

# SPRING 2010 REGISTRATION INFORMATION

## CLA ADVISEMENT SCHEDULE

November 9 — 13 Seniors, Juniors, and Athletes

November 16 — 20 Sophomores

November 23 — December 4 Freshmen

- **November 2** — Change of College priority deadline (switch from one UMD collegiate unit to another)  
 Change of College instructions and application online at: [www.d.umn.edu/Registrar](http://www.d.umn.edu/Registrar)
- November 3—Registration times available online
- Nov 19-Dec 11—Spring 2010 Registration Queue

### SPRING 2010 dates

- January 18—Last day to register for spring term without incurring an initial late registration fee
- January 19—*Spring term begins*
- January 21—Last day to register or add courses without permission numbers
- January 22—Permission numbers needed to add courses (through February 1)
- **February 1** — *End of the 2nd week. Last day to:*
  - Apply for degrees for spring, summer, & fall 2010\*
  - Change grading option (A/F or S/N)
  - Cancel a course and not have it recorded on your transcript
  - Add courses (permission numbers expire at midnight)
  - Make changes to your Health Insurance information
- **March 22**— *End of the 8th week. Last day to:*
  - Withdraw from a course
  - Change of College priority deadline for fall 2010



- Explore the requirements for majors and minors
- Discover what courses you need to take, and when to take them
- Make a plan that will help you stay on track for graduation

Make your plan at [plan.umn.edu](http://plan.umn.edu).

## CLA SENIORS (90+ CREDITS)

- Become familiar with the Registrar's Degree Information site:  
[www.d.umn.edu/registrar/reg\\_degree\\_info.htm](http://www.d.umn.edu/registrar/reg_degree_info.htm)
- Follow the online 'Undergraduate Graduation Checklist'.

### Application for Degree Information:

The Application for Degree and Commencement Attendance Questionnaire are used to create your diploma and to specify how your name will appear in the commencement program. If the application is submitted and questionnaire received on or before February 1, 2010, your name will appear in the Spring 2010 commencement program (even if you are not attending the ceremony). If the forms are received after February 1, 2010, your name will appear in the Spring 2011 program.

Term of Graduation (last term of registration)	Degree Application Deadline
Spring 2010, May Session 2010, Summer Session 2010	February 1, 2010
Fall 2010*	September 20, 2010

\* Fall 2010 applicants who want their names to appear in the Spring 2010 commencement program must abide by the Spring 2010 deadline.

## CLA JUNIORS (60+ CREDITS)

- Declare all majors and minors on your official record.
- Educate yourself regarding internships, volunteering, senior projects, Undergraduate Research Opportunities Projects (UROP), résumé building, etc.

## CLA SOPHOMORES (30+ CREDITS)

CLA undeclared students with 45 or more credits will have an 'OT-Declare Major' **HOLD** placed on their records. In order to have the hold released, students must either file a 'Plan for Major Declaration' form or declare a major. The form is available in 310 Kirby Plaza. Undeclared students are required to meet with their academic advisor in order to discuss their progress in exploring/declaring a major.

## CLA FRESHMEN (FIRST YEAR)

First year **undeclared** students are required to seek academic advisement prior to spring registration. Advisement will begin on **November 9th**. If you are a first year undeclared student, an advisement **HOLD** has been placed on your record, and you will not be permitted to register for next semester until you have met with your academic advisor. Schedule an appointment with your academic advisor well in advance of your registration time. Most CLA undeclared freshmen will receive instructions on registration **prior** to meeting with their advisor. Visit [clastudent.org](http://clastudent.org) for more information or contact your advisor.

Freshmen with a **declared** major should meet with their academic advisor prior to registering for spring semester. Contact CLA SAAC (310 KPlz, [clasa@d.umn.edu](mailto:clasa@d.umn.edu)) if you are unsure who your advisor is.

**Review your Grad Plan or APAS report prior to your advisement appointment.**

**Good communication skills?**

**Enjoy leading a group?**

BECOME A STUDENT ADVISOR!

Contact the First Year Experience office, 60 Solon Campus Center.



**Study abroad!**

Visit 138 Kirby Plaza for more information.

**Don't FORGET!**

Update your local/current Duluth address in order for UMD to send mail to you locally.

## REGISTRATION TIPS:

- Registration is a student's responsibility. Review your record after any change or alteration in your registration. If you are having difficulty registering, contact the Student Assistance Center, 23 Solon Campus Center.
- Review the **UMD Registrar's Registration Checklist** online: [www.d.umn.edu/registrar/webregchecklist.htm](http://www.d.umn.edu/registrar/webregchecklist.htm)
- Become familiar with the **UMD Registration web site**: [www.d.umn.edu/Register/](http://www.d.umn.edu/Register/)
- **Schedule an appointment with your advisor.** Bring a tentative schedule with you as well as a list of questions (degree requirements, study abroad, etc).
- Update or create a **Grad Plan** for your chosen major and minor or explore alternatives at [plan.umn.edu](http://plan.umn.edu).
- Register before the first day of the term to avoid a **late initial registration fee**.
- Complete your registration for the term by the **END of the 2nd week**. Permission numbers are valid through the end of the 2nd week only.

Within the UMD Registration web site the following will be accessible:

- **Course pre-requisites:** Students not meeting the criteria for course pre-requisite checks must obtain a course permission number in order to register. NOTE: Transfer coursework will NOT automatically be recognized as meeting course pre-reqs for UMD courses. See the following site for more details: [www.d.umn.edu/registrar/prereq.html](http://www.d.umn.edu/registrar/prereq.html)
- **'Check for Holds'**. How and where to clear any hold will be listed. NOTE the effective date of the hold. Released holds will appear on your record, but will have a future effective date. Removed holds will no longer appear on your record.
- **'View your APAS Report'**. Review a current copy or your Academic Progress Audit System report (APAS). NOTE: Access the *'What-If' option* within APAS to explore prospective or alternative majors or minors across campus. Contact your advisor if you have questions.
- **'U of M Class Schedules (online)'**. Review the online UMD Class Schedule for courses offered next term. Create a tentative schedule with alternative courses.

## PERMISSION NUMBERS

*What are they used for? How do you obtain one?*

Once a course has reached its maximum enrollment or to override pre-requisites, permission numbers are needed. The only way for a student to enroll is to obtain a permission number (code) usually from the instructor or the department. The student uses this code to register for the course within the UMD registration website.

Registration for courses is a student's responsibility. Instructors do not register students. All registration MUST be completed by the end of the 2nd week of the term. Permission numbers become invalid after this time. Requests to register after this date must be supported by an extenuating circumstance (death in the family, injury, etc). Forgetting to register is not considered an extenuating circumstance.