

**REGISTRATION AND CANCEL/ADD REQUEST**

**DIRECTIONS**—By registering for classes you enter into a legally-binding contract to pay all tuition and fees, including any non-refundable fees. See Tuition and billing rates at onestop.umn.edu/finances/costs\_and\_tuition/tuition\_and\_fees/ for additional information.

You must complete all fields with an asterisk (\*) in PART 1, for identification, admission, and academic records purposes. The remaining fields are used for positive identification, advising, course placement, and institutional research. Data privacy information is available at onestop.umn.edu/grades\_and\_transcripts/student\_records\_privacy.html.

Before you cancel classes, check the refund schedule at onestop.umn.edu/calendars/cancel\_add\_refund\_deadlines/. Unless you cancel during the 100% refund period, you will be required to pay a percentage of your tuition and fees.

**Important:** If you are a financial aid recipient who is withdrawing from all of your classes, contact a One Stop counselor to understand the consequences to your aid eligibility.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

**RETURN FORM:**

**By mail to**  
 One Stop Student Services Center  
 University of Minnesota, Twin Cities  
 130 Coffey Hall  
 1420 Eckles Ave.  
 St. Paul, MN 55108-6054

**In person on campus to**  
 333 Science Teaching & Student Services  
 130 West Bank Skyway  
 130 Coffey Hall

**By fax to**  
 612-626-0008

**Questions?**  
 Phone: 612-624-1111  
 TTY (hearing-impaired): 612-626-0701  
 Email: onestop@umn.edu

**PART 1. Student Background**

University ID or Social Security number		*Name (last, first, middle initial)	
Birthdate (mm/dd/yyyy)	*Former name (last, first, middle initial)		Phone (include area code)
*Current address (street, apartment number or P.O. box number, city, state zip code, country)			Email address
Term <input type="checkbox"/> fall semester <input type="checkbox"/> spring semester <input type="checkbox"/> May/summer term		Year 20__ __	Gender <input type="checkbox"/> male <input type="checkbox"/> female
College of enrollment or degree program (if currently admitted)			Enrollment status (check one) <input type="checkbox"/> undergraduate <input type="checkbox"/> graduate <input type="checkbox"/> professional

**PART 2. Enrollment**

**REGISTRATION**—Register for classes by completing the information requested below. Include second-choice classes in case your first choices have closed. You may check class availability online at onestop.umn.edu/registration/prepare/selection\_tools/.

**First choice**

**Second choice**

Course subject, number, section (Arts 1101-001)	5-digit class number	Credits	Grade basis A-F or S/N	Permission number (if required)	Course subject, number, section (Arts 1101-001)	5-digit class number	Credits	Grade basis A-F or S/N	Permission number (if required)

**CANCELLATION**     Check here to cancel all classes.

To cancel individual classes, give the information requested below for each class.

Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)
5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number

**IMPORTANT: Go to parts 3 and 4 on page 2 to complete this form.**



To request copies of this form in an alternative format, please call the Disabilities Services liaison at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.



Please recycle

### PART 3. Billing and payment

You will be billed electronically for tuition and fees. You will not receive a paper bill. An email notice will be sent to your University-assigned email account after the term begins when your bill is ready to be viewed. Although you receive no credits for audited classes, credit equivalents will be included in the tuition and fees assessment. Billing due dates are available online at [onestop.umn.edu/finances/pay/where\\_when\\_how/](http://onestop.umn.edu/finances/pay/where_when_how/).

#### PAYMENT IN FULL

**If you are a non-degree student** (not currently admitted to a degree program), you are required to pay the balance due in your University student account in full by the first billing due date for the term or your enrollment *will be cancelled*.

#### HEALTH PLAN COVERAGE

All students who are 1) admitted to a degree program and 2) registered for six or more credits per semester that count toward the automatic assessment of the Student Services Fee are required by the University of Minnesota to have health plan coverage. If you meet the above criteria and this is your first time registering for the term, go to the Health Plan Coverage quick link at [onestop.umn.edu](http://onestop.umn.edu) to enroll in the Student Health Benefit Plan or for instructions to waive the plan go to <http://www.shb.umn.edu/waiver/index.htm>.

If you are unable to access the quick link, you may download the Student Health Benefit Plan Waiver/Refund Request form at <http://policy.umn.edu/forms/otr/otr290.pdf>. Eligible students who do not provide verifiable insurance information at the time of class registration or appropriately waive the Student Health Benefit Plan per established guidelines will be automatically enrolled in and billed for the University-sponsored Student Health Benefit Plan.

### PART 4. Certification

I understand that if I choose to withdraw from course(s) after the withdrawal deadline has passed, I will receive a 'W' on my transcript and will still be responsible for any tuition costs. I understand I will receive no credit for courses for which I have selected an audit grading option. I also understand that if I elect to use these audited courses at another college or university, they are subject to the transfer policies of that institution.

Signature

Date