

## REGISTRATION REQUEST FOR GRADUATE CREDIT

### Non-degree students

**DIRECTIONS**—Use this form if you are a non-degree student who is not actively enrolled in a University degree program; needs coursework to appear on a graduate level transcript; and are willing to pay the graduate tuition rate on all courses (both graduate and undergraduate) you take for the term.

**You must complete all fields with an asterisk (\*)** in PART 1, for identification, admission, and academic records purposes. Data privacy information is available at [onestop.umn.edu/grades\\_and\\_transcripts/student\\_education\\_records\\_policy.html](http://onestop.umn.edu/grades_and_transcripts/student_education_records_policy.html).

**Before you cancel classes**, check the refund schedule at [onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/index.html](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/index.html). Unless you cancel during the 100 percent refund period, you will be required to pay a percentage of your tuition and fees.

**As a non-degree student**, you are required to pay your student account balance in full by the first billing due date or *your enrollment will be canceled*. By registering for classes you enter into a legally-binding contract to pay all tuition and fees, including any non-refundable fees. You will not receive a paper bill. An e-mail notice will be sent to your University-assigned e-mail account when your bill statement is online at UM Pay, the University's billing and payment system. Billing due dates are available at [onestop.umn.edu/finances/pay/where\\_when\\_how/index.html](http://onestop.umn.edu/finances/pay/where_when_how/index.html).

**To ensure privacy online, open in Adobe Reader (free at Adobe.com). Print a copy after you complete the fields on page 1 before continuing on page 2. Please use blue or black ink to add the required signatures in PART 3 and PART 4.**

**Return this form to  
One Stop Student Services**

**By U.S. Postal Service mail:**  
One Stop Student Services Center  
University of Minnesota, Twin Cities  
130 West Bank Skyway  
219 19th Ave. S.  
Minneapolis, MN 55455

**In person on campus**  
200 Fraser Hall, East Bank  
130 West Bank Skyway, West Bank  
130 Coffey Hall, St. Paul

**By fax**  
612-626-9129

**Questions?**  
Phone: 612-624-1111  
TTY (hearing-impaired): 612-626-0701  
E-mail: [helpingu@umn.edu](mailto:helpingu@umn.edu)

### PART 1. Student background

University ID (or Social Security number)		*Name (last, first, middle initial)						
*Birthdate (mm/dd/yyyy)	University e-mail address (or personal e-mail address, if none)	*Phone (include area code)						
*Current mailing address (street, apartment number or P. O. box number, city, state, ZIP Code, country)								
Term	<input type="checkbox"/> Fall semester	<input type="checkbox"/> Spring semester	<input type="checkbox"/> May session	<input type="checkbox"/> Summer session	Year 20 _____	Gender	<input type="checkbox"/> male	<input type="checkbox"/> female

### PART 2: Enrollment

**REGISTRATION**—Register for classes by completing the information requested below. You may check class availability online at [onestop.umn.edu/registration/prepare/selection\\_tools/index.html](http://onestop.umn.edu/registration/prepare/selection_tools/index.html).

Course subject, number, section (ARTS 5001-001)	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 5001-001)	Course subject, number, section (ARTS 5001-001)	Course subject, number, section (ARTS 5001-001)	Course subject, number, section (ARTS 5001-001)	Course subject, number, section (ARTS 5001-001)
5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number

**IMPORTANT: You must get signatures in PART 3 and add your signature to PART 4 on page 2.**



\* O T R O 2 6 \*

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. This form is available in alternative formats upon request. Please call the One Stop liaison for Disability Services at 612-625-9578.

### PART 3: Departmental authorization

**You must get written approval from authorized signers in each department. If you need assistance locating authorized signers, contact One Stop Student Services (see contact information at the top right on page 1).**

5-digit class number	Program (college) code (e.g., CLA=17)	Sub-plan (for special tuition rates)
Name of authorized signer (please print)		Phone number (include area code)
Authorized signature		Date

5-digit class number	Program (college) code (e.g., CLA=17)	Sub-plan (for special tuition rates)
Name of authorized signer (please print)		Phone number (include area code)
Authorized signature		Date

5-digit class number	Program (college) code (e.g., CLA=17)	Sub-plan (for special tuition rates)
Name of authorized signer (please print)		Phone number (include area code)
Authorized signature		Date

### 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 choose to use these courses at another college or university, the credits will be subject to the transfer policies of that institution.

Student's signature	Date
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