

## 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 and academic records purposes. Data privacy information is available at [onestop.umn.edu/grades\\_and\\_transcripts/student\\_records\\_privacy.html](http://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/](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/). 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 email notice will be sent to your University-assigned email 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/](http://onestop.umn.edu/finances/pay/where_when_how/).

**Please print legibly. The required signatures in PART 3 and your own in PART 4 on page 2 must be in black or blue ink.**

### RETURN FORM:

**By mail to:**

One Stop Student Services Center  
University of Minnesota, Twin Cities  
130 West Bank Skyway  
219 19th Ave. S.  
Minneapolis, MN 55455-0427

**On campus to:**

333 Science Teaching & Student Services  
130 West Bank Skyway  
130 Coffey Hall

**By fax to:**

612-626-9129

**Questions?**

Phone: 612-624-1111  
TTY (hearing-impaired): 612-626-0701  
Email: [onestop@umn.edu](mailto:onestop@umn.edu)  
Web: [onestop.umn.edu](http://onestop.umn.edu)

### PART 1. Student background

University ID	Social Security number (optional)	*Name (last, first, middle initial)	Previous name (if applicable)
*Birthdate (mm/dd/yyyy)	University email address (or personal email, if none)	*Phone (include area code)	
*Current mailing address (street, apartment 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/summer session			Year 20 _____

### 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/](http://onestop.umn.edu/registration/prepare/selection_tools/).

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—**



### 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)	Tuition code (e.g., 06DMS, 99PRD)	Sub-plan (for special tuition rates)
Name of authorized signer (please print)		Phone	
Authorized signer signature		Date	

5-digit class number	Program (college) code (e.g. CLA=17)	Tuition code (e.g., 06DMS, 99PRD)	Sub-plan (for special tuition rates)
Name of authorized signer (please print)		Phone	
Authorized signer signature		Date	

5-digit class number	Program (college) code (e.g. CLA=17)	Tuition code (e.g., 06DMS, 99PRD)	Sub-plan (for special tuition rates)
Name of authorized signer (please print)		Phone	
Authorized signer 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 signature	Date
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