

## Legend to Key Terms relating for Registration and Records

The following is a list of key terms or phrases commonly used at UMD. Some terms are common higher education terminology while others are more specific to the University of Minnesota.

<b>Academic Calendar</b>	Academic calendars are systems by which you define the landmark dates that drive much of the day-to-day business at the academic institution. Each academic calendar contains cancel, withdrawal, and drop deadlines along with other landmark dates that vary, depending on the academic calendar type.
<b>Academic Catalog</b>	The UMD Catalog describes all of the programs and courses offered at UMD.
<b>Academic Program</b>	Defined academic areas of study formally recognized by the University of Minnesota Board of Regents and the faculty.
<b>APAS</b>	The APAS (Academic Progress Audit System) provides reports about undergraduate degree requirements and how your credits transfer to UMD.
<b>Certificate</b>	A formal award by the University of Minnesota certifying the satisfactory completion of a faculty and university recognized education program.
<b>Class (or Call) Numbers</b>	The five-digit number that appears to the left of each course or each section of a course. This number identifies a particular course and section offered for the term.
<b>Class Standing or Academic level</b>	Status is determined by the number of credits you have completed.
<b>Closed Class</b>	When a class is closed online, students may add their name to the waitlist option in the online Class Schedule.
<b>College or Collegiate Unit or School</b>	An educational unit with the University.
<b>Contact hour and Contact Hour Activity</b>	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Also, The provision of coursework to students which can be measured in terms of contact or clock hours .
<b>Credit Load</b>	Full, half or less than half-time enrollment status is based on the credit hours of enrollment in a term (Fall, Spring, Summer).
<b>Cross Registration, Inter-Institutional</b>	Degree-seeking undergraduate students from the University of Minnesota Duluth (UMD) have the

	opportunity to register concurrently at the College of Saint Scholastica (CSS) and the University of Wisconsin-Superior (UWS).
<b>Degree</b>	An award conferred by the University of Minnesota as official recognition for the successful completion of a program of studies (major).
<b>Degree, Masters</b>	An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but generally not more than 2 academic years of work beyond the bachelor's degree.
<b>Degree conferral</b>	To grant a degree.
<b>Degree-seeking</b>	Students who are accepted into the University and one or more collegiate unit pursuing a recognized University of Minnesota degree.
<b>Disbursement of Funds</b>	Your financial aid will be disbursed into your University student account at the start of each semester if you have registered for the required number of credits.
<b>Drop or Cancel</b>	The act of dropping a class you are currently enrolled in and removing yourself from a class waitlist so that you are no longer registered for the class.
<b>Dual Degree and Double Major</b>	A double major is a program of study that meets the requirements of two distinct majors in a single Bachelors degree. A dual degree program is one in which the student works towards satisfying the academic requirements for two distinct degree types in an integrated fashion.
<b>Enroll</b>	To officially register as a member of an institution or a student on a course.
<b>Fees</b>	Course fees are assessed, in addition to general fees, college and program fees, and service/usage fees.
<b>FERPA</b>	(Family Educational Rights and Privacy Act of 1974) is federal legislation in the United States that protects the privacy of students' personally identifiable information (PII). The act applies to all educational institutions that receive federal funds.
<b>Holds or Negative service indicators</b>	If you have a hold on your record, you may be restricted from registering, obtaining transcripts, and/or receiving

	financial aid until the hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid library fines, unpaid tuition or fees) or for disciplinary, scholastic, or procedural reasons. Review your record for holds in the MyU Portal. Holds can be added at anytime.
<b>ITSS Help Desk</b>	One place to stop for "Answers, Advice and Assistance" with all of your UMD technology needs.
<b>Major</b>	Academic curriculum designed by faculty which results in a University of Minnesota degree and results in transcript notation.
<b>Minor</b>	Academic curriculum designed by faculty for a secondary focus of study which results in transcript notation.
<b>Multi-Institutional Registration</b>	An agreement exists among the campuses of the University of Minnesota that allows a degree-seeking student at one campus to attend another campus as a multi-institutional student for one term during an academic year without losing their status at the home campus.
<b>My U or MyU Portal</b>	The front door to the internal UMD website where you will register, view your grades, pay your student account, and view your financial aid.
<b>Non Degree-seeking or University Studies</b>	Students who register for courses individually and are not pursuing a degree but are interested in seeking opportunities for professional and personal growth.
<b>One Stop</b>	One Stop provides expert advice regarding registration, financial aid, billing, payment, student records, and veterans benefits. Contact us by email, phone, or in person.
<b>Permission Number</b>	You may use permission numbers to override some limits on class registration. For fall and spring terms, permission may be granted by an instructor, department, or college beginning with registration through the second week of the semester. All class permission numbers expire at the end of the second week of classes.

<b>Petition</b>	A formal written request, typically one signed by many people, appealing to authority with respect to a particular cause.
<b>Prerequisites</b>	In order to enroll in some courses, you must either complete or concurrently register for certain other courses or possess some particular qualifications or class standing.
<b>Reciprocity</b>	The University has reciprocity agreements with the states of Wisconsin, North Dakota, South Dakota, and the province of Manitoba, Canada. If you are a resident of any of these states or province, you may qualify for resident tuition rates with approved reciprocity.
<b>Register</b>	By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees.
<b>Registration Appointment Time</b>	All University students are assigned a registration time each semester to ensure fair access to classes. This list, also called the registration appointment (queue), indicates when you can begin to register. You do not need to register exactly at your assigned time. You can register at, or anytime after, your assigned time.
<b>Semester or Term</b>	A pre set fixed period for which a course lasts.
<b>Swapping</b>	The enrollment approval of switching from one course registration in the event you are removed from the waitlist and added to the class roster.
<b>Time Conflict</b>	Process and approval you must obtain from both instructors to register for classes that have less than a ten (10) minute separation, or overlapping times. If an instructor has not yet been assigned for a class, contact the department offering the class to obtain an authorized signature. The final decision about your request will be made by the Office of the Registrar.
<b>Transcripts, Official</b>	An official record of a student's work, showing courses taken and grades achieved.
<b>Transcripts, Unofficial</b>	Transcripts that have been in the hands of the student such as student copy/unofficial transcripts are not considered official. Unofficial transcripts are printed on plain paper and do not have a college seal or registrar's signature.

<b>Tuition</b>	A sum of money charged for teaching or instruction by a school, college, or university.
<b>University</b>	The educational institution of the University of Minnesota Duluth.
<b>Wait List</b>	List of students waiting to be registered or enrolled in a course that is currently no longer accepting more students.
<b>Withdrawal</b>	To withdraw from all academic coursework at the University, a student must officially cancel all courses.