



REGISTRATION REQUEST FOR GRADUATE CREDIT (FOR NON-DEGREE STUDENTS)

Use this form if: you are not active in a degree-seeking program at the University of Minnesota; you need graduate level coursework that appears on a graduate transcript; and you are willing to pay the graduate tuition rate on *all* courses (both graduate and undergraduate) you take for the term. **Submit the form for approval to the department offering the course(s).** Once approved, the form must be forwarded to One Stop Student Services.

Non-degree-seeking students are required to pay in full by the first due date of the term. If payment is not received for all charges, your registration will be canceled. A bill notification will be sent to your University of Minnesota e-mail account. Billing due dates are available at onestop.umn.edu/onestop/Tuition_Billing/wwhpay.html. More information is available from One Stop Student Services at 612-624-1111 or helpingu@umn.edu.

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.

Have you ever applied, attended, or worked at any University of Minnesota campus? <input type="checkbox"/> yes <input type="checkbox"/> no		If yes, what is your student ID or employee ID?		Social Security Number	
Name (last, first middle)*			Birth Date*		Gender <input type="checkbox"/> male <input type="checkbox"/> female
Current Mailing Address*					
City*		State*		Zip*	
Day Phone* (include area code and extension)		Fax number (include area code)		E-mail Address:	

*Asterisked items are required; they will be used for identification, to determine admission, and to establish or reference your University academic record. The remaining are voluntary and will be used for positive identification, advising and counseling, course placement, and institutional research. Information on data privacy is available on the Web (at onestop.umn.edu/onestop/Grades_Transcripts/RecordsPolicy.html).

Term/year you wish to enroll: Fall Spring May/Summer 20 _____

Optional fees

Minnesota Public Information Research (MPRIG) is a non-partisan, non-profit, student-led organization, which trains students to become leaders, equipping them with skills to carry beyond graduation. A full description of this group can be found at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates/Other_Fees.html. The MPRIG fee is assessed per semester to most students. Payment is refundable through MPRIG. **If you choose NOT to pay, initial here:** _____

Collegians for a Constructive Tomorrow (CFACT) is a student organization dedicated to educating students on areas of public interest such as governmental regulation, and solving environmental issues by means of the free enterprise system. A full description of this group can be found at onestop.umn.edu/onestop/Tuition_Billing/Tuition_Rates/Other_Fees.html. The CFACT fee is assessed per semester to most students. Payment is refundable through CFACT. **If you choose NOT to pay, initial here:** _____

Add Course(s) Note: Please check onestop.umn.edu/onestop/registration.html to see if instructor permission is required before turning in this form.

class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)	class permission number (if required)	wait list yes/no	class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)	class permission number (if required)	wait list yes/no

Cancel Course(s)

class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)	class permission number (if required)	class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, Sec 2, C02, etc.)	class permission number (if required)

Student must obtain a signature from the department offering the course before submitting this form to One Stop Student Services for processing. This section is completed by the department's authorized signer.

Program (College) code _____ Sub-plan _____
(i.e., CLA = 17) (used for unique tuition rates, i.e., EMBA for the evening MBA plan)

Department's Authorizing signature _____ Date _____ Phone _____

Print name of authorized signer: _____

I understand that if I choose to withdraw from the above course(s) after the withdraw 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 understand I will pay the graduate tuition rate on all courses taken for the term (including audit courses) and that I am not eligible for federal or University financial aid for courses taken as a non-degree student.** I also understand that if I wish to use these courses at another college or university, they are subject to the transfer policies of that institution.

Student Signature _____ **Date** _____



Registration Questions:
Phone: 612-624-1111
e-mail: helpingu@umn.edu

In-Person, Mail and Fax Registration:
One Stop Student Services
University of Minnesota
130 West Bank Skyway, 219 19th Ave. S.
Minneapolis, MN 55455
Fax: 612-626-9129