

Section 5: Registration

REGISTRATION NOTES

- ◆ **Current student registration appointment dates are:** April 4-21, 1 to 4 p.m. **DO NOT** skip classes to register.
- ◆ Students who have conflicts with their appointment times **CANNOT** register early. Complete registration during later registration hours or register via the web.
- ◆ The registration queue is printed on page 21 or by using the Web to access your Student Records, (see page 18).
- ◆ **Fall Semester Classes** begin Tuesday, August 30, 2005. Remember you **MUST attend** your first class session OR you **may lose** your place in class. Refer to *Attendance Policy* on page 6.
- ◆ The last day to **add** classes or change sections, for Fall Semester 2005, is Tuesday, September 13, 2005.
- ◆ The last day to **cancel** a course, for Fall Semester 2005, without a grade is Wednesday, October 26, 2005.
- ◆ **Remember:** You **CANNOT** register if you have **HOLDS** from the Library, Business Affairs Office, Registrar's Office, or an incomplete Immunization Record.

Students are responsible for all instructions and deadlines as printed.

REGISTRATION

Registration is the student's responsibility. After registering for specific courses for the coming term and paying fees, the student has a contract with UMC whereby the college agrees to make certain instruction and facilities available and the student agrees to fulfill certain course requirements. Errors, late registration, failure to observe established procedures, or excessive changes in registration not only cause an imposition on others, but are costly and time-consuming for the individual and the college.

Registration dates are listed in the academic calendar section of the **UMC Class Schedule**. Students should make sure they have completed specific prerequisites before registering for a course.

NEW STUDENT REGISTRATION

Registration for new freshmen and transfer students is scheduled for April 22, 25, 29, May 12, 13, and June 3, 2005. Additional information will be mailed to those students who have been admitted for Fall Semester, 2005. If you have any questions, please contact the Admissions Office at 1-800-862-6466, ext. 8569.

HOLDS

If you have a hold on your record, you may not register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition and fees, unpaid library fines, or for disciplinary or scholastic reasons. You will usually be notified of an existing or impending hold by the department or office authorizing the hold. Notice of any hold, including the name of the department or office where it may be cleared is available on-line at www.UMCcrookston.edu/register/register.htm.

To remove a hold from your record, you must first pay your debt owed, correct the scholastic deficiency, or be cleared by Student Affairs. For most debts, you will receive a billing statement, which you submit with payment at the Business Affairs Office; you may present the receipted billing statement to the department or office that authorized the hold as evidence that the debt has been paid.

When you clear the hold, the unit imposing the hold will electronically remove the hold from your records. (In some cases, you may be given a paper release. You must then take this release to the Office of the Registrar.) Units may, on occasion, issue *temporary hold releases*. Temporary releases will allow you to either receive one transcript or to register during the term in progress.

If, in order to register, you pay a Student Accounts Receivable hold for a previous term with a personal check, and that check does not clear the bank, you will be sent a notice by the Business Affairs Office. Your current registration may be cancelled if you fail to respond to this notice and pay your debt.

INTERNATIONAL STUDENTS

If you hold a nonimmigrant visa of any type, have been formally admitted to the University of Minnesota, and are registering for the first time, there are three holds which may be placed on your record – AI (check of nonimmigrant status documents), ME (health clearance), and AZ (English proficiency). Please read the following information carefully.

Document Check and International Student Orientation (AI Hold) – Upon your arrival, come to the International Office for a brief document check. You must bring your passport and other documents indicating your legal status in the U.S. (i.e., I-94 form, current UMC and any previous I-20 or IAP-66 forms, and any Employment Authorization Document). Sponsored students should bring all documents related to their sponsorship. The Director of Multicultural and International Programs will examine these documents, create a file for you, and temporarily remove the AI hold from your record so you register. At this time you will also sign up for the mandatory International Student Orientation, during which you will receive essential information about maintaining your legal status and about living and studying in the U.S. and at UMC.

Mantoux Test (ME Hold) — Noncitizens of the United States registering for the first time at the University of Minnesota must have a Mantoux test, a test for tuberculosis, after which their ME holds will be released.

If you have had a Mantoux test within the past 12 months and bring proof in English of your testing, this test will not be required. A positive reaction indicates that you have been exposed to tuberculosis but it does not necessarily mean that you have contracted the disease. If your test is positive, you will be allowed to register for classes but you will be required to have a chest x-ray and to return for the results. Be sure to tell the nurse if you have been recently immunized for tuberculosis, since this could cause a reaction to the Mantoux test.

Other Immunization Requirements — Minnesota law requires that all students provide in writing the month and year when they were immunized against measles, mumps, rubella, tetanus, and diphtheria. You must complete and sign the Student Immunization Form you received with your admission letter.

Mandatory Health/Hospitalization Insurance – All international students must carry hospitalization insurance for themselves and their dependents. Insurance coverage must be continuous from the date of arrival in the U.S. through the final date of departure from the U.S. This means that international students must have insurance coverage even if they are away from campus for the summer or an academic semester.

Full Course of Study – All international students holding F-1 and J-1 visas are required by the Immigration and Naturalization Service (INS) to register for a full course of study each academic semester. Undergraduates and non-degree seeking students are required to take a minimum of 12 credits per semester.

SENIOR CITIZEN EDUCATION PROGRAM (SCEP)

If you are 62 or older and have been a Minnesota resident for at least the past year, you may participate in the Senior Citizen Education Program. In this program, you may take “open” classes and pay just \$10 per credit (or audit them free of charge) plus any special materials, course, or technology fees. For the Senior Citizen Education Program, you do not need to file a formal application or satisfy any admission requirement other than age and residency. However, if you want to complete a degree program, you must file a formal application with the University; and call the Admissions Office (218-281-8569) for an application and more information. You do not have to pay the fees for orientation or health insurance. You will be welcome in any open course as long as you meet class prerequisites, receive permission from the instructor and properly register and pay.

How to Register

Student self-registration using the World Wide Web is available to most students. In-person registration is available to all students at the One Stop Student Service Center, 170 Owen Hall.

Eligibility for Self-Registration

Students must meet two criteria in order to be eligible to self-register using the web:

*(1) You must be an officially admitted degree-seeking student (PSEOA, Adult Special, and College in the High School students are NOT eligible), and (2) You must have a UMC cumulative GPA of at least a 2.00 or be in your first term of enrollment at UMC. All other students **MUST** register in-person. All in-person registrations require adviser approvals.*

General Information for Self-registration

Registration is available on the World Wide Web, on or after your scheduled registration time, using Internet Explorer or Netscape Navigator, version 4.X or higher. You can find out your scheduled registration time by logging on to the web registration site, or by referring to the printed **Registration Queue on page 21**.

Web Self-registration is available Monday - Thursday from 7:00 a.m.-12:00 midnight, Friday from 7:00 a.m.-10:00 p.m., and on Saturday from 8:00 a.m.-6:00 p.m., except on official University holidays.

To use Web registration, you will need to enter your Internet ID and password. If you have not yet initiated your Internet account, you can initiate it online (at www.UMCcrookston.edu/initiate). If you have forgotten your password, have any problems logging on to Web registration, or get bumped off the system, contact the Help Desk at 281-8000.

In-person registration is available at the Office of the Registrar, 170 Owen Hall, 8:30 a.m.-4:15 p.m., Monday - Friday.

WEB REGISTRATION

Web registration is available at:

www.UMCcrookston.edu/register/register.htm

For assistance with web registration, use the help buttons listed on the registration screens. Web registration can be an easy process if you follow these simple steps.

- 1. Clear at the appropriate office any "holds"** you may have on your record. You can determine if you have any holds by logging on to the web registration site.
- 2. Review the class schedule** and /or use the web **Course Planner** to identify courses appropriate to your needs. The class schedule is available in printed versions and on-line. Make sure you have completed specific prerequisites before registering for a course.
- 3. Complete a sample *Schedule Worksheet*** (page 64) including possible alternative courses to substitute for closed sections/courses. You can check to determine if classes are "open" or "closed" by reviewing the section status reports on-line.
- 4. Meet with your faculty adviser** to discuss your program needs, review your course selections, and finalize your planned schedule. Make an appointment with your adviser to do this at least one-week before your scheduled registration time. Although an adviser's signature is not required for self-registration it is strongly recommended that you consult with your adviser to insure appropriate course selections.
- 5. Do you need any class permission numbers?** Does the course require instructor approval? Are you trying to register in a closed course? Is it after the first week of class? Remember: You must have a class permission number to do so. A class permission number is a random number available from the instructor that allows you on-line course approval to register in the course.
- 6. Do you know the name and policy number of your hospitalization insurance company or your HMO?** Unless you provide this information on the *Student Health Insurance Application/Waiver Card*, or provide or verify this information when registering yourself, you will automatically be charged for the University-sponsored health insurance program if you take 6 or more credits. The deadline for providing insurance information is Tuesday, September 13, 2005.
- 7. Go to the registration web site at:**
www.UMCcrookston.edu/register/register.htm
Sign on using your Internet ID and password (e-mail username and password). If you haven't already set up this account, visit the **Account Initiation** link and authenticate yourself. Once you enter this information, click **submit**. A screen will come up telling you that you have successfully logged on. **Don't close this screen**—you will need to keep this screen active while you register, so minimize it.

Getting Help—Follow the steps below to get help for these problems:

- ◆ To have your password reset, call the Help Desk at 218-281-8000.
- ◆ For help with advising, planning your schedule, or questions about semesters, visit your Center office or your adviser.
- ◆ If you have trouble accessing the Web, call the Help Desk at 218-281-8000 for assistance.

IN-PERSON REGISTRATION

Your faculty adviser MUST approve and sign your registration form before you present it at the Office of the Registrar.

1. **Review the class schedule** to identify courses appropriate to your needs before you meet with an adviser. Make sure you have completed specific prerequisites before registering for a course.
2. **Draft a sample Schedule Worksheet** (page 64) including possible alternative courses to substitute for closed sections/courses.
3. **Meet with your faculty adviser** (if you are a non-degree student you may not have an assigned adviser) to discuss your program needs, review your course selection, complete the registration form, and secure approval for registration. Make an appointment with your adviser to do this at least one-week before your registration appointment.
4. **Do you need any class permission numbers?** Does the course require instructor approval? Are you trying to register in a closed course? Is it after the first week of class? Remember: You must have a class permission number to do so. A class permission number is a random number available from the instructor that allows you on-line course approval to register in the course.
5. **Do you know the name and policy number of your hospitalization insurance company or your HMO?** Unless you provide this information on the *Student Health Insurance Application/Waiver Card*, or provide or verify this information when registering yourself, you will automatically be charged for the University-sponsored health insurance program if you take 6 or more credits. The deadline for providing insurance information is Tuesday, September 13, 2005.
6. **Report to the Office of the Registrar** at or after your scheduled appointment time to register. **(If you are registering at UMC for the first time**, please contact the Admissions Office for admission requirements and then call the Office of the Registrar, 218-281-8548, for registration information.)
7. **Pay your fees** before the advertised deadline date for fee payment.
Registration is not completed until fees are paid.

Open Registration. Contact the Office of the Registrar, 218-281-8548 for appropriate hours and dates. The office is open 8:00 a.m. to 4:30 p.m. Monday through Friday.

Enrollment Check List

An Enrollment Check List—Run through this check list before you enroll on the web or before you go to The One Stop Center. You will be able to avoid frustrating delays by following these hints:

- Be sure to meet with your adviser.** Your adviser can help you with semesters. You will need to register for 15 credits per semester to stay on track for graduation.
- Fill out a Schedule Worksheet completely.** The form can be found on page 64. List alternate courses in case your first choices are not available. Obtain instructor approval as required.
- Do you know the name and policy number of your hospitalization insurance company or HMO?** Unless you provide this information on the Student Health Insurance form, or provide or verify this information when enrolling yourself, you will automatically be charged for University-sponsored hospitalization insurance if you take six or more credits. See Student Health Insurance, page 33, for more information.
- Do you know what courses are appropriate to your class standing?** See page 10 for an explanation of the course categories.
- Have you checked the Section Status Report to see if space is available in your course?** Check the report on the World Wide Web (at www.UMCrockston.edu/register/schedule/index.htm). Click on the section status report. The report is updated “live.”
- Do you need any class permission numbers? Is instructor approval required?** Are you trying to enroll in a closed course? After the first week of classes? Remember: You must have a class permission number or on-line course approval to enroll in these courses. All class permission numbers expire at the end of the second week of the semester.
- Do you have any holds you need to clear?** You will not be able to enroll if you have any holds on your record. Notice of any hold, including the name of the department or office where it may be cleared, is available on the web. Clear your holds as soon as possible. See **Holds**, page 16, for further information.

UNIVERSITY OF MINNESOTA

From: Robert J. Jones, Senior Vice President for System Administration

Subject: Drug-Free Campus and Workplace Compliance

Drug and alcohol abuse affects the health, safety, and well-being of all employees and students and restricts the University's ability to carry out its mission.

Please review and familiarize yourself with the Drug-Free Campus and Workplace Compliance document, which contains information about drug and alcohol counseling, treatment, and rehabilitation programs available to University students and employees. The document also provides links to information about health risks and sanctions associated with the use of drugs and alcohol, and is available on the University of Minnesota Policy web site at:

www.fpd.finop.umn.edu/groups/ppd/documents/policy/Drug_Free.cfm

REGISTRATION QUEUE

May Session, Summer Session, Fall Semester 2005

(Based on the number of credits completed through Fall Semester, 2004. It does **NOT** include the credits you are currently enrolled in for Spring Semester, 2005.)

STAGE 1: (Degree-seeking students with 106 or more semester credits completed)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
April 4	A – Beyak, Kris	Beyak,Krit – Crompton,C	Crompton,D – Evans,Earl	Evans,Earm – Haselhoff	Haselhofg – Kerr,Lisa	Kerr,Lisb – Marthaler	Marthales – Oestreich
April 5	Oestreici – Ranum, Lesl	Ranum,Lesm – Sjol,AnnaM	Sjol,AnnaN – Tiedemann	Tiedemano - Zzzzz			

STAGE 2: (Degree-seeking students with 91-105 semester credits completed)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
April 5					A – Devine,Jer	Devine,Jes – Johnson,Jo	Johnson,JP – Olinger,Cr
April 6	Olinger,Cs – Stauffer,C	Stauffer,D – Zzzzz					

STAGE 3: (Degree-seeking students with 76-90 semester credits completed)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
April 6			A – Curry,Jama	Curry,Jamb – Haider,Kat	Haider,Kau – Labrensz,A	Labrensz,B – Olson,Meli	Olson,Melj – Savelkoul
April 7	Savelkoul – Zzzzz						

STAGE 4: (Degree-seeking students with 61-75 semester credits completed)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
April 7		A – Chappel,C	Chappell,D – Fitzsimmon	Fitzsimmoo – Howard,Lor	Howard,Los – Larson,Ben	Larson,Beo – Picard,Chr	Picard,Chs – Stansbery
April 11	Stansberz – Zzzzz						

STAGE 5: (Degree-seeking students with 46-60 semester credits completed)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
April 11		A – Bjomerud	Bjomerue – Eskelson,P	Eskelson,Q – Herbst,Mel	Herbst,Mem – Knutson,Ch	Knutson,Ci – Noga,Denis	Noga,Denit – Renier,Jef
April 12	Renier,Jeg – Stangeland	Stangelane – Zzzzz					

STAGE 6: (Degree-seeking students with 31-45 semester credits completed)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
April 12			A – Brown,Alla	Brown,Allb – Friesen,Ja	Friesen,Jb – Henderson	Hendersoo – Lindgren,D	Lindgren,E – Nelson,Jos
April 13	Nelson,Jot – Ruther,Sam	Ruther,San – Sommerfeld	Sommerfele – Zzzzz				

STAGE 7: (Degree-seeking students with 16-30 semester credits completed)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
April 13				A – Arkell,Nic	Arkell, Nid – Caillier,T	Caillier,U – Field,Jose	Field,Josf – Groenke,Br
April 14	Groenke,Bs – Harrison,A	Harrison,B – Jones,Mark	Jones,Marl – Lenhart,Ch	Lenhart,Ci – Meyer,Mica	Meyer,Micb – Obisakin,V	Obisakin,W – Ramsden,Co	Ramsden,Cp – Zzzzz

STAGE 8: (Degree-seeking students with less than 16 semester credits completed)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
April 18	A – Bell,Cody	Bell,Codz – Buckingham	Buckingham – Connell,Wi	Connell,Wj – Enghauser	Enghausas – Freeberg,A	Freeberg,B – Gold,Derek	Gold,Derel – Hann, Matth
April 19	Hann,Matti – Houle,Phyl	Houle,Phym – Job,Chelse	Job,Chelsf – Kanten,Kri	Kanten,Krj – Knott,Laci	Knott,Lacj – Lemke,Rose	Lemke,Rosf – McMullen,C	McMullen,D – Morken,Jus
April 20	Morken,Jut – Nacoste,Se	Nacoste,Sf – Osowski,Ch	Osowski,Ci – Rodriguez	Rodrigufa – Scheibel,P	Scheibel,Q – Solberg,Ja	Solberg,Jb – Strom,Scot	Strom,Scou – Zzzzz

STAGE 9: (All Non-Degree Students including PSEO)

	1:00 p.m.	1:30 p.m.	2:00 p.m.	2:30 p.m.	3:00 p.m.	3:30 p.m.	4:00 p.m.
April 21	A – Conmy,Mark	Conmy,Marl – Gregg,Eliz	Gregg,Elja – Ketterl,De	Ketterl,Df – McKay,Meli	McKay,Melj – Pommier,Fa	Pommier,Fb – Sleen,Kara	Sleen,Karb – Zzzzz

Filling Out Worksheet & Registration Forms

The sample below outlines how classes are listed in this brochure. It illustrates how to fill out a Schedule Worksheet and a UMC Registration Form.

Subj. #-Sect	Class #	Title	Credits	Time	Days	BldgRoom	Instructor
GnAg 3652-1	50512	*Seminar – Natural Resources	2	1000-1150	T	O 111	Svedarsky
GnAg 3652-2	81084	Seminar – Ag Business	2	1400-1550	T	H 104	Hoff
GnAg 3703-1	70553	Individual Studies	1-3	TBA	TBA	TBA	Staff

Subj.	Catalog #	Sec.	Class #	Descriptive Title of Course	Credits		Hours	Days	Room Bldg.
					A-F	S-N			
GnAg	3652	2	81084	Seminar - Ag Business	2		1400-1550	T	H 104
					Credits	A-F + S-N	Total	2	

Print Name Eagle Regal T
last first middle

Student ID Number 6080943

Street Address 1206 Aerie View

City Crookston State MN Zip 56716

Telephone Number (218) 555-1212 UMC Box No. 10929

UNIVERSITY OF MINNESOTA
 Crookston Campus

REGISTRATION FORM

TERM Fall YEAR 2005

Check Appropriate Box

Original Registration - No. of Credits 2

Cancel/Add - Credits Remaining _____

Course Requests (If Cancel/Adding Enter Adds Here)				Course Cancellations		DEGREE
Subject, Catalog #, and Section #	Class No.	Credits	Grade Option	Subject, Catalog #, and Section #	Class No.	<input checked="" type="checkbox"/> BS <input type="checkbox"/> AAS <input type="checkbox"/> AS
GnAg 3652-2	81084	2	A-F			MAJOR/PROGRAM <u>Natural Resources</u>
						Emphasis if Appropriate _____
						Student Signature <u>Regal T. Eagle</u>
						Adviser Signature <u>John Loegering</u>
				Student Legislative Coalition Fee (OPTIONAL)		FIRST COPY-Registrar SECOND COPY-Adviser THIRD COPY-Division/Program Director
				Student Legislative Coalition (SLC) lobbies to express student views on University quality, affordability, and accessibility. The SLC fee is \$3.00 per semester. If you choose NOT to pay, initial here _____		

SAMPLE Registration

Section 6: Registration Changes - Cancellation & Cancel/Add

CANCELLATION FROM COLLEGE

You are reminded that if you decide to WITHDRAW from college anytime after registering, you must complete a form available at the Office of the Registrar.

Completion of the cancellation procedure is CRUCIAL in order to establish a date for potential tuition and fees refund and in order to ensure that you will not receive "F" grades for all courses in which you are registered.

If you have any questions, ask your faculty adviser or contact the Office of the Registrar, 170 Owen Hall.

CHANGES IN REGISTRATION (CANCEL/ADD)

Subject to certain limitations, you may add or cancel classes or may change grading options. Course additions and changes to or from S-N grading are allowed for 15-week term courses without penalty during the first two weeks of the semester or before. Courses cannot be added after the second week of classes.

Procedures for adding or cancelling are different if you use web self-registration than if you are required to register in-person. Deadlines are different for part-term courses. See pages 24-26 for detailed information

Tuition Charges and Refunds for Course Additions and Cancellations—

Full tuition is charged on a per-credit basis for all changes in registration that increase your credit load. However, no additional tuition is charged when any course addition is balanced *at the same time* by a course cancellation, i.e., a cancellation equal to the number of credits being added. (Distance Learning courses qualify as replacement courses *only* if the course being added is also a Distance Learning course offered during the same session.) Refunds are issued on a per-credit basis according to the refund rate that applies to the date of cancellation.

Retroactive Tuition Refund

In a very limited number of circumstances (e.g., medical, military duty, attendance at another institution) retroactive cancellation may be possible. If retroactive cancellation is authorized within one semester of the term in question and no later than June 30 of that fiscal year, you may be entitled to a tuition refund.

Petitions for retroactive tuition refund based on a failure to cancel or nonattendance will not be approved. Check with the Registrar's office in 170 Owen Hall for more information and a petition form.

How to Change Your Registration—To change your course load or grading system, you should:

1. Fill out a Registration form if cancelling in person. Check the box indicating cancel/add and note the number of credits you will have after this change.
2. Obtain instructor, adviser, or Academic Standards & Policy Committee approval if required (see pages 24-26)
3. Cancel on-line (your cancellation is not complete until you create a study list) or turn in your Registration form (and all required class permission numbers) at the Office of the Registrar where you will receive a revised study list. Any assessment or credit amount that results from a change in registration is posted to your account at Student Accounts Receivable. New assessments will appear on your next billing statement.

Gaining Admission to a Closed Course—In general, you should first go to the department offering the course, where you may be put on a waiting list or be referred to the instructor for permission to register. Attend the first class meeting if you are on a waiting list or need the instructor's permission, to see if more students will be admitted. To register in a closed course, you must have a class permission number from the instructor.

Change of Grading Option—You may not change your grading option after the second week of classes.

When to Cancel Courses—If you decide before the term begins not to attend, cancel before the first day of classes. If you stop attending class for any reason, cancel immediately. On occasion, a course may be cancelled by the department offering the course. The Office of the Registrar will automatically cancel that specific course from your registration. Cancellations are effective the day you *officially* cancel (either by cancelling on-line or by taking a completed Registration Form to the Office of the Registrar).

Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing a course; there must be extenuating non-academic circumstances justifying late withdrawal.

One-Time Drop Policy—Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive a "W," at any time up to and including the last day of class for that course. This process cannot be completed through the web. The required form must be completed and returned to the Office of the Registrar.

Transcript Record of Cancelled Courses—When you cancel an individual course during the first two weeks of the term there is no transcript record of that course. If you cancel ALL courses during the first two weeks, a notation of cancellation will appear on your record, although no "Ws" will be recorded. Cancellation of any course after the second week of the term will result in a "W" on your record.

RESERVE OR NATIONAL GUARD ACTIVE DUTY

Students who enlist for military service, or are serving in Reserve or National Guard units who are called to active military duty, are eligible to withdraw from classes with a full refund of tuition. Students receiving financial aid will be subject to refund policies as provided by the agencies sponsoring the aid.

STUDENTS WITHDRAWING OR DROPPING, COMPUTER RETURN

1. If you have a UMC notebook computer and will not be registering for any classes in the next consecutive term, **you must return your computer to the Help Desk by Friday of finals week of the current term.** You will automatically be assessed a \$50 late fee after this point.
2. Students who withdraw at any time during a term must return the computer to the Help Desk as part of completing the withdrawal process. The student's withdrawal form will not be signed until the computer is checked in.
3. Students who drop below six credits during the term must advise the Help Desk of their decision, but will be allowed to keep the computer if they have paid the full \$500 fee. Fees will be refunded according to the regular fee schedule.

ACADEMIC STANDARDS & POLICY COMMITTEE APPROVALS (AS&P)

Requests for changes in registration requiring approval from the AS&P are given only in cases of extenuating circumstances, usually beyond the student's control. Late registration requests for past terms are not allowed. Late grade-based changes are rarely approved. Students are strongly encouraged to consider financial, academic, work-related and personal circumstances that affect their courses before registering for a course and before making any changes to registration. A petition form to request approval is available at the Office of the Registrar, 170 Owen Hall.

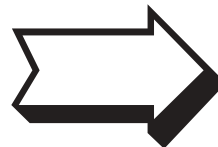
REFUND SCHEDULE AND REGISTRATION CHANGE REQUIRED APPROVALS

The following tables (pages 25 & 26) summarize the requirements and dates to change your registration (cancel/add):

NOTE: If you decide to stop attending a course or courses for which you are registered, you must officially cancel. Only by canceling the courses can you be released from your responsibility for courses listed on your registration. Unless you officially cancel, you will be held responsible for full tuition and fees for all courses on your registration. Failure to attend class does not by itself constitute cancellation.

If you decide before the semester begins not to attend the courses for which you are registered, cancel officially before the first day of classes.

If you fail to cancel any courses for which you have registered but not paid, you will receive billing statements from Student Accounts Receivable for your tuition and fees. Unless you make full payment by the due date on the billing statement, you will be charged additional late payment penalties and a hold will be placed on your record.



Study List and Course Changes Sent Through E-Mail

Approximately one week before the beginning of each semester, you will receive a current study list reflecting your registration for the term. Since courses may have changed since you registered (for example, time or days may have changed, new instructor assigned, or course now in different room), you should proof this study list carefully and make any necessary changes to your registration before the term begins. Changes to your registration can be made on the Web (at www.UMCrookston.edu/register).

In addition, you will receive e-mail notifications of any changes that occur *after* you receive your study list—these course changes may also require you to change your registration if the changed courses no longer fit your needs.

E-mails are sent to your University account. If you use another e-mail package, remember to forward your University account to the account you use.

**May 2005 & Summer 2005
Refund Schedule and Cancel/Add Approval Requirements**

Term	Refund	Calendar Days		REQUIRED TO CANCEL			REQUIRED TO ADD		
		Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration		
May Session May 9 - May 27	100%	-	9-May	No approval required	Adviser	No approval required	Adviser	Adviser	
	75%	10-May	10-May	No approval required	Adviser	Instructor	Adviser and Instructor	Adviser and Instructor	
	50%	11-May	11-May	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	25%	12-May	12-May	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	0%	13-May	18-May	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	0%	19-May	27-May	Adviser and AS&P	Adviser and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
Summer Session Jun 6 - Jul 29	100%	-	8-Jun	No approval required	Adviser	No approval required	Adviser	Adviser	
	75%	9-Jun	13-Jun	No approval required	Adviser	Instructor	Adviser and Instructor	Adviser and Instructor	
	50%	14-Jun	15-Jun	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	25%	16-Jun	20-Jun	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	0%	21-Jun	5-Jul	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	0%	6-Jul	29-Jul	Adviser and AS&P	Adviser and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	

**Fall Semester 2005
Refund Schedule and Cancel/Add Approval Requirements**

Term	Refund	Calendar Days		REQUIRED TO CANCEL			REQUIRED TO ADD		
		Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration		
Fall Semester Aug 30 - Dec 16	100%	-	6-Sep	No approval required	Adviser	No approval required	Adviser	Adviser	
	75%	7-Sep	13-Sep	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor	Adviser and Instructor	
	50%	14-Sep	20-Sep	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	25%	21-Sep	27-Sep	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	0%	28-Sep	26-Oct	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	0%	27-Oct	16-Dec	Adviser and AS&P	Adviser and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
1st 10-weeks Aug 30 - Nov 5	100%	-	5-Sep	No approval required	Adviser	No approval required	Adviser	Adviser	
	75%	6-Sep	8-Sep	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor	Adviser and Instructor	
	50%	9-Sep	13-Sep	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	25%	14-Sep	19-Sep	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	0%	20-Sep	6-Oct	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	
	0%	7-Oct	9-Nov	Adviser and AS&P	Adviser and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P	

Section 7: Final Exams, Grades & Transcripts

FINAL EXAMINATION POLICY

The examination week is part of the regular school term and must be taken into account by students when planning any other activities or work outside of school hours. Students are expected to know the hours for their final examinations and to attend the examinations when scheduled.

Only when a conflict between examination times exists, or a schedule of three or more examinations in one day occurs, may students seek adjustment of their examination schedule. Under these circumstances, students should contact the appropriate department head.

How to read times for classes and exams

The class schedule and the final examination schedule in this publication both use the military time format to list class meeting time or final examination times. The military time format is quite easy to understand if you will remember the following:

1. All **a.m.** (morning) times are shown as 0100 to 1200. An 8:00 a.m. class, for example, is shown as meeting between 0800 and 0850.
2. All **p.m.** (afternoon and evening) times are shown as 1200 to 2359. A 2:00 p.m. class, for example, is shown as meeting between 1400 and 1450. A 7:00 p.m. class would be shown as starting at 1900.

Spring Semester 2005 Final Exam Schedule

All one and two credit course examinations will be given during the final week of class during the regular class hours.

All other examinations will be as indicated below. Each examination period is one hour and fifty minutes in length, with a ten-minute interval between periods. All exams will be held in regular classrooms unless otherwise designated by the instructor.

Exam Time	Tuesday May 3	Wednesday May 4	Thursday May 5	Friday May 6
0800 – 8 a.m.	0800 TTh	1000 TTh	1500 TTh	1100 TTh
1000 – 10 a.m.	1300 MWF	1400 MWF	1000 MWF	0800 MWF
1200 – 12:00 p.m.	1200 TTh	0900 TTh	1400 TTh	1300 TTh
1400 – 2 p.m.	0900 MWF	1100 MWF	1200 MWF	Make-Up
1600 – 4 p.m.	1500 MWF	1600 MWF 1700 MWF	1600 TTh	Make-Up
1800 – 6 p.m.	1700 TTh	1800 MWF	1800 TTh	

The final exam schedule is based on the class meeting time; specifically, the **first** hour of the **first** day of the week of the first **lecture** period.

Example: An 1100 Monday, Tuesday, Wednesday, Friday class must test at 2:00 p.m. on Wednesday, May 4. Or, a class meeting at 1000 Tuesday, Thursday, Friday must test at 8:00 a.m. on Wednesday, May 4.

Fall Semester 2005 Final Exam Schedule

All one and two credit course exams will be given during the final week of class during the regular class hours.

All other examinations will be as indicated below. Each examination period is one hour and fifty minutes in length, with a ten-minute interval between periods. All exams will be held in regular classrooms unless otherwise designated by the instructor.

Exam Time	Monday December 19	Tuesday December 20	Wednesday December 21	Thursday December 22
0800 – 8 a.m.	1400 TTh	0800 TTh	0900 TTh	1200 MWF
1000 – 10 a.m.	0800 MWF	0900 MWF	1300 MWF	1500 TTh
1200 – 12:00 p.m.	1000 TTh	1200 TTh	1100 TTh	MAKE-UP
1400 – 2 p.m.	1100 MWF	1000 MWF	1400 MWF	
1600 – 4 p.m.	1600 MWF 1700 MWF	1500 MWF	1600 TTh 1700 TTh	
1800 – 6 p.m.	1800 MWF	1800 TTh	1300 TTh	

The final examination schedule is based on the class meeting time; specifically, the **first** hour of the **first** day of the week of the first **lecture** period.

Example: An 1100 Monday, Tuesday, Wednesday, Friday class must test at 2:00 p.m. on Monday, December 19. Or, a class meeting at 1100 Tuesday, Thursday, Friday must test at 12:00 p.m. on Wednesday, December 21.

STUDENT MID-TERM PERFORMANCE NOTIFICATION

Student mid-term performance notifications are e-mailed to students between the fourth and the seventh week of each semester. Students are encouraged to visit with their instructors, faculty advisers, and/or counselors to discuss any academic difficulties and, if necessary, to develop a plan for remediation.

GRADES

Student grades are available on-line approximately 7 days after the last day of final exams at:

www.UMC Crookston.edu/register/register.htm

GRADES AND TRANSCRIPTS

The Office of the Registrar maintains student academic records. These records show all coursework for which students are registered as of the end of the second week of each term and the grades and symbols awarded for that work. Students may obtain an unofficial copy of their transcript at no charge at the Office of the Registrar or on-line at: www.UMC Crookston.edu/register/register.htm

Official, certified transcripts will be sent at the student's written request for \$5 per copy to whomever they designate. Telephone requests are **NOT** accepted.

GRADING POLICY

A copy of the UMC grading policy is included in the UMC 2003-2005 College Catalog and an electronic version of the Uniform Grading and Transcript Policy can be found at: www.umn.edu/usenate/policies/gradingpolicy.html

TRANSCRIPT REQUESTS

Transcript service is available by FAX, mail, on-line, or in person at the Office of the Registrar, One Stop Student Service Center, University of Minnesota, Crookston Campus, 170 Owen Hall, 2900 University Ave., Crookston, MN 56716-5001.

Official transcripts may be ordered by mail, FAX, on-line at

www.UMC Crookston.edu/register/register.htm, or in person. Fees for **official transcripts** are \$5 for each transcript (U.S. Dollars). Official transcripts are mailed within three days of receipt of a completed request.

For a \$10 **rush service fee**, transcripts are mailed the same day. FAX requests (218-281-8050) may be paid only by VISA, Discover, or MasterCard.

For a \$10 **rush FAX service fee**, we will FAX a transcript and follow up with a mailed transcript to the same location. Express Mail or other form of special delivery is provided only if a prepaid mailer is included with the transcript request.

To order an official transcript, provide.

1. Your full name and all names used while attending the University of Minnesota;
2. Your student ID number or social security number;
3. Your date of birth and dates of attendance at the University;
4. The address(es) where you want the transcripts sent;
5. Your signature; and,
6. Your phone number or address should we need to contact you about your request.

Payment:

When paying by credit card include;

1. Your credit card number;
2. The expiration date;
3. Your name as it appears on the card; and,
4. Your signature.

Checks should be made payable to the University of Minnesota and must be included with your mailed request.

INSTANT ACCESS SYSTEM

You can check your record and obtain a wide variety of other information and services.

Web access (at www.UMCrookston.edu/register/register.htm) includes the following:

- ◆ View Your Grades or Generate an UNOFFICIAL Transcript
- ◆ Request an OFFICIAL transcript
- ◆ Generate an APAS Report with DARwin
(Academic Progress Audit System)
- ◆ Change or Update Your Personal Information
- ◆ View Your Financial Aid
- ◆ View Your Student Billing Account
- ◆ e-Bill/e-Pay
- ◆ Loan Calculator
- ◆ Update Your Health Insurance Information

Only use the Instant Access system to access YOUR OWN RECORD. Accessing the records of other students is a violation of University policy and state and federal law.

CERTIFICATION FOR FULL-TIME OR HALF-TIME STATUS

You may be required to have your attendance at the University certified as full time or half time in order to defer payment of your student loan. This certification is especially required of transfer students who received loans at their previous institutions.

Audit enrollments are not applicable for certification purposes.

The University participates in the National Student Loan Clearinghouse. The University submits a tape of students' enrollment statuses to the Clearinghouse three times each semester (beginning at the end of the 2nd week). The Clearinghouse, in turn, supplies verification of enrollment to lending agencies. All deferment loan forms are forwarded by the Office of the Registrar to the Clearinghouse; this information is not supplied directly to lending agencies.

If you have enrolled late or had an exception processed to your enrollment, this information may not be reported until the submission of the next tape. The Clearinghouse asks that if you receive a collections letter from a lending agency, you:

- ◆ Call the lending agency to see if a deferment form was received between the time the Clearinghouse supplies this information and the lending agency sent the collection letter.

- ◆ If, after calling the lending agency, it still appears that your deferment has not been processed, you may call the Clearinghouse, (703) 742-7791, and ask for a student service representative. The representative will verify the date on which the deferment form was received by the Clearinghouse, the date the deferment was certified and mailed, the enrollment status that was certified, and where the forms were sent.
- ◆ If an emergency exists, for example, you are being threatened with default) the Clearinghouse will intervene on your behalf by faxing another deferment to the lending agency and will work with them to ensure the form is processed on a high priority.

Some lenders are not members of the Clearinghouse. If you receive a loan deferment form from your lender, bring your request to the One Stop Student Center, 170 Owen Hall.

Minnesota law allows a student who takes at least 60% of a full-time credit load to qualify as a full time student for purposes of continued insurance coverage on a family policy *if the reduced credit load is due to illness, injury, or mental or physical disability and with appropriate documentation from a physician*. Insurance companies are responsible for informing you of this option if it applies to you.

"U CARD" - UMC STUDENT ID

UMC's student photo identification card is called the U Card, letting you check out library materials, gain admittance to athletic and other UMC events, and serves as your electronic meal card.

Your first U Card is free. To get one, go to the U Card Office, 170 Owen Hall, and bring your driver's license or passport. U Card Office hours are 9 a.m. to noon, weekdays.

Report lost or stolen U Cards immediately by calling the U Card Office at 218-281-8548. If your U Card is lost, stolen, or damaged due to negligence, there is a \$10.00 replacement fee. Lost U Cards that are turned in are destroyed for your protection. No replacement fee is charged in the event of a name change.

Section 8: Financial Aid & Student Services

STUDENT FINANCIAL AID 2005-2006 ACADEMIC YEAR

The student financial aid programs at UMC are designed to remove financial barriers to student enrollment and retention, thereby assuring that any qualified student who desires to pursue and complete an education can obtain sufficient resources to do so.

You can apply for financial aid before you are admitted to the University of Minnesota, Crookston although a **Financial Aid Award Notification (FAAN)** will not be sent to you until you have been accepted for admission. To apply for financial aid, you must submit a completed **Free Application for Federal Student Aid (FAFSA)** or a **Renewal FAFSA** and request UMC as one of the institutions to receive the results of the analysis.

You **DO** have an advantage when you apply for aid as soon as possible. Many funds are distributed on a first-come, first served basis so early applicants are considered first for the available funds. **UMC's deadline for priority consideration for the 2005-2006 school year is March 31, 2005.** Applications received after that date will be considered for any remaining funds.

Late applicants, and students whose financial aid file is not complete (i.e., have not provided all requested information), will be responsible for paying for tuition and fees and purchasing books from their own resources. Late payment and installment fees may also be assessed.

Students should submit their FAFSA at least 6-8 weeks **PRIOR** to the start of the term they plan to attend (see the schedule on this page) in order to allow time for processing. Students who submit their applications after the *Remaining Funds* date should **NOT** expect financial aid to be ready for them at the start of the term.

DO NOT ASSUME you will receive aid until you have been notified by the Financial Aid Office of your award.

MAIL FAFSA BY THIS DATE TO BE CONSIDERED FOR:

<i>Term Starting</i>	<i>All Available Aid</i>	<i>Remaining Funds</i>
Fall Semester 2005	March 31, 2005	July 15, 2005
Spring Semester 2006	March 31, 2005	October 15, 2005
May Session 2006	March 31, 2005	October 15, 2005
Summer Session 2006	March 31, 2005	April 15, 2006

FINANCIAL AID DISBURSEMENT

The majority of financial aid payments will be credited electronically to your individual **Student Accounts Receivable** account. Only a small number of financial aid programs will continue to have checks printed and disbursed separately to students. Your aid payments will be credited to your Student Accounts Receivable account and applied against your bill for tuition, fees, and on-campus room and board charges **after** your application file is considered "complete".

¹File "complete" means that the Office of Student Financial Aid (OSFA):

- (1) has received your Financial Aid Award Notification (FAAN) accepting your aid offer;
- (2) has received all information from you that had been requested;
- (3) has received signed promissory notes from you for ALL loans requested; and
- (4) the OSFA has completed processing your application.

DIRECT DEPOSIT AVAILABLE FOR FINANCIAL AID REFUND CHECKS

It is now possible to have your Financial Aid Refund Checks directly deposited into your bank checking or savings account. To set up direct deposit of your refund check to your bank account, go to the Business Affairs Office website (www.UMCrookston.edu/people/services/businessaffairs) and click on Direct Deposit Online.

Census Date Policy for Financial Aid

The Census Date Policy requires that a student's financial aid be adjusted on the term "census date" to coincide with the student's actual enrollment on that date. In essence, a student's financial aid will "lock" at census date. *A student's financial aid package will NOT be adjusted after census date unless he/she withdraws completely from the University.* Therefore, a student who adds a class after the census data will not have his/her financial aid awards revised even if the change would otherwise have affected his/her eligibility (e.g., Student is enrolled in 10 credits and adds 2 credits after the census date for a total term enrollment of 12 credits).

(The only exception to this policy is financial aid paid through the Minnesota State Grant Program that requires colleges to adjust a student's state grant award throughout the term if the student's actual enrollment changes.)

FALL 2005 FINANCIAL AID CENSUS DATE IS SEPTEMBER 14, 2005

ACADEMIC ASSISTANCE CENTER/STUDENT SUPPORT SERVICES

UMC has two academic support programs designed to help students. The Academic Assistance Center (AAC) which offers academic help to all UMC students, and Student Support Services (SSS) which is a program funded by the federal government, and for which students must qualify.

Both AAC and SSS offer a relaxed academic atmosphere where students can study, receive guidance, receive tutoring in many subject areas, access a high quality laser printer for assignments, meet new people, and make friends.

The AAC has several desk top computer stations as well as 24 connections to the network (LAN) for use with students' notebook computers. Also available for students use are two scanners and color printers, and adaptive equipment for students registered with the OSD.

Tutoring and study groups are available to all UMC students and are arranged through the center. Any UMC student can receive tutorial assistance by completing a Request for Tutor Form. Tutors are most often UMC students who are recommended by their instructors.

Computer assisted instruction and video tape instruction are available for improving reading, writing, math, and study skills. Printed materials on improving general academic skills are also available.

The Center is open

- ◆ 8 a.m. to 7 p.m. Monday - Thursday
- ◆ 8 a.m. to 4 p.m. Friday

Students are welcome to drop by Owen 270 and inquire about the services offered at the AAC/SSS or call 218-281-8274, 218-281-8554, 218-281-8556 or 218-281-8557.

BOOKSTORE

The bookstore sells textbooks, general reading and supplies for all classes, as well as clothing, health and beauty aids and novelty items relating to UMC.

The Bookstore hours are 8 a.m. to 4 p.m. Monday through Friday.

CHILD CARE

Child care is available through the UMC Early Childhood Development Center, a comprehensive child care facility that offers early childhood education programs for children of UMC students, staff, and faculty as well as the community at large. The center provides early education experiences, in a safe and healthy learning environment for infants, toddlers, and preschool children.

COUNSELING & CAREER SERVICES

Counseling & Career Services (C&CS), One Stop Student Services Center located offers counseling and career development services to all students and alumni of UMC. The staff consists of professionally trained counselors who are qualified to assist in the areas of personal/social, educational and career concerns.

Counseling services provides individual and group counseling sessions that help students grow in self-understanding. Career services include: Career counseling, vocational interest assessment, job listings including part and full-time positions that are available on and off campus, career workshops and seminars, employment referrals, and helping students decide on a major course of study.

Interest inventories and career counseling are available through computer-assisted career exploration.

Web registration allows students to register electronically with C&CS to create a customized packet of information.

For more information call 218-281-8586 or 218-281-8585 for an appointment.

MULTICULTURAL & INTERNATIONAL PROGRAMS

The Office of Multicultural and International Programs promotes the academic and personal growth and development of multicultural and international students. It also fosters ethnic and cultural diversity, and promotes international activities which enhances the campus environment and the educational programs at UMC.

The office provides counseling and advising services for students of color, international students, and other students seeking opportunities to study and work abroad.

For more information call 218-281-8508.

OFFICE OF DIVERSITY SERVICES

Diversity Services provides direct support services to students of color in the areas of cultural adaptation, personal development, and academic success. The office focuses on the retention of students-of-color and is responsible for overseeing the needs of American-born minority students while focusing on the entire campus community in addressing issues of recruitment, retention, diversity, campus-climate, and community building. For more information call 218-281-8583.

OFFICE FOR STUDENTS WITH DISABILITIES

The University of Minnesota, Crookston makes the following services available for any student who, through recent assessment, can document a disability.

- ◆ Support services (individual or group counseling, career counseling, referral services)
- ◆ Academic assistance services (tutoring, academic accommodations)
- ◆ Transition/advocacy services (coordinator as a contact for students, assistance with faculty contacts, intervention or grievance procedure assistance)
- ◆ **Testing accommodations for students who have a documented disability and who are registered with the OSD.**

Contact the UMC Office for Students with Disabilities, 270 Owen Hall, or call 218-281-8587 or 218-281-8565 (TTY) for further assistance.

STUDENT MAIL BOXES AND US POST OFFICE

All full-time (12+ credits) students are assigned an on-campus UMC post office box number.

A post office box is optional for students enrolled part-time. The assignment of boxes is made by the Office of the Registrar, 170 Owen Hall.

ALL OFFICIAL COLLEGE CORRESPONDENCE IS MAILED TO STUDENTS' ON-CAMPUS MAILBOX.

Mail is delivered to and from the campus once a day. Mail pickup is at 3:00 p.m. Monday through Friday. An outgoing mailbox is located at the UMC Post Office.

Services of the UMC Post Office also include UPS and Federal Express.

VETERANS CERTIFICATION

Students under Chapters 30, 32, 35, 106 and 901—The following is a summary of University and Department of Veteran Affairs (VA) procedures and does not include all the information you may need. You can contact the following office for further information:

**Veterans Certification Office
Office of the Registrar
170 Owen Hall
University of Minnesota, Crookston
Crookston, MN 56716-5001
PHONE: 218-281-8548**

Only the VA can determine an applicant's eligibility for educational assistance. Because eligibility criteria are different for the several educational assistance programs and the benefits for the programs vary, students with specific questions about eligibility should contact the VA.

If you plan on attending fall or spring terms, you can request certification for the entire academic year by appearing in person to the office listed above. If you enroll for (or drop to) less than half time, you can be certified only for the current term; when you register for the next term you will have to reapply for certification.

You can request continuous enrollment/payment during fall or spring term for the next term if you did not initially sign up for the academic year. Continuous enrollment/payment *cannot* be requested in the following instances:

- ◆ if you are attending less than half time, are on active duty, or are receiving chapter 901 benefits, or
- ◆ if you withdrew from all courses in the preceding term.

If you will be enrolling at a half time rate or more when you enter school initially or reenter, but are not eligible for continuous payment, you may elect to be paid in advance for the first partial (or full) month of training plus the following full month. Payment for the next month, however, will not be available until the very end of that month. This means that if you receive advance payments for September and October you will not receive your November check until the first week in December.

Advance payment for Fall Semester 2005 MUST be requested by July 30, 2005. Delays in your VA benefit payments will not exempt you from billing charges or late payment fees.

If you do not participate in advance payment or if you are not eligible for continuous pay, you must be officially registered before requesting certification. Certification cannot be sent to the VA until the first day of the term. You should receive your first check 6-8 weeks after the certification is sent to the VA.

If you requested certification for the academic year, you must be officially registered by the first day of each term. Failure to register by the first day of the term will result in notification of the VA and cancellation of payments.

If you cancel any or all of your courses, notify the office listed above. Your reduction in credits will be reported to the VA. The VA will adjust your benefits retroactive to the first day of the term and may require you to repay all money paid to you for any courses that you cancel.

Any grade of "N" or "W" will be reported to the VA. The VA will adjust your benefits retroactive to the first day of the term and require that you repay all money paid to you for that course. Likewise, any grade of "I" will be reported to the VA. However, the VA will allow one year for completion of the course before repayment is required.

You are responsible for notifying the Certification Office, 170 Owen Hall, once you receive a grade to replace the "I".

Whenever you claim mitigating circumstances for reductions in your credit load, you should present written evidence to the Certification Office to be included with the report submitted to the VA.

Chapter 31 Veterans—If you receive vocational rehabilitation assistance, you can refer questions to 170 Owen Hall. Bring your enrollment statement and course list to the bookstore to obtain books and supplies.

Section 9: Tuition & Fees

PLEASE NOTE: At the time of publication, the fees had not been finalized for the 2005-2006 academic year. The fees noted below are from the 2004-2005 academic year.

TUITION

Tuition and fees are payable upon receipt of the statement of fees or on the first day of each term, unless otherwise prearranged. Failure to pay fees by the due date, or to make arrangements for some alternate method of fee payment, will result not only in a late fee, but could also result in the cancellation of all your classes for the term.

All University of Minnesota, Crookston students are charged a tuition rate of \$183.00 per semester credit for 2004-2005, regardless of their resident/non-resident status (with exception of Wisconsin students who pay a reduced fee based upon a reciprocity agreement).

2004-2005 STUDENT FEES

Late Registration Fee

\$10.00 assessed for registration during the **first week** of class.

\$20.00 assessed for registration during the **second week** of class.

Orientation Fee

\$60.00 required of all new students taking 6 or more credits. (once a year)

Student Service Fee

\$158.85 each term to all students taking 6 or more credits.

Technology Access Fee 2004-05

\$500.00 each term to ALL students taking more than 5 credits.

Students taking up to 5 credits are charged \$100.00.

Transcript Fee

\$5.00 for each official transcript. (\$10.00 for rush service)

University Fee

This fee helps cover infrastructure and administrative costs in a wide variety of areas.

\$40.00 per credit for students taking 1 to 9 credits

\$400.00 total for students taking 10 or more credits

2004-2005 STUDENT SERVICE FEE BREAKDOWN

Students registered at UMC for six (6) or more credits each term pay a Student Service Fee to support campus services and activities.

The fee for 2004-2005 is \$158.85.

1. Intercollegiate Athletics	\$59.00
2. Health Services	\$25.75
3. Student Activities	\$20.00
4. Student Center	\$ 9.00
5. Crookston Student Assn.	\$ 5.00
6. Intramural Athletics	\$ 5.50
7. Concerts & Lectures	\$ 5.00
8. Clubs & Organizations	\$ 7.00
9. Publications	\$ 1.00
10. Fitness Center	\$ 6.00
11. Student Legislative Coalition	\$ 3.00
12. Student Center Renewal Fund	\$ 5.00
13. UMC Spirit Fund	\$ 2.00
14. Study Abroad	\$ 3.00
15. NACTA	\$.60
16. Service Learning	\$ 1.00
17. First Year Experience	\$ 1.00

TOTAL \$158.85

PARKING PERMITS

All motor vehicles parked on campus **MUST** have a UMC parking permit which can be purchased at the Business Affairs Office, 121 Selvig Hall.

Student Parking Permit Fees

plus 6.5% Minnesota Sales Tax

	Annual	Semester
ALL Lots	\$68 + tax	\$50 + tax
Lot E	\$35 + tax	N/A
Reserved Parking w/electrical outlet (Limited to 99 spaces)	\$110 + tax	N/A

Temporary Permits also available at \$5.00 per week or \$15.00 per month

- ◆ Parking permits are nonrefundable. Replacement permits are full price.
- ◆ No student duplicate permits are sold.
- ◆ Vehicles without a valid UMC permit, and those parking in restricted areas on campus will be ticketed and may be towed.

- ◆ All motor vehicle accidents on campus must be reported immediately to campus security as required by law.

STUDENT ACCOUNT BILLING SYSTEM

Every student has a Student Accounts Receivable and receives an E-bill for tuition and fees and on-campus room, board and long distance telephone charges, and other University charges, including any previously unpaid Student Accounts Receivable balances. Each time you register for, cancel, or add courses, your account is adjusted. This account, unlike individual course enrollment statements, reflects your total charges and credits for tuition and other University fees.

You can view your Student Account on the web registration site. You can view transactions directly, and update or change your current billing addresses. Other options display your hold status, billing statements, annual billing statements, annual billing schedules, and Student Accounts Receivable policies and procedures.

www.UMCcrookston.edu/people/onestop/index.htm

Information, including annual billing schedules and procedures, is also available on the World Wide Web at: (www.UMCcrookston.edu/people/services/businessaffairs/#StudentAccounts).

STUDENT HEALTH INSURANCE

Students enrolled in six or more credits are required to carry hospitalization insurance. The student health insurance semester premium will be billed to all registered students, but will be waived if students present verification of coverage. Verification must include insurance company name, member ID number, and insurance company telephone number. **Premium costs for 2004-2005 are \$480.00 per semester.**

At the time of fee payment, all students have the option to purchase family coverage. **Student Athletes must carry personal insurance during their sport season.**

No health insurance refunds are made after the second week of class.

Students who have less than 6 credits, but choose to keep their computer full-time will be assessed the \$500.00 technology fee per semester.

UM PAY — ELECTRONIC BILL & PAY

UM Pay, the University's new electronic billing and payment system, is now the official means of generating tuition bills to all enrolled students. **(Paper bills will no longer be sent.)** UM Pay allows you to view and pay your bill online with direct debit from your bank checking or savings account, or to set up authorized payers (such as parents) to pay on your behalf. Also, you can download copies of your bill and view a history of electronic billings and payments.

Look for an e-mail notice in your University e-mail account that your bill is ready to view online. Use your University-assigned Internet ID and password to login to UM Pay.

UM PAY

Your UM Pay E-bill lists both a new balance and a minimum payment amount. If the new balance on any statement is paid in full by the due date, you avoid paying additional fees. You may also pay in three installments during the term by paying at least the minimum payment amount by the due date.

Students choosing to pay on installments will be assessed a \$10.00 monthly installment/billing charge that will be added to the second and third billing statements each term.

Any time you pay less than the minimum amount by the due date, your account will be considered past due and you will be charged a late fee of \$25.00 and a hold will be placed on your record. (Installment fees and late payment fees appear under Charges and Debits on your billing statement.) Payments must be received by the due date to be considered on time.

You can make installment payments only for charges for the current term-balances. Transactions from previous terms are always due in full. Any payments that you make will always be applied to the oldest charge on your account.

The chart on this page lists billing dates and the payment schedule. For fall term, your UM Pay E-bill will be issued on September 6, 2005, and your first payment must be received by September 22, 2005.

This first UM Pay E-bill will list a minimum payment of 33% of all unpaid charges for the term plus 100% of any previous charges.

Your second E-bill will be issued on September 27, 2005 and will be due by October 20, 2005. The minimum payment for the second bill is 50% of your unpaid balance for the term (plus 100% of any charges for previous terms).

The final E-bill for the term will be issued on October 25, 2005 and will be due by November 10, 2005. With the final bill you will be expected to pay any amount not yet paid.

For example, if the unpaid balance of your tuition and fees total \$900, the minimum payment on your first bill would be \$297 (33% of your balance) and this amount would be due by September 22, 2005.

After you make your first payment of \$297, your second bill would list a minimum payment of \$311.50 (50% of the balance of the \$603 remaining on your account plus the \$10.00 installment fee) and would be due by October 20, 2005.

Your final bill would be for \$311.50 (the remaining balance of \$301.50 plus the \$10.00 installment fee) and would be due by November 10, 2005.

NOTE: *Paying more than the minimum payment due on your statements or paying before you receive your statements does not reduce the percentage required on your next billing statement — you will still be required to pay the standard percentage of the balance.*

Students who have outstanding indebtedness to the University shall not be allowed to register, receive a transcript of records, or receive certification of academic credits, grades, receipt of degrees, or graduation. Also, students will not be allowed to participate in the graduation ceremony or receive their degree if their accounts are not paid in full.

Accounts which remain unpaid will continue to be assessed a late charge of \$25.00 for each month the balance remains unpaid.

Past due accounts are subject to handling charges and collection procedures. Collection can include court action and referral to outside collection agencies. Students are responsible for any and all cost necessary for the collection of any amount not paid when due.

BILLING AND PAYMENT DATES FOR FALL SEMESTER 2005

STATEMENT	BILLING DATE	PAYMENT DATE	BALANCE DUE
Billing Statement #1	September 6, 2005	September 22, 2005	33%
Billing Statement #2	September 27, 2005	October 20, 2005	50%
Billing Statement #3	October 25, 2005	November 10, 2005	100%