April 7-18	0%	Not allowed	No approval ("W" recorded on transcript)	
April 19-May 11	0%	Not allowed	<i>University of Minnesota Duluth Petition</i> http://www.d.umn.edu/fareg/forms/petition.pdf	
If you register after the semester begins*, your refund for an INI course will be as follows:				
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 cehelp@d.umn.edu , call 218/726-8113, or stop by Continuing Education Registration in 104 Darland Administration Building.				

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 One Stop Student Services, 23 Solon Campus Center, umdhelp@d.umn.edu, (218) 726-8000, 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 or, active military duty. You must provide documentation for exemption from the refund policy using the *Tuition Refund Petition* form (http://www.d.umn.edu/fareg/forms/tuition_refund_petition.pdf).

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— INI courses 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 104 Darland Administration Building, 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 One Stop Student Services to have an adjustment made.

After the eighth week of the semester, drop requests for INI courses are done by petition.

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.

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. These fees support 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 One Stop Student Services, 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 email 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—Carefully read the appropriate instructions that are included with the application, then, submit to the student affairs/advising and academic services office of the collegiate unit you wish to transfer to, your *Application for Undergraduate Change of College (UMD campus)* and planned APAS (found in your Preliminary Graduation Plan).

It may take one-to-two weeks for an *Application for Undergraduate Change of College (UMD campus)* to be fully processed, depending on the time of the semester. If you are considering a change and want to register as a student in your new major, plan to submit forms to the collegiate unit that offers the new major at least two weeks prior to your scheduled registration time for the next semester.

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 submit a submit a *Term Credit Overload* form (http://www.d.umn.edu/fareg/forms/term_credit_overload.pdf) at One Stop Student Services.

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 104 Darland Administration Building.

When the CE queue begins, CSS and UWS students who are cross registering at UMD may register at 104 Darland Administration Building. 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 One Stop Student Services, 23 SCC
- CEHSP Student Affairs/Advising Office, 120 BohH
- LSBE Student Affairs/Advising Office, 111A LSBE
- SFA One Stop Student Services, 23 SCC
- SCSE One Stop Student Services, 23 SCC

Undergraduate Degree Candidates	
Graduation term	Last date to file Application for Degree and Commencement Attendance Questionnaire
Spring Semester 2012	January 30, 2012

Fall 2012 applicants who want their names to appear in the Spring 2012 commencement program must abide by the Spring 2012 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 One Stop Student Services, 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.

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>.

Additional Undergraduate (Dual) Degree—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 Application (Dual Degree)* form, which can be found at <http://www.d.umn.edu/fareg/forms.htm>, and submit it to the collegiate unit offering the second degree.

An additional (dual) degree program is an undergraduate degree program that is different from the one you have completed or will be completing at the University of Minnesota. For example, you may be interested in pursuing a B.A. degree after completing a B.S. degree. This is different from a second or third major (double or triple major) which may be part of the same degree. Apply for admission to an additional undergraduate degree program only if you intend to complete all degree, major, and course-work requirements for the additional degree. The University of Minnesota confers no more than one degree of any degree type to an individual student. For example, a student may not receive more than one B.A. degree from the University of Minnesota.

It may take one-to-two weeks for an *Additional Undergraduate Degree Program Application (Dual Degree)* form to be fully processed, depending on the time of the semester. If you are considering a change and want to register as a student in your new major, plan to submit forms to the collegiate unit that offers the new major at least two weeks prior to your scheduled registration time for the next semester.

Master's Degree Candidates—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, 420 Darland Administration Building. Complete the *Commencement Attendance Questionnaire form* at http://www.d.umn.edu/grad/pdfs_docs/Master_Commence_Attend-Degree_App.pdf. Return both forms to the Graduate School Office.

2011–2012 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 One Stop Student Services.

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 Spring Semester 2012 financial aid	
Undergraduate	January 10, 2012
Graduate	
Pharmacy	
Medical	January 5, 2012

For further assistance, visit One Stop Student Services, 23 Solon Campus Center, 8:00 am–4:30 pm, Monday–Friday, (no appointment necessary). Phone (218) 726-8000 or 1-800-232-1339. Email umdhelp@d.umn.edu. See 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 six 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. 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 14.

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 One Stop Student Services, 23 Solon Campus 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 One Stop Student Services 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 and Academic Services Offices

- | | |
|---|--|
| <ul style="list-style-type: none"> • LSBE
111A LSBE
1318 Kirby Drive
Duluth MN 55812-3002
(218) 726-6594 | <ul style="list-style-type: none"> • CLA
310 KPLz
1208 Kirby Drive
Duluth MN 55812-3095
(218) 726-8180 |
| <ul style="list-style-type: none"> • CEHSP
120 Bohannon Hall
1216 Ordean Court
Duluth MN 55812-3010
(218) 726-7156 | <ul style="list-style-type: none"> • SCSE
140 Engineering
1303 Ordean Court
Duluth MN 55812-3025
(218) 726-7585 |
| <ul style="list-style-type: none"> • SFA
107 Montague Hall
1211 Ordean Court
Duluth MN 55812-3012
(218) 726-7261 | <ul style="list-style-type: none"> • Continuing Education
104 Darland Administration Building
1049 University Drive
Duluth MN 55812-3011
(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

Within the University of Minnesota System. Students may choose either to retake the UMD course at UMD or to take an approved equivalent course anywhere else within the University of Minnesota system. The latter requires department approval prior to registration through a *Permission to Retake a Course Using an Equivalent Course* form. Only the last grade recorded is used in calculating the University of Minnesota GPA. Only the most recently completed credits can be applied toward graduation requirements.

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.

Student Legislative Coalition (SLC)—The SLC lobbies to express student views on University quality, affordability, and accessibility. This fee is 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 One Stop Student Services, 23 Solon Campus Center, (218) 726-8000 or umdhelpp@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.

PAYMENT OF SPRING 2012 TUITION AND FEES

Billing and payment dates for Spring Semester 2012			
Statement	Billing mailed	Payment due date	Minimum due
First installment	January 17	February 9	33% of balance
Second installment	February 13	March 8	50% of balance
Third installment	March 12	April 5	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 February 9, 2012. If you do not pay, your registration will be cancelled, and you will be dropped from your class(es). **If you cannot pay your student account in full by the due date, please contact Continuing Education at cehelp@d.umn.edu, (218) 726-8113, or 104 Darland Administration Building, if you have questions or need assistance.**

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, 129 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 One-Stop Student Services, 23 Solon Campus Center, 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 payment 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.

Spring Semester 2012					
Exam time	Monday May 7	Tuesday May 8	Wednesday May 9	Thursday May 10	Friday May 11
	Class normally meets	Class normally meets	Class normally meets	Class normally meets	Class normally meets
08:00-09:55am	1:00pm MWF M-F	3:00pm MWF M-F	8:00am TTh	10:00am MWF M-F	Common
10:00-11:55am	4:00pm TTh	1:00pm TTh	11:00am MWF M-F	Common	3:00pm TTh/ 3:30pm TTh
12:00-1:55pm	10:00am TTh	2:00pm MWF M-F	Common	5:00pm TTh	12:00pm MWF M-F
02:00-03:55pm	8:00am MWF M-F	Common	9:00am MWF M-F	4:00pm MWF M-F	12:00pm TTh
04:00-05:55pm	Common	9:00am TTh 9:30am TTh	5:00pm MWF M-F	11:00am TTh	2:00pm TTh
CE EXAMS 06:00-07:55pm	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)