

UNIVERSITY OF MINNESOTA DULUTH

REGISTRATION & RECORDS GUIDE 2017-2018



Quick Reference Calendar

Fall 2017 semester

Current student registration: Apr 3 - Apr 14, 2017
Open enrollment: Apr 17 - Aug 27, 2017
Classes meet: Aug 28 - Dec 8, 2017
Final exams: Dec 11 - Dec 15, 2017

Class schedule

<https://onestop.d.umn.edu/class-resources-archive>

Spring 2018 semester

Current student registration: Nov 6 - 17, 2017
Open enrollment: Nov 20, 2017 - Jan 9, 2018
Classes meet: Jan 10 - Apr 27, 2018
Final exams: April 30 - May 4, 2018

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Summer 2018 semester: May 7 - August 17, 2018

May 2018 Session

Current student registration: Mar 5, 2018
Open enrollment: Mar 5 - May 6, 2018
Classes meet: May 7 - June 1, 2018
Final exams: June 1, 2018

Multiple Summer Sessions

Current student registration: Mar 5, 2018
Open enrollment: Mar 5 - Jun 3, 2018
*See detailed Academic Dates & Deadlines
*Note the start/end dates of each class
*Refer often to the One Stop [Cancel/Add Schedule](#)

Final exams....last day of class

The 2017-2018 Registration Policies & Procedures Guide provides additional information and details regarding the student services and requirements associated with being an enrolled student at the University of Minnesota Duluth during the 2017-2018 academic year. This is an addendum to the Official University Calendar, the 2017-2018 Course Catalog and to the University of Minnesota and University of Minnesota educational policies effective fall 2017. Its intended use is for students, staff, faculty and administration.

Last Updated: 8/14/2017

Academic Dates and Deadlines 2017-2018

Fall Semester 2017

(15 instructional weeks, 1 week of final exams)

AUGUST 2017

14 College of Pharmacy first year students - Fall 2017 semester begins

- Financial aid anticipated disbursement to MED students accounts

21 Financial aid anticipated disbursement to UGRD/GRAD/PHAR students accounts

- **School of Medicine and College of Pharmacy continuing students - Fall Semester 2017 begins**

22-26 Undergraduate Bulldog Welcome Week

27 Last day to Waitlist a closed fall class

- Last day to register without incurring a \$50 late registration fee

28 UMD Fall Semester 2017 begins

29 Last day to register or add courses without approval

30 Register or add courses - faculty/department approval required

SEPTEMBER 2017

4 Holiday, campus closed

5 Last day to cancel a class with a 100% refund

- 100% refund 1-6 business days of the term
- 75% refund 7-10 business days
- 50% refund 11-15 business days
- 25% refund 16-20 business days
- 0% thereafter

11 End of 2nd week

- Last day to cancel a class & not have it recorded on your transcript (W)
- Last day to drop a class with a 75% refund
- Last day to change grading option (A-F, S-N, Audit)
- Last day to initially register for fall 2017 classes (\$50 late fee)
- Last day to add regular semester classes via MyU
- Last day to use course permission numbers to add classes via MyU

12 Initial fall registration on or after this date includes a \$100 late fee

18 Last day to drop a class with a 50% refund

- Fall 2017 Tuition & Fees due date #1

25 Last day to drop a class with a 25% refund- End of refund period (EXTENDED TO 9/27/2017 due to system upgrade 9/23-24 followed by outage of service on 9/25/2017)

27 Last day to make changes to student health insurance. (EXTENDED TO 10/8/2017)

New extension: Last day to drop a class with a 25% refund- End of refund period

OCTOBER 2017

6 Last day to file fall 2017 degree application - Undergraduates

8 New extension: Last day to make changes to student health insurance.

10 Spring 2018 registration appointment times available for continuing students

13 End of first half of fall 2017 classes

15 Undergraduate admission application priority deadline for new freshman and transfer students spring 2018

16 Beginning of second half of fall 2017 classes

18 Fall 2017 Tuition & Fees due date #2

19-20 College of Pharmacy Fall break

23 Mid-term grades due

26-27 UMD Fall break

NOVEMBER 2017

6 Summer 2018 Class Schedule available on MyU

6-17 Registration by Appointment for spring 2018 for currently and previously enrolled students

6 End of 10th week

- **Dropping courses after this date is not permitted unless it is a documented non-academic extenuating circumstance.**

18 Fall 2017 Tuition & Fees due date #3

20 - Jan 9, 2018 Open registration for spring 2018

23-24 Holiday, campus closed, no classes in session

DECEMBER 2017

1 Undergraduate admission application deadline for new freshman and transfer students spring 2018

8 Last day of fall semester classes

11-15 Final exams for fall semester

15 Degree conferral date for fall semester

18 Fall Tuition & Fees due date #4

20 Grading deadline at 11:59 PM

18-Jan 9, 2018 Semester break

25 Holiday, campus closed

26 Floating holiday, campus closed

27 Academic Probation & Dismissal decisions available in MyU

29 Floating holiday, campus closed

Spring Semester 2018

(15 instructional weeks, 1 week of spring break, 1 week of final exams)

JANUARY 2018

1 Holiday, campus closed

2 Holiday, campus closed

3 Financial aid anticipated disbursement to students accounts

8 School of Medicine Spring Semester 2018 begins

9 Last day to Waitlist a closed spring class

9 Last day to register without incurring a \$50 late registration fee

10 Fall Tuition & Fees due date #5

10 UMD & College of Pharmacy Spring Semester 2018 begins

- Initial spring registration on or after this date includes a \$50 late fee

11 Last day to register or add courses without approval

15 Holiday, campus closed

18 Last day to cancel a class with a 100% refund

- 100% refund 1-6 business days of the term
- 75% refund 7-10 business days
- 50% refund 11-15 business days
- 25% refund 16-20 business days
- 0% thereafter

24 End of second week

- Last day to cancel a class & not have it recorded on your transcript (W)
- Last day to drop a class with a 75% refund
- Last day to change grading option (A-F, S-N, Audit)
- Last day to initially register for spring 2018 classes (\$50 late fee)
- Last day to add classes via MyU
- Last day to use course permission numbers to add classes via MyU

- 25 Initial spring registration on or after this date includes a \$100 late fee
- 29 Last day to make changes to student health insurance (CHANGED to FEB 1, 2018)
- 31 Last day to drop a class with a 50% refund

FEBRUARY 2018

- 1 Last day to make changes to student health insurance (CHANGED from January 29, 2018)
- 2 Spring Tuition & Fees due date #1
- 5 Fall 2018 & Spring 2018 Class Schedule available on MyU
- 7 Last day to drop a class with a 25% refund- **End of refund period**

MARCH 2018

- 2 End of first half of spring classes
 - Last day to degree application file a Spring, May or Summer 2018 Undergraduate
 - Last day to submit the online May 2018 Commencement Questionnaire
(Applies to all students receiving degrees during Fall 2017, Spring, May, Summer or Fall 2018 or Graduate degrees awarded monthly during these terms.)
- 5 Open registration for summer 2018 classes begins
Fall 2018 registration appointment times available for continuing students
- 5 Spring Tuition & Fees due date #2
- 5 - June 3 Open registration for summer term
- 5-9 UMD Spring break**
- 12 Classes resume
 - Beginning of second half of spring classes
 - College of Pharmacy Spring break March 12-16
- 28 End of 10th week
 - **Dropping courses after this date is not permitted unless it is a documented non-academic extenuating circumstance.**
 - **Preferred deadline to file for Change of College for fall semester 2018**

APRIL 2018

- 2 Spring Tuition & Fees due date #3
- 2-13 Registration by Appointment (queued) for fall 2018 for
currently and previously enrolled students
- 16-Aug 26 Open registration for fall 2018
- 26 (Tentative date) Summer term tuition and fees available in MyU/My Finances
- 27 Last day of UMD spring classes**
 - **School of Medicine - last day of Spring semester**
- 30 - May 4 Final exams for spring

MAY 2018

- 3 Spring Tuition & Fees due date #4
- 4 End of spring final exams, Degree conferral date for spring
 - College of Pharmacy - last day of spring instruction
- 5 Commencement
- 11 **College of Pharmacy - last day of spring semester**
- 14 Academic Probation & Dismissal decisions available in MyU

Summer Semester 2018

Save yourself some Cash and stress - make decisions about classes Before the deadlines

Refunds, Drop/add and other deadlines are based upon the actual start and end dates of the class.

Deadlines for dropping summer classes and refunds. [See One Stop Calendars for more information.](#)

MAY SESSION 2018 (or)

(4 instructional weeks)

SUMMER SESSION 2018

(4, 7, 8, 9, 10, 11 - 15 instructional weeks, see class information for specific start/end dates)

MAY 2018

- 7 May session begins
 - Last day to register for May Session classes
- 14 1st 7 Weeks session begins
- TBD Orientation Begins for the Fall 2018 class
- 28 Holiday, campus closed

JUNE 2018

- 1 Last day of May session classes
 - Final exams for May session
 - End of May session
 - Degree conferral date for May session
- 2 Spring Tuition & Fees due date #5
- 4 Summer Regular & 1st Half session 2018 begin
- 8 Summer term tuition and fees bill available
- 22 Summer Tuition and Fees Due #1
- 27 End of 1st 7 Week and 1st Half Summer sessions classes

JULY 2018

- 2 2nd 7 Week & 2nd Half Summer sessions begin
- 4 Holiday, campus closed
- 22 Summer Tuition and Fees Due #2
- 28 Last day of summer Regular & 2nd Half Summer session classes

AUGUST 2018

- TBD Advisement & Registration ends for the Fall 2018 class
- 14 Financial aid anticipated disbursement to MED students accounts
- 17 Last day of 2nd 7 Week session & Last day of Full Summer Session classes
- 17 Degree conferral date for summer semester 2018
- 20 Financial aid anticipated disbursement to students accounts
 - **College of Pharmacy first year students - Fall 2018 semester begins**
- 22 Summer Tuition and Fees Due #3
- 21-25 Bulldog Welcome Week - freshman
- 26 Last day to Waitlist a closed fall class
- 27 **UMD Fall 2018 semester begins**
 - **School of Medicine and College of Pharmacy continuing students - Fall Semester 2018 begins**

SEPTEMBER 2018

- 3 Holiday, campus closed
- 4 **School of Medicine and College of Pharmacy - Fall 2018 Semester begins**

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Need to know Policies for Students

Right to Privacy

Federal and state legislation define your right to access files containing information about you. These same regulations place certain safeguards against release of information about you to third parties without your permission. Most, but not all, record files are open to your inspection. Each unit of the University that maintains an educational file will allow you to review the contents of that file and request changes of inaccurate data.

The first point of contact regarding such inspection should be the University department responsible for the file about which you have questions. Questions may be directed to One Stop Student Services, (218) 726-8000 or 23 Solon Campus Center.

Directory Information Suppression:

Activate directory suppression if you do not want your address, phone number, or email address available to the public.

How:

1. Log in to MyU Portal
2. Select the My Info tab
3. Click the pencil (edit) icon in the Directory Suppression
4. Review information regarding FERPA Restrictions, select Edit FERPA/Directory Restrictions
5. Select the option you desire, click the Save button

Equal Opportunity

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Inquiries regarding compliance may be directed to the Director, UMD Department of Human Resources and Equal Opportunity, 255 Darland Administration Building, 1049 University Drive, Duluth, Minnesota 55812-3011, 218-726-6326, 218-726-6827, TTY 218-726-6115, FAX 218-726-8827, umdoeo@d.umn.edu, <http://www.d.umn.edu/umdoeo>, or the

Complaints alleging discrimination in the University/student relationship, including student complaints alleging sexual harassment by the University staff or faculty, are handled by the Director, UMD Department of Human Resources and Equal Opportunity, 255 Darland Administration Building, 1049 University Drive, Duluth, Minnesota 55812-3011, 218-726-6326, 218-726-6827, TTY 218-726-6115, FAX 218-726-8827, umdoeo@d.umn.edu. Website at <http://www.d.umn.edu/umdoeo>, or the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, 612-624-9547, eoaa@umn.edu, <http://www.d.umn.edu/umdoeo/eoaa.html>.

Student Responsibilities

Key Points:

- ☐ Know University and Collegiate registration policies
- ☐ Protect your information when using public computer labs
- ☐ Check course prerequisites
- ☐ Check your class schedule often for up-to-date class information (location, instructor, time)
- ☐ Cancel/Drop classes before the refund periods end
- ☐ Pay for all enrolled classes
- ☐ Ask for help at One Stop Student Services

- ❑ Check your UMD email and manage your business using MyU

Academic Rights & Responsibilities

<http://www.d.umn.edu/catalogs/current/RandR.html>

The policies in this publication directly affect your registration. You are responsible for information contained in this publication: avoid potential problems by reading carefully through the various sections and by checking the prerequisites for all your courses. You can receive credit only for those courses for which you are properly registered. Likewise, you must pay for any course for which you register unless you officially cancel online or at One Stop Student Services, 23 Solon Campus Center, during the 100% refund period. If you cancel after the 100% refund period, you must pay for any portion of the course for which you do not receive a monetary credit. In addition, if you attend a class without registering for it, you will be considered an auditor in the course and will be billed for full tuition and fees.

Tuition and course fees are refunded on the following schedule:

- 100% refund 1-6 business days of the term
- 75% refund 7-10 business days
- 50% refund 11-15 business days
- 25% refund 16-20 business days
- 0% refund thereafter

The general registration instructions in this publication apply to all students. In addition, your course of study falls under policies established by your college. These policies are contained in your catalog and in other materials issued by your college. You are also responsible for knowing and following the policies of your college. Students in the graduate school have additional specific registration instructions in the [Graduate School Handbook](http://www.d.umn.edu/grad/current-students-handbook.php) at <http://www.d.umn.edu/grad/current-students-handbook.php>.

Official Language of Instruction & Records

English is the official language of instruction and records at the University of Minnesota Duluth. This includes language acquisition classes which may be taught using whole language and immersion theory.

Email as Official University Communication

<http://www.d.umn.edu/catalogs/current/e-mailasofficialcommunication.html>

- Your "@d.umn.edu" email account is the University's official means of communication.
- You are responsible for all information sent to you at this account, including all attachments, even if you choose to forward your UMD email to another account.
- Financial aid information, bills, and some class changes are all communicated by email.
- You can access your d.umn.edu email account from anywhere at <http://www.d.umn.edu/email>.

Student Finances

Fees

You may access information about [tuition, course fees and special fees](https://onestop.d.umn.edu/finances/estimating-your-costs) for the academic year online at <https://onestop.d.umn.edu/finances/estimating-your-costs>.

Fees charged to your student account will be based on one or all of the following:

- first term of enrollment
- enrollment level
- specific college or program
- courses taken
- services received or used

Course fees

Fees for a specific term and course subject, including Online and Distance Learning term fees. Fees subject to change.

Collegiate fees

UMD collegiate fees per semester

Other Services fees

A full list of [other Service fees](https://onestop.d.umn.edu/finances/fees) is available online at <https://onestop.d.umn.edu/finances/fees>.

Student Services fees

Fees payable by all students who match the criteria noted under each description

Late Registration Fees

To avoid a late registration fee, you must register before the first day of the term. If you register during the first 14 days of the term, you will be charged \$50 for late registration. After the first 2 weeks, you will be charged a \$100 late registration fee to register.

2017-18 Late Registration Fee Schedule

You will be charged a late fee to register on or after the deadline dates listed:

Fall Semester 2017

\$50 late fee: August 29, 2017

\$100 late fee: September 13, 2017

Spring Semester 2018

\$50 late fee: January 11, 2018

\$100 late fee: January 26, 2018

Refund Policy

Tuition and Fees

Tuition and course fees are refunded on the following schedule:

- 100% refund 1-6 business days of the term
- 75% refund 7-10 business days
- 50% refund 11-15 business days
- 25% refund 16-20 business days
- 0% refund thereafter

There are no retroactive refunds for either cancelling a class or withdrawing from a semester.

- The official cancellation date of a course is the date used to determine your refund amount.
- Refunds apply to tuition, the student services fee, and course fees but not to certain special fees.
- International program application and deposit fees are non-refundable.
- Special consideration will be given for course cancellation due to medical problems, attendance at other academic institutions, rules of individual academic departments, or active military duty.

You must provide documentation for exemption from the refund policy using the [Tuition Refund Appeal form](https://onestop.d.umn.edu/sites/onestop.umn.edu/files/forms/tuition_refund_appeal_form) at https://onestop.d.umn.edu/sites/onestop.umn.edu/files/forms/tuition_refund_petition.pdf.

Unless you officially cancel your enrollment by the published drop deadlines, 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.
- Cancel officially before the first day of classes if you decide before the semester begins not to attend the courses for which you are registered.
- Billing statements for your tuition and fees will occur for all registered (non-cancelled) courses.
- Additional late payment penalties and a hold will be placed on your record unless full payment is received by the due date on your billing statement.
- Study Abroad programs have cancellation deadlines and policies that differ from the non-international study experiences. Refer to the [UMD Study Abroad website](#) or discuss your situation with the department offering the enrollment/study experience.

Notice regarding Individualized Instruction Courses

Individualized Instruction (INI) courses follow the regular class refund schedule. Unless otherwise noted in the course listing, INI refunds are based on the date you register for the course.

As with any UMD course, a student can drop an INI course online through the tenth week of the semester; however, because the time periods for INI courses are unique, tuition will not always calculate correctly. **To ensure a correct refund**, contact One Stop, to drop an INI course. If you do drop the INI course online yourself and do not receive the correct refund, contact One Stop to research and work with a One Stop Student Services counselor to have an adjustment made. After the tenth week of the semester, drop requests for INI courses are done by petition.

Financial Aid

How to Apply for Financial Aid

All students requesting financial aid at UMD must complete the Free Application for Federal Student Aid (FAFSA). **A new application is required for each academic year.** Apply online at <http://www.fafsa.ed.gov>. Apply early because there are application deadlines and limited funding for some financial aid programs.

Eligibility Requirements

To be considered for financial aid at UMD, you must be admitted to a degree program, maintain satisfactory academic progress, and meet the additional eligibility requirements as outlined

<https://onestop.d.umn.edu/finances/eligibility-financial-aid>.

Summer Financial Aid

For information about summer financial aid, check out the UMD One Stop Student Services website at

<https://onestop.d.umn.edu/finances/may-and-summer-aid-0>.

When to Apply

You must complete your FAFSA by the deadline in order to be considered for the Minnesota State Grant Program.

<http://d.umn.edu/onestop/student-finances/financial-aid/types/grants/mn-state.html>

Disbursement of Funds

Your aid will be credited to your account on the following anticipated disbursement dates, provided that your file is complete (all eligibility requirements have been met) and you have registered for classes. Plan ahead to cover expenses that are due before the beginning of the term (e.g., rent for off-campus housing).

Anticipated disbursement dates

Student	Fall 2017	Spring 2018	Summer 2018
Undergrad and Graduate	8/22/2017	1/4/2018	6/5/2018
Medical	8/15/2017	1/4/2018	4/24/2018
Pharmacy	8/22/2017	1/4/2018	6/5/2018

See One Stop for more information on disbursement of funds.

<http://www.d.umn.edu/onestop/student-finances/financial-aid/application-guide/disbursement.html>.

- For further assistance, visit One Stop Student Services, 23 Solon Campus Center, 8:00 am–4:30 pm, Monday-Friday, (no appointment necessary). Phone (218) 726-8000 or 1-800-232-1339. Email umdhelp@d.umn.edu.

Payment of Tuition and Fees

Information on billing charges, installment plans, billing dates, and payment details are subject to change.

Up-to-date information is located at <https://onestop.d.umn.edu/finances/how-pay> and <https://onestop.d.umn.edu/finances/fees>.

Student Accounts Receivable (SAR) Billing—This system manages the billing and payment of tuition, fees, housing, UMD Stores, and other miscellaneous charges.

Payment of Tuition and Fees—All currently enrolled students with a University email account will be billed electronically. Electronic payments will also be accepted. You will receive notifications at your University email account that your bill is ready to pick up. You will be directed to a secure website to view and/or print your billing statement. You will have the option of making payments electronically from any U.S. bank account. **See the Pay UMD web page at <https://onestop.d.umn.edu/finances/how-pay> for full details.** You will have **two** weeks from the date of the billing statement until tuition and fees are due. Any charges incurred due to misaddressed or lost billings will be the responsibility of the student.

Payment Options—The billing system allows you the option of paying the full balance on your billing statement or making installment payments. Installment billings are produced three times each semester. There will be an administrative fee assessed to your account on the first installment billing. If your payment arrives after the due date, you will be assessed a late payment fee and an installment/administrative fee should you enroll in installment billing. [Review Academic Term Fees](https://onestop.d.umn.edu/finances/fees) for more details.
<https://onestop.d.umn.edu/finances/fees>

NOTE: The minimum due is your entire balance at the time of billing. If you wish to pay in installments, you will need to enroll in installment billing.

Tuition and Fees Paid by Various Agencies—If you have authorization for the University to bill a sponsoring agency for your tuition and fees, bring your authorization to Student Financial Services, 129 Darland Administration Building, as soon as possible.

NOTE: You will have a hold placed on your record if your sponsoring agency falls behind in payment for one semester. You will ultimately be held responsible for all unpaid tuition and fees if your sponsoring agency does not fulfill its obligations. It is your responsibility to monitor payments made to your account by your sponsor.

Late Payment Fees—Your payment must be received by the due date to avoid a late payment charge. Allow sufficient time for mail to reach the cashier's office by 3:30 pm or complete your online payment prior to 5 pm. If your payment is less than the minimum due or arrives after the due date, you will be charged a late payment fee. Review [fee amounts](https://onestop.d.umn.edu/finances/tuition) for more details.
<https://onestop.d.umn.edu/finances/tuition>

Holds—If you do not pay the minimum due on the billing statement by the due date, a hold will be placed on your academic record. This hold must be cleared before you will be allowed to receive a transcript or before you can register again. Contact One Stop Student Services, 23 Solon Campus Center, for information on releasing your hold. Online payment of past due accounts will require a 15-day waiting period before the hold can be released. Payment with a personal check will also require a 15-day waiting period.

Billing Statements—Paper billing statements will be mailed only to those students who do not have University email accounts, to those who are not currently registered, and to senior citizens. All other students will receive notification at

their University email account when their bill is ready online. You will be directed to a website to view and/or print your billing statement.

This billing statement is a snapshot of your student account as of the statement date. Transactions after the billing date will not be reflected until the following statement. To view the most up-to-the-minute transactions, log in to MyU Portal, select the My Finances tab, and click Account Activity. Here you can view your billing statement and download a PDF of your current student account billing statement. Review the [How To Guide](#) for more details.

<https://onestop.d.umn.edu/how-guides/viewprint-your-student-account-billing-statement>

- Make a payment on your student account through MyU Portal and select the My Finances tab. See the [How To Guide](#) for more details.
<https://onestop.d.umn.edu/how-guides/make-payment-your-student-account>
- Make a payment on a student account (for parents/guests) if a student has granted you access through MyU Portal, select Key Links, and then Parent/Guest Access. See the [How To Guides](#) under For Parents/Guests for more details.

You are responsible for any and all costs necessary for the collection of any amount not paid when due. If you fail to pay your account, and your account is placed in collection, you will be subject to an additional late payment fee. Delinquent accounts will be assessed this charge while the account is in a monthly billing status. You are encouraged to pay your account as quickly as possible to avoid these billing charges.

NOTE: If tuition is paid with a personal check or e-payment that fails to clear the bank, your registration will automatically be cancelled.

If your account has bookstore charges, installment and late fees, or other miscellaneous charges, and you do not authorize payment from your financial aid funds, you may receive both a bill for the charges and a financial aid credit balance check from your account. You will be responsible for arranging payment of your bill.

Official Enrollment

- You are officially enrolled only in those courses for which you are properly registered.
- No grades will be recorded in courses for which you are not properly registered.
- By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees.
- Faculty will record a grade for each student listed on the official grade report even if the student does not attend class.

Where and How to Pay

See information on [Where to Pay & How](#) at <https://onestop.d.umn.edu/finances/what-and-when-pay>.

- **Online:** You may make payments online through MyU Portal from your checking account, savings account or credit card, 24 hours a day, 7 days a week. Simply click on the billing and payment tab on your student account. **Online payments must be completed by 5:00pm (CST) on the due date.** If paying by credit card, a non-refundable processing fee will also be charged to your credit card.
 - Make a payment on your student account through MyU Portal and select the My Finances tab. See the [How To Guide](#) for more details.
 - Make a payment on a student account (for parents/guests) if a student has granted you access through MyU Portal, select Key Links, and then Parent/Guest Access. See the [How To Guides](#) under For Parents/Guests for more details.
- **By Mail:** Mail your check or money order made payable to the University of Minnesota Duluth and the top portion of your billing statement to:

UMD Cashier's Office
140 Darland
1049 University Drive
Duluth, MN 55812

Make sure to mail your payment with enough time to arrive by the due date to avoid the \$40 late payment fee and the \$20 administrative fee.

- **In Person:** Cashier's windows are located in the lobby of the Darland Administration Building.
 - Hours are 8:30 to 3:30 p.m. Monday through Friday.
- **Drop Box:** You may deposit your check or money order made payable to the University of Minnesota Duluth (no cash) along with the top portion of your statement in the payment drop box located next to the Cashier's Office in the lobby of the Darland Administration Building.

Important Note: Payments must be made in U.S. funds. All payments must arrive by close of business (3:30pm) on the due date to avoid the late payment fee of \$40 and the administrative fee of \$20.

Collection Fees and Procedures—By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees. Past due accounts may be subject to handling charges and collection procedures. Collection can include court action and referral to outside collection agencies. You are responsible for any and all fees necessary for the collection of any amount not paid when due. You will be assessed a return fee for any payments returned by the bank as unpaid. See further [details regarding fees and amounts](http://www.d.umn.edu/onestop/student-finances/tuition-fees/fees/other-fees.html) through One Stop.
<http://www.d.umn.edu/onestop/student-finances/tuition-fees/fees/other-fees.html>

Reciprocity—The University has reciprocity agreements with Wisconsin, North Dakota, South Dakota, and Manitoba. If you are a resident of any of these states or provinces, you may qualify for resident tuition rates with approved reciprocity.

Some exceptions:

- Undergraduates (only) from a legal resident of Illinois, Indiana, Kansas, Michigan, Missouri, or Nebraska pay 105% of in-state tuition as part of the [Midwest Student Exchange program](http://msepmh.org/institution/university-minnesota-duluth-0). Read more on the MSEPM website <http://msepmh.org/institution/university-minnesota-duluth-0>.
- If you are participating in off-campus study or study abroad for an academic year or more, you must re-apply for reciprocity.
- If you are a student from Wisconsin enrolled in Medical School you are not eligible for reciprocity.
- If summer session is your first registration at the University, you need to reapply for the next academic year.

You must apply for reciprocity prior to the term in which you wish your reciprocity to begin.

As soon as you receive an approval letter from your home state, take that letter to One Stop Student Services, 23 Solon Campus Center, for processing—this will update your account at Student Financial Services and will be reflected on your next billing statement. Eligible reciprocity students who attended and earned credit(s) during the academic year at an eligible institution will have their reciprocity benefits automatically renewed at that same institution. **Delays in your reciprocity processing will not exempt you from additional billing charges.**

For information and application forms, check with your home state reciprocity office.

Cancellation of Registration for Dishonored Checks

If tuition is paid by a personal check that fails to clear the bank, registration will automatically be cancelled.

Tuition Benefits for Eligible Students

University Regents Scholarship

The Regents Scholarship Program covers a portion of tuition costs for eligible employees enrolled in the University credit-bearing courses. The portion covered is:

- 100% of the tuition cost for eligible employees matriculated for the first time in a baccalaureate degree program.
- 75% of the tuition cost for all other eligible employees enrolled in courses covered under the Regents Scholarship Program.
- For more details see the [Regents Scholarship Program](http://www.d.umn.edu/umdhrr/Forms/regents.htm) website <http://www.d.umn.edu/umdhrr/Forms/regents.htm>

For employees who voluntarily terminate University employment prior to the end of the semester, the Regents Scholarship will cover a prorated amount of the tuition it would otherwise have provided, equivalent to the time the person remains employed. For employees whose appointment will end due to a non-renewal of appointment or layoff, the program will cover the Regents Scholarship portion of tuition for the entire semester in which the appointment ends.

For further information on the Regents Scholarship Program, please see <http://policy.umn.edu/hr/regents scholarship>.

Senior Citizen Education Program

The Senior Citizen Education Program (SCEP) is part of a [Minnesota state statute](#) in order to provide senior citizens with higher education opportunities.

Program fees

If you meet the residency and age requirements of the SCEP, you may audit courses free of charge or take courses for credit at **\$10 per credit**. Whether you audit or earn credits for the course, you must pay any required laboratory or materials fees.

Eligibility

To receive SCEP-reduced tuition benefits, you must self disclose to the University of Minnesota that you are a Minnesota resident and 62 or older BEFORE the start of the term for which you are registering. You are also eligible if you are 60 years old and receiving a railroad retirement annuity.

Before registering for classes you need to go to One Stop Student Services (23 Solon Campus Center) and provide identification to verify your age, Minnesota residency, and (if applicable) railroad retirement annuity.

Tuition Waiver for Blind Students

You are eligible for a full tuition waiver if you are a Minnesota resident who is legally blind. Your vision must be no better than 20/200 or 20 degrees of visual field in the better eye for a full tuition waiver. Periodic exams will be required if blindness is temporary. You must also complete and submit a form, the Tuition Waiver/Assistance for Blind or Deaf Students, to a One Stop Student Services Center. Your physician, ophthalmologist, or Disability Services specialist is required to complete a section of the form to document your disability. After approval, a waiver for the full amount of your tuition will be credited to your student account

Tuition Waiver for Deaf Students

To receive a partial tuition waiver based on deafness, you must be a Minnesota resident and have either a Federal Pell Grant or Minnesota State Grant for the term or terms the tuition waiver is awarded. You must also have a hearing

loss of such severity that you are primarily dependent on visual communication, such as writing, lip reading, manual communication, and gestures. The tuition assistance will be for any tuition and fees amount that remains after grants (federal, state, or other public or private grants) made to you for educational purposes are deducted from tuition and fees charges. For that reason, you must submit a Free Application for Federal Student Aid (FAFSA) that applies to the enrollment period of the tuition assistance and receive either a Federal Pell Grant or Minnesota State Grant for the term. You must also complete and submit a form, the Tuition Waiver/Assistance for Blind or Deaf Students, to a One Stop Student Services Center. Your physician or Disability Services specialist is required to complete a section of the form to document your disability. Tuition assistance is granted by the individual campus.

Tuition Waiver for POW/MIA Dependents

POW/MIA Dependents. Children of U.S. prisoners of war or persons missing in action may attend the University tuition free. To be eligible for the tuition waiver, you must submit documentation from the U.S. Department of Defense to the One Stop Student Services Center on the appropriate campus.

Tuition Waiver for Native Americans Attending University of Minnesota Morris

You may be awarded full tuition through the American Indian Land Grant Program if you are a University of Minnesota Morris student of at least one-quarter American Indian heritage. If you are eligible, apply to the Minority Student Program Office, 110 Old Music Hall, 320-589-2211, extension 6095. Senior Citizen Education Program.

Registering for Classes at UMD

Registration

Registering for classes

<https://onestop.d.umn.edu/academics/register-class>

Steps to follow to register:

- Students are all to be registered before the first day of the fall or spring semester. Avoid the Late Registration fee by being registered before the first day of the term. If you register for the first time after the first day you will have the following fees added to your student account.
 - \$50.00 - The first registration occurs during the first 2 weeks of the term
 - \$100.00 - The first registration occurs anytime after the 2nd week of the term
- 1. **Log in to the MyU Portal** using your Internet ID and password (UMD email username and password).
 - If you haven't already set up this account, visit <https://www.umn.edu/initiate?> 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.
- 2. **Check your Registration Appointment Time:** View your registration time and date in the MyU Portal, select the Academics tab, and the Registration sub-tab. Use the [How To Guide](#).
 - If this is your first term at the University and you have not been admitted to a degree-seeking program, you must complete the [University Studies application](#) before registering for classes.
- 3. **Check for Holds:** Always check before managing your classes, some may prevent registration. Holds can be added at anytime. Use the [How To Guide](#).
- 4. Use [degree audit \(APAS\)](#) to know what classes to take.
- 5. **Course Information:**
 - **Schedule Builder:** Is a tool connected to the official Schedule of Classes for each UMN campus. It has user friendly Class Search option and allows students to establish class schedule preferences (including times, days, instructors, etc.) to create a best case personal schedule for a given term. The optimized schedule can be directly linked to the Registration Shopping Cart. Students have the option to review and make changes to classes before enrolling, dropping or swapping classes.
 - i. Access [Schedule Builder](#) via the One Stop Student Services website under Class Search Resources.
 - Search class information through MyU Portal Class Search. Use the [How To Guide](#).
 - The PDF version can be used to obtain a printed copy, but the information is not updated as classes change.
- 6. **Register for classes** during your registration appointment time or during open enrollment.
 - Click on "Add or Change Classes".
 - Select the appropriate term.
 - Be sure to complete the mandatory health insurance information which comes up on all initial registrations.

- Enter the class number, select the grading option (A-F, Satisfactory-Not Satisfactory, Audit), variable credits, and enter authorization Permission number, if needed, for each class.
 - To register for courses that overlap, you must submit the electronic [Time Conflict Request](#) and request approval by instructors of both courses, to One Stop Student Services. You will be notified of the decision.
 - Repeat these steps for each class. Click “Done” to go back to the registration home page
7. **Utilize the Future Swap function** to manage your waitlist
- a. In your shopping cart, select the Swap tab
 - b. Select the class you want to swap from your schedule
 - c. Indicate the class you would like to replace (“Swap”) with your current class
 - d. Confirm your selection and click the “Finish Swapping” button
 - e. If a spot becomes available for you in the waitlisted class, you will be automatically enrolled in it and dropped from your original class.
8. **View or print your [Enrollment Summary](#).** Select the appropriate term. You may print a calendar view or “Customize Your Enrollment Summary” using the “select” boxes. Click “submit” when finished.
- If you are printing from one of the labs on campus, you will see the additional print screens come up that send this image to the printer in those locations. Class fee assessment is separate from enrollment. Your bill from Student Accounts Receivable is sent by email.
9. **Make Changes to your Class Registration** by selecting the Drop or Swap tabs within your Shopping Cart in the MyU Portal. Use the Drop a class, Swap classes, or Future Swap [How To Guides](#) under Enrollment.
10. **Protect your information when using labs on campus.** Before you leave the website and the workstation:
- Close any open registration screens.
 - Log out of your account validation screen (remember to do this so the next person at that location does not access the system using your ID and password).
 - Close your browser.

Resources Available through One Stop

Check your record and obtain a wide variety of other information and services online by going to

<https://onestop.d.umn.edu/>

- APAS—Academic Progress Audit System reports
- APAS—Transfer Credit Report (degree audit)
- Forms—A full list of One Stop forms listed A-Z.
- Order an Official copy online through [UMD One Stop](#)
<https://onestop.d.umn.edu/academics/transcripts>
- Registration—course availability, Class Schedule, Course Search, textbook information.
- UMD Academic Catalog—Information about academic programs, degree requirements, course descriptions, and policies.

Student Record Access Available through MyU Portal

Check your record and obtain a wide variety of services online through [MyU Portal](#)

- Financial Aid—Check your status, view and accept or decline your aid (eFAAN), FAFSA, cost estimates, grants, work-study, aid alternatives, notification, academic progress requirements, and promissory notes.
- Grad Planner—Have a strategy for taking classes!
- Grades—View the University of Minnesota courses, your G.P.A., and earned credit hours through MyU Portal Academics tab.
- Health Insurance Information—View or change student health insurance information.

- Make a payment on your student account through MyU Portal and select the My Finances tab. See the [How To Guide](#) for more details.
- Make a payment on a student account (for parents/guests) if a student has granted you access through MyU Portal, select Key Links, and then Parent/Guest Access. See the [How To Guides](#) under For Parents/Guests for more details.
- Parent/Guest Access—Set up online access for parent(s) or other third party to view your student information through MyU Portal, select My Info, then click Share My Information. See the [How To Guide](#) for more details.
- Personal Information—Keep your address and phone number up-to-date and request directory suppression of public information through MyU Portal and select My Info tab.
- Registration—Eligibility, registration appointment (queue) information, and self registration.
- Student Account—Account balance and transaction information, due dates, and financial aid disbursements, pay tuition online through MyU Portal and select My Finances tab. See the [How To Guides](#) under Finances for more details
- Transcripts—Print an unofficial copy for your own use through MyU Portal and select the Academics tab.
- Verification—view or print your enrollment verification through MyU Portal, select the Academics tab, and click Enrollment Verification. See [How To Guide](#) for more details.

Only use the system to access your own record. Accessing the records of other students is a violation of University policy and state and federal law.

Resolving Common Registration Issues

<https://onestop.d.umn.edu/academics/registration-guidelines>

Gaining Admission to a Closed Class

It may be possible to register for a course that has closed.

- After the second day of the term (including classes listed as open within the online Class Schedule) Obtain permission from the instructor or Department.
- After the second week of the term use the **Class Addition and Adjustments** form

Registering for two classes with overlapping times or days

Submit the Time Conflict Request form to obtain permission

Holds (Negative Service Indicators)

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. Review the [How to Guide](#) for more details.

Assistance

- Contact One Stop Student Services, 23 Solon Campus Center, (218) 726-8000, or umdhhelp@d.umn.edu.
- If you need educational accessibility, contact [Disability Resources](#), 258 Kirby Student Center, (218) 726-8217.
- To have your Password Reset, contact the ITSS Help Desk at (218) 726-8847. After hours, go to the Library circulation desk.
- For help with advising, planning your schedule, or questions about semesters, visit your college office or your adviser.
 - **College of Education and Human Service Professions (CEHSP)**
 - 120 Bohannon Hall, cehspadv@d.umn.edu, [CEHSP Advising Website](#)
 - **College of Liberal Arts (CLA)**
 - 310 Kirby Plaza, claadv@d.umn.edu, [CLA Advising Website](#)

- **Labovitz School of Business & Economics (LSBE)**
- 111A LSBE Building, lsbeadv@d.umn.edu, [LSBE Advising Website](#)
- **School of Fine Arts (SFA)**
- 107 Montague Hall, sfaadv@d.umn.edu, [SFA Advising Website](#)
- **Swenson College of Science & Engineering (SCSE)**
- 140 Engineering, scsesa@d.umn.edu, [SCSE Advising Website](#)
- Need a computer lab? [View locations and hours of computer labs on campus](#) or call the ITSS Help Desk at (218) 726-8847.
- Trouble accessing the internet, call the ITSS Help Desk at (218) 726-8847 for assistance.

Change of Registration

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 generally allowed without penalty during the first two weeks of the semester, or before. Additions and changes require the instructor's permission after the second day of the semester.

Courses may be added during the first two weeks of the semester with permission numbers from the instructor or department; after the second week, courses cannot be added and permission numbers are no longer valid.

Permission numbers will also be required during the first two weeks for courses that are closed or if the student has unmet course requirements.

Graduate students also must obtain their advisor's approval for any change in registration.

If you decide to stop attending a course, or courses, you must officially cancel. Cancel a course by the 10th day of the semester (2nd week) to prevent it from displaying on your official transcript; cancellation during the third through tenth weeks results in a W (withdrawal) grade notation. Students are generally not permitted to cancel courses after the tenth week of the semester; and petitions may not be granted solely because a student is failing the course. Students who feel they have an **extenuating non-academic** circumstance may submit a *University of Minnesota Duluth Academic Petition* along with supporting documentation, such as the [Medical Condition Verification](#) form. Also see [Tuition Refund Petition](#) for more information.

The standard response time frame for Academic Petitions and/or Tuition Refund Petitions is 2-3 weeks. Continue to participate in class until you have a decision. The University reserves the right to take the time necessary to complete research, consult with advisors, faculty, etc., gather evidence from third parties or other activities that support and an accurate and high quality decision. After the tenth week of the term, and especially the weeks leading up to finals week, are peak periods for academic and tuition refund petitions. Response from the UMD Petition Committee may take longer during peak periods.

Check with your college for specific regulations governing cancellations and additions in your program.

Veteran and Dependent Registration

<https://onestop.d.umn.edu/veterans>

All veterans and their dependents attending under the G.I. Bill must have their enrollment certified by the University. Certification will not be considered complete until attendance is verified at the time of registration by reporting to the University Veterans Services, 60 Solon Campus Center. Those not completing this process will be considered as not attending and reported to the Department of Veteran Affairs (VA). Cancellation, transfers, or official withdrawal from all courses must also be reported immediately to the University Veterans Services. Withdrawal or receipt of non-passing grades may require return payment of G.I. Bill entitlement unless mitigating circumstances are submitted to and approved by the VA.

Registration Opportunities for UMD Students

Multi-Institution Registration - attend another UM campus

<https://onestop.d.umn.edu/academics/attend-another-u-m-campus-0>

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.

To register as a multi-institutional student, you will need to complete the Application for Attending Another U of M Campus as a Multi-Institutional Student. Once you have completed this form, you will be able to register for the classes you wish to take at the other U of M campus.

If you are registered for classes at a host campus only, that campus will bill you directly for your tuition and fees. Any financial aid you receive at your home campus will be sent to you in the form of a surplus check which should then be used to pay your bill at your host campus.

If you are registered for classes at both your home and a host campus during the same term, you will receive a bill from *each* campus for tuition and fees. If you receive financial aid, it will be based on the combined credits that you are registered for at both campuses.* However, your aid will be disbursed and applied to your bill at your home campus ONLY; it will NOT apply directly to your bill at your host campus. You will be responsible for paying that bill separately. If you receive a financial aid surplus check, those funds can be used to pay your bill at your host campus. Courses appear on your transcript under the header of your home campus for that term. However, if you want to look up grades using 'view my grades', you will need to go into each specific campus' one stop/self-service page to do so.

If you participate in a multi-institutional student agreement, or if you would like a hard copy of the form, contact the [One Stop Student Services](#).

*Note: Some Online Distance Learning (ODL) classes offered by the U of M in the Twin Cities do not count as credits eligible for financial aid.

Cross Registration - Inter-Institutional Cross Registration (IICR)

<https://onestop.d.umn.edu/academics/inter-institutional-cross-registration>

UMD undergraduates have the opportunity to register concurrently at the College of St. Scholastica (CSS) and at the University of Wisconsin–Superior (UWS) during the fall and spring semesters. In addition, CSS and UWS undergraduates have the option to register concurrently at the University of Minnesota Duluth during the fall and spring semesters.

About Inter-Institutional Cross Registration:

- Full-time enrollment (12+ credits) at the home institution is required for all students to participate.
- A combined maximum of two IICR courses per term at CSS or UWS is allowed for UMD students.
- Additional UMD tuition charges for the IICR courses will be calculated as if the courses had been taken at UMD.

- The grade(s) earned at the host institution count in your University of Minnesota GPA.
- Cross-registration is not available during the summer.
- Cross-registration is not available for graduate or professional level courses.
- Effective fall 2017, IICR students cannot enroll in online courses at CSS.

UMD students should discuss Inter-Institutional Cross Registration with their advisor prior to completing the [Inter-Institutional Cross Registration \(IICR\) form](#).

CSS and UWS students who have applied for cross registration at UMD will be placed in requested courses at the beginning of UMD's open registration period. In the event that a class is full or that a permission number is required, students will be notified via email from UMD's Office of the Registrar.

Study Abroad

<http://d.umn.edu/study-abroad/>

UMD students who are interested in studying abroad may wish to connect with UMD's Study Abroad Office to explore program options. Students may view the Study Abroad Course Database to see how courses taken abroad transfer to UMD. Students may be asked to obtain course syllabi/outlines to aid with the evaluation of courses without a transfer decision.

Remember! A Board of Regents policy caps your tuition and fees at the 13-credit plateau of your home campus for the classes you take each term; however, this does not apply to Study Abroad students since a program fee is assessed instead of tuition and fees. Consult your Study Abroad Office Program Contact for more information.

Classes completed in a non-affiliate study abroad program will be considered for transfer credit to UMD and your degree requirements only if the non-affiliate program is eligible per the UMD transfer of undergraduate credit policy. Most importantly, non-affiliate programs must be offered at institutions which are recognized as accredited by legitimizing bodies.

To confirm if your desired program is offered by an accredited institution, contact the UMD Office of the Registrar at UMDReg@d.umn.edu.

Credits earned on while participating in a non-affiliate program abroad are not eligible for the following degree requirement: "Students must complete at least half of their courses at the 3xxx-level and higher at UMD. Study-abroad credits earned through courses taught by UM faculty and at institutions with which UMD has international exchange programs may be used to fulfill this requirement." In addition, credits earned in a non-affiliate program do not fulfill the Global Perspectives liberal education requirement at UMD unless approved through the transfer credit evaluation process.

FAQ Registration Questions

Auditing Courses

To audit a course, you must follow the same registration procedures and pay the same tuition and fees as for courses bearing credit. Audited courses do not carry credits or offer grades, may not be used to fulfill degree requirements, and do not count toward financial aid eligibility. To register as an auditor, select the "audit" option and complete your registration by the end of the second week of the term. At the end of the term, a V (visitor) will be recorded on your transcript.

Cancel/Add Policy

Cancel/add requests can be processed after the initial registration and according to appropriate policies and procedures.

<https://onestop.d.umn.edu/dates-and-deadlines>

Cancelled Courses

The University reserves the right to balance and cancel courses. In these cases, the University will remove that course from your record and send you an email message notifying you of the cancellation.

Liberal Education Courses

Courses that may be used to satisfy liberal education requirements are noted in the parenthetical information following the course number and description (i.e., Lib Ed).

<https://onestop.d.umn.edu/academics/education-requirements>

Nonattendance after Registration

If you register but do not attend courses you will be held academically and financially responsible for those obligations associated with registration and withdrawal. See “Mandatory Attendance” information on the First Week of Class Checklist and “Withdrawal from the University” on the 2017-2018 Registration Policies & Procedures.

Non-degree, Credit Courses

These credits cannot be used for a UMD degree. They are designated with the following statement in parentheses after the course number and title (e.g. SSP 0103): “cr cannot be applied toward a degree”.

When appropriate, the credits may be used in determining financial aid. In some instances the credits may also be used in determining intercollegiate athletic eligibility; contact the Department of Intercollegiate Athletics for information on the effect of non-degree credit courses on athletic eligibility. Non-Degree credits are not included in the total number of UMD credits earned, in the GPA, or in determining student classifications.

Permission Numbers

Permission numbers are valid only through the **end of the second week**. Each college determines how their students obtain permission numbers.

Prerequisites

In order to enroll in some courses, you must either complete or concurrently enroll in certain other courses, possess some particular qualifications, and/or class standing. These requirements, known as prerequisites, are listed inside the parentheses after the course titles. If no prerequisites are listed, there are none, except for the class standing requirements indicated by the course number. Students attempting to register in courses for which the prerequisites have not been met must obtain a course approval from the appropriate instructor and/or department.

Religious Holidays, Absences for

The University permits absences from class for participation in religious observances. You are responsible for:

- informing your instructors of absences prior to expected absence,
- meeting with your instructors to reschedule any examinations affected by this policy, and
- obtaining class notes from other students.
- See [Excused Absences policy](#).

Checklists

First Week of Class Checklist

Know your responsibilities

Teaching and Learning Responsibilities: Instructor and Student Responsibilities [policy](#).

Be aware of the academic calendar for important dates and deadlines

<https://onestop.d.umn.edu/dates-and-deadlines>

- View the schedule for final exam week and access the policy
- Holidays and session breaks
- Cancel/add deadlines by term
- Grading dates for faculty
- Billing and payment due dates, minimum due, links to pay online, student account, where and how to pay, etc.

Check your UMD email and manage your business using the MyU Portal

- Check your classes for up-to-date class information (location, instructor, time)
- Academic Standing from MyU Student Center
- Access grades
- Resolve any holds

Attend all enrolled classes - Mandatory Attendance

- You must attend the first class meeting of every course in which you are registered, unless you obtain approval for your intended absence before the first meeting.
- Without prior approval, you may lose your seat to another student.

Cancel/Drop classes before the refund periods end

Tuition and course fees are refunded on the following schedule:

- 100% refund 1-6 business days of the term
- 75% refund 7-10 business days
- 50% refund 11-15 business days
- 25% refund 16-20 business days
- 0% refund thereafter

Pay for all enrolled classes

Know where and how to pay, as well as payment options available

<https://onestop.d.umn.edu/finances/billing-and-payment>

Degree Completion Checklist

Be aware of the academic calendar for important dates and deadlines

Use tools available to help you plan your degree

<https://onestop.d.umn.edu/academics/graduation>

Check your APAS (Academic Progress Audit System)

<https://onestop.d.umn.edu/academics/apas>

Follow steps provided on the graduation checklist

- Undergraduate student checklist
- [Graduate student checklist](#)

Apply to Graduate

<https://onestop.d.umn.edu/academics/apply-graduate>

Undergraduate Degree Candidates, Graduation Application Deadlines for

Graduation term	Last date to file Application for Degree and Commencement Questionnaire
Fall 2017	October 7, 2017
Spring 2018	March 2, 2018
Summer 2018	March 2, 2018
Fall 2018	October 6, 2018
Spring 2019	March 1, 2019
Summer 2019	March 1, 2019
Fall 2019	October 4, 2019

Note: Fall Semester applicants who want their name to appear in the **prior** Spring commencement program must abide by that Spring Semester deadline.

Withdrawal from UMD

Students have 3 options for withdrawal from UMD, depending upon the situation and long term plans.

Option 1: Admitted and enrolled but do not intend to come.

Contact: [Undergraduate Admissions](#) 218-726-7171 or 800-232-1339

Option 2: You are currently enrolled, you need to withdrawal from all classes and you are not sure if you will return.

Contact: Your Academic Advisor and [One Stop Student Services](#) for academic and financial guidance.

Option 3: You are currently enrolled, you need to withdrawal from all classes and you need to “stop out” for a couple of semesters but intend to come back to UMD to complete your major. This is called a Leave of Absence.

Contact: Your Academic Advisor and [One Stop Student Services](#) for academic and financial guidance.

Withdrawal from UMD Checklist

By registering for classes, students enter into a contract to pay for all tuition and fees. Students are responsible for all transactions on their academic records. To withdraw from all academic coursework at the University, a student must officially cancel all courses through the last day of the tenth week of the semester. After that date, students who believe they have extenuating circumstances may submit a petition to the collegiate Student Affairs Office to withdraw from the University.

If you intend to withdraw from the University, you must officially cancel all courses. Only by completing this step can you be released from your responsibility for courses listed on your registration.

Review the [Withdrawal from the University policy](#)

Tuition and course fees are refunded on the following schedule:

- 100% refund 1-6 business days of the term
- 75% refund 7-10 business days
- 50% refund 11-15 business days
- 25% refund 16-20 business days
- 0% refund thereafter

No refunds are given after the fourth week. Courses that are shorter in length than the full semester have an abbreviated refund schedule. Withdrawing from courses can have financial and academic implications, possibly affecting billing, financial aid, and VA benefits, etc. The withdrawal could result in debt to the University, government or both.

After the fourth week, refunds beyond the published schedule will be granted by appeal only. A Tuition Refund Petition form with relevant documentation should be submitted to One Stop Student Services.

https://onestop.d.umn.edu/sites/onestop.umn.edu/files/forms/tuition_refund_petition.pdf

FAQ Withdrawal of UMD Questions

- Return all University property such as library books, athletic equipment, band equipment, laboratory materials, locker keys or locks. Student athletic tickets must be turned in to the appropriate office.
- Have a student loan? Make arrangements for an exit interview with [Student Financial Services](#).
- Students living in University housing facilities must submit a contract cancellation request to the UMD Housing Office.
- Review One Stop Student Services > [Take a leave of absence](#)

Students Called to Military Duty

Students who are called to active military duty may withdraw from UMD. The University works with students to remove them from classes and resolve tuition and other financial issues. Students must submit a copy of their military orders and will be asked to complete a retroactive tuition petition. As a general rule, the petition is approved for a 100 percent refund unless there are negative financial aid implications for the student. Students are advised about what would be the most beneficial for their situation.

Medical Withdrawal

Appeal for medical withdrawal must include documentation from a licensed medical or mental health professional indicating:

- Date of onset of illness
- Date at which initial treatment was sought
- Diagnosis
- Dates of treatment service
- Severity of illness

Return after Withdrawal

Students who petition for medical withdrawal may be asked to present proof of treatment before subsequent registration.

Returning to UMD Checklist

There are many options available depending on your needs as a student. Please review to decide which option best describes you.

Re-enrolling:

Undergraduate student who has not been in attendance for two or more terms

Undergraduates who have not registered for the past two semesters (excluding summer session) are placed on inactive status. To return to active status, you must fill out the [Request for re-enrollment form](#).

Students who were academically dismissed need to contact the advising and academic services office of the college to which they are seeking readmission to regain active status. This form is **not** for graduate students or students who have attended summer sessions only.

If you are not admitted, you will not be allowed to register. If you are changing colleges, you may want to explore re-enrolling in your previously attended collegiate unit.

Return from Leave of Absence:

Undergraduate student who left based upon an approved Leave of Absence

Undergraduates who have not registered for the past two semesters (excluding summer session) are placed on inactive status. To return to active status, you must fill out the **Request for re-enrollment form/return from Leave of Absence**.

<http://www.d.umn.edu/onestop/degree-planning/re-enroll.html>

University Studies:

Undergraduate Alumni of UMD who is interested in seeking opportunities for professional and personal growth

- If you take a class for academic credit and are not officially admitted to an academic program or the University of Minnesota, you are considered a Guest Student, "non-degree" status and are assigned to University Studies (UST).
 - [Submit application online](#).
- If you are interested in being admitted to UMD as an undergraduate degree-seeking student, see the Office of Admissions, [Transfer Student information](#).
- If you are interested in being admitted to UMD as a graduate degree-seeking student, review your options in the UMD Graduate School, College of Pharmacy, or Medical School in Duluth.

University Studies (UST) Student Checklist

Helpful Hints for Non-Degree or Guest Students at UMD once you have Registered

Review information available through [One Stop Student Services](#).

Initiate your [University of Minnesota account](#) at <https://www.umn.edu/initiate>.

Email is the Official University Communication

<http://www.d.umn.edu/catalogs/current/e-mailasofficialcommunication.html>

- Your “@d.umn.edu” email account is the University’s official means of communication.
- You are responsible for all information sent to you at this account, including all attachments, even if you choose to forward your UMD email to another account.
- **Financial aid information, bills, and some class changes are all communicated by email.**
- You can access your d.umn.edu email account from anywhere at <http://www.d.umn.edu/email>.

Know your responsibilities

Teaching and Learning Responsibilities: Instructor and Student Responsibilities [policy](#).

Be aware of the academic calendar for important [dates and deadlines](#)

- View the schedule for final exam week and access the policy
- Holidays and session breaks
- Cancel/add deadlines by term
- Grading dates for faculty
- Billing and payment due dates, minimum due, links to pay online, student account, where and how to pay, etc.

Cancel/drop classes before the refund periods end

Tuition and course fees are refunded on the following schedule:

- 100% refund 1-6 business days of the term
- 75% refund 7-10 business days
- 50% refund 11-15 business days
- 25% refund 16-20 business days
- 0% refund thereafter

Pay for all enrolled classes

Know where and how to pay, as well as payment options available

<https://onestop.d.umn.edu/finances/what-and-when-pay>

NOTE: If you do not pay, your registration will be cancelled, and you will be dropped from your class(es). If you cannot pay your student account in full by the due date, please contact One Stop Student Services if you have questions or Student Financial Services if you need guidance.

Additional Resources for Student Success

Advising and Academic Services

Collegiate Advising and Academic Services

Each of the five collegiate units at UMD has its own Advising & Academic Services office. These offices serve to:

- connect you with a professional academic advisor who may supplement your assigned faculty advisor
- answer questions about university and collegiate policies and procedures
- process some kinds of changes to your academic record
- facilitate resolution of academic-related issues
- refer you to additional student resources

Advising and Academic Service information for the Collegiate Units

College of Education and Human Service Professions (CEHSP)

120 Bohannon Hall, cehspadv@d.umn.edu, [CEHSP Advising Website](#)
(218) 726-7156

College of Liberal Arts (CLA)

310 Kirby Plaza, claadv@d.umn.edu, [CLA Advising Website](#)
(218) 726-8180

Labovitz School of Business & Economics (LSBE)

111A LSBE Building, lsbesa@d.umn.edu, [LSBE Advising Website](#)
(218) 726-6594

School of Fine Arts (SFA)

107 Montague Hall, sfaadv@d.umn.edu, [SFA Advising Website](#)
(218) 726-8312

Swenson College of Science & Engineering (SCSE)

140 Engineering, scsesa@d.umn.edu, [SCSE Advising Website](#)
(218) 726-7585

Partner Academic Advisors

All UMD students are assigned a faculty or professional advisor based upon choice of majors at the time of enrollment. Specialty or secondary advisors are available to students and, in some cases, may be assigned to a student upon enrollment at the university. Students can also request additional advisors to be added to their academic record.

Organizations that provide additional advising include:

- American Indian Learning Resource Center (AILRC)
<http://www.d.umn.edu/ailrc/>
- Athletics
<https://onestop.d.umn.edu/academics/athlete-services>
- Career & Internship Services
<http://www.d.umn.edu/careers/>
- Office of Cultural Diversity
<http://www.d.umn.edu/mlrc/ocd/>
- First Year Experience & Students in Transition
<http://www.d.umn.edu/sit/>
- Health Services/Counseling
<http://www.d.umn.edu/hlthserv/counseling/>
- International Student Services
<http://www.d.umn.edu/internationalstudents/>
- Peer Advisors
<http://www.d.umn.edu/academicadvising/peeradvisors.html>
- Supportive Services (Tutoring Center)
<http://www.d.umn.edu/student/ssp/>
- University Veteran Services
<https://onestop.d.umn.edu/veterans>
- Students with Disabilities
<http://www.d.umn.edu/access>

The Office of Disability Resources (DR) facilitates accommodations for students with disabilities. Available accommodations include assistance with note taking, sign language interpreters, test accommodations, alternatively formatted materials, and assistive technology. Specific accommodations depend on the student's documented needs and are initiated per student request. For more information or to request accommodations, contact 218/726-6130 or visit the [Disability Resources website](#).

Transferring Credit to UMD

Transfer Credit from US Colleges and Universities

- Students with transfer credit from non-University of Minnesota school(s) must have official college transcripts sent to UMD Office of Admissions, 23 Solon Campus Center, 1117 University Drive, Duluth, MN 55812.
- Electronic transcripts may be sent to umdadmis@d.umn.edu.
- UMD considers credits from [regionally-accredited institutions](#) for transfer.
- Students can view how courses transfer to UMD by utilizing [Transferology](#). If a decision is not available in Transferology, a student can request information from UMD through this application. This will lead to all unevaluated courses being sent for review.

How do my courses transfer?

- UMD subscribes to [Transferology](#) which was designed for students and their specific needs, using language they can understand.
- Transferology is a nation-wide network designed to help students explore their college transfer options. Their goal is to save students time and money by providing a quick, intuitive way of getting their college transfer credit questions answered.
- Students can answer the question "Will my courses transfer?" by adding coursework, exams, and/or military learning experiences to see how many schools in the Transferology network have matching courses that may be awarded when they transfer. They can also find out what their options are for taking classes over the summer (or whenever) at another school to transfer back to their current school by using the "Find a Replacement Course" feature.
- Designed, created, and supported by CollegeSource, Inc.

How does having a two-year Associate degree help me?

If you have earned a two-year degree, you *may* have completed the equivalent of the UMD Liberal Education Program/ General Education requirements.

- Details on the [MN Transfer Curriculum](#).
- Review current UMD [Transfer Guides](#) by UMD Colleges

In the fall 2015 UMD and Lake Superior Collegiate initiated a "Reverse Transfer Agreement" to assist students with college credit from Lake Superior College to complete their Associate's degree AFTER enrolling and completing classes at UMD but prior to earning a Bachelor's degree.

Transfer Credit from non-University of Minnesota school

- Students with transfer credit from non-University of Minnesota school(s) must have official college transcripts sent to UMD Office of Admissions, 23 Solon Campus Center, 1117 University Drive, Duluth, MN 55812.
- Electronic transcripts may be sent to umdadmis@d.umn.edu.

Test Credit

- Students with test credit (i.e. Advanced Placement, International Baccalaureate, College-Level Examination Program, or DSST) should also send official test scores to UMD.
- To see where to send scores and how UMD recognizes exams for credit, please visit the One Stop Student Services. <http://d.umn.edu/onestop/transfer/credit-types/test-credit/index.html>

Key Forms UMD Students

Find all student services forms online at One Stop Student Services: <https://onestop.d.umn.edu/forms>.

☐ **Change of UMD College**

Carefully read the appropriate instructions that are included with the application, then, submit to the student affairs/advising and academic services office of the collegiate unit you wish to transfer to, your **Application for Undergraduate Change of College** (UMD campus) and planned APAS (found in your Preliminary Graduation Plan).

It may take one-to-two weeks for an Application for Undergraduate Change of College (UMD campus) to be fully processed, depending on the time of the semester. If you are considering a change and want to register as a student in your new major, plan to submit forms to the collegiate unit that offers the new major at least two weeks prior to your scheduled registration time for the next semester.

☐ **Change of Name**

An accurate name on your official academic record is the responsibility of every student. Submit the **Name Change form** along with required documentation.

☐ **Credit Load - Minimums and Maximums**

To qualify for certain programs and for maximum benefits in others, you must carry a minimum of 12 credits. These programs include varsity athletics and maximum benefits for Social Security, veterans, orphans of war veterans, state rehabilitation programs, certain scholarships, and financial aid. You must notify One Stop whenever you drop below 12 credits.

If you receive aid from the Minnesota State Grant Program, you must notify the One Stop Student Services if you drop below 15 credits. The State of Minnesota has defined full-time status as 15 credits for the Minnesota State Grant Program. Any change in credit totals will affect your Minnesota State Grant eligibility.

You are allowed to register for a maximum of 20 credits per semester. Students wishing to register for more than 20 credits per semester must submit a **Term Credit Overload form** to One Stop Student Services.

☐ **Dual Degree Process for Undergraduates**

If you are interested in pursuing more than one degree (i.e., B.A. and B.S.), and the second degree is in a **different** collegiate unit than the first, you must complete the Additional Undergraduate Degree Program Application (Dual Degree) form. Submit the completed form to the collegiate unit offering the **second** degree.

An “additional” dual degree program is an undergraduate degree program that is different from the one you have completed or will be completing at the University of Minnesota. This is different from a second or third major (double or triple major) which may be part of the same degree. Apply for admission to an additional undergraduate degree program only if you intend to complete all degree, major, and coursework requirements for the additional degree.

It may take two weeks for an Additional Undergraduate Degree Program Application (Dual Degree) form to be fully processed, depending on the time of the semester. If you want to register as a student in your new major, submit forms to the collegiate unit at least two weeks prior to your scheduled registration time.

☐ **Health Plan, Student**

If you have your own insurance and would like to waive University student health plan, please go to your [Student Center](#) and provide the University your valid health insurance information.

The University requires all students admitted to a degree-seeking program, enrolled for six or more credits, and automatically assessed the Student Services Fee to have health insurance. Unless they provide proof of private, verifiable, health insurance coverage during the registration process, students who meet this requirement will automatically be enrolled in the Student Health Benefit Plan. See more details from the [Office of Student Health Benefits](#).

☐ **Immunization, Student**

Minnesota Law (M.S. 135A.14) requires that all students born after December 31, 1956 and who are enrolled in a Minnesota college or university must be immunized against diphtheria/tetanus, measles, mumps, and rubella. The law requires UMD to collect and maintain these records. The Minnesota Department of Health and local health board are authorized by state law to inspect this information. All information on this form, except your name, is private data. This law allows for some exemptions (see age—Part 1, medical—Part 3, or conscientious exemption—Part 4).

Warning: To avoid registration delays, this form must be completed and received by Health Services.

<https://onestop.d.umn.edu/sites/onestop.umn.edu/files/forms/immuniz.pdf>

- Any non-exempt student who fails to submit the required information within 45 days after first enrollment will have a hold placed on their UMD records preventing future registration. This form is designed to provide the school with the information required by the law and will be available for review by the Minnesota Department of Health and the local health agency.
- Holds will be placed on the records of students not having the Student Immunization Record form on file.
- Further information is available at UMD Health Services, 615 Niagara Court, (218) 726-8155, <http://www.d.umn.edu/hlthserv/>

☐ **Repeating Courses**

Submit the **Retake a Course (or Equivalent Course) form** with the appropriate details.

In accordance with University policy (section F) the following are key points when considering repeating a course:

- Petitions to request to take a course beyond the established repeat policy and course limits (often a third time) are rarely approved.
- Petitions to take a non-repeatable course a fourth time will not be considered.

Legend to Key Terms relating for Registration and Financial Aid

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.

Academic Calendar	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.
Academic Catalog	The UMD Catalog describes all of the programs and courses offered at UMD.
APAS	The APAS (Academic Progress Audit System) provides reports about undergraduate degree requirements and how your credits transfer to UMD.
Class (or Call) Numbers	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.
Class Standing or Academic level	Status is determined by the number of credits you have completed.
Closed Class	When a class is closed online, students may add their name to the waitlist option in the online Class Schedule.
College or Collegiate Unit or School	An educational unit with the University.
Credit Load	Full, half or less than half-time enrollment status is based on the credit hours of enrollment in a term (Fall, Spring, Summer).
Cross Registration, Inter-Institutional	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).
Degree conferral	To grant a degree.
Degree-seeking	Students who are accepted into the University and one or more collegiate unit pursuing a degree.
Disbursement of Funds	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.

Drop or Cancel	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.
Dual Degree and Double Major	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.
Enroll	To officially register as a member of an institution or a student on a course.
Fees	Course fees are assessed, in addition to general fees, college and program fees, and service/usage fees.
FERPA	(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.
Holds or Negative service indicators	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.
ITSS Help Desk	One place to stop for "Answers, Advice and Assistance" with all of your UMD technology needs.
Multi-Institutional Registration	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.
My U or MyU Portal	The front door to the internal UMD website where you will register, view your grades, pay your student account, and view your financial aid.

Non Degree-seeking or University Studies	Students who register for courses individually and are not pursuing a degree but are interested in seeking opportunities for professional and personal growth.
One Stop	One Stop provides expert advice regarding registration, financial aid, billing, payment, student records, and veterans benefits. Contact us by email, phone, or in person.
Permission Number	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.
Petition	A formal written request, typically one signed by many people, appealing to authority with respect to a particular cause.
Prerequisites	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.
Reciprocity	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.
Register	By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees.
Registration Appointment Time	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.
Semester or Term	A pre set fixed period for which a course lasts.
Swapping	The enrollment approval of switching from one course registration in the event you are removed from the waitlist and added to the class roster.
Time Conflict	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.
Transcripts, Official	An official record of a student's work, showing courses taken and grades achieved.
Transcripts, Unofficial	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.
Tuition	A sum of money charged for teaching or instruction by a school, college, or university.
University	The educational institution of the University of Minnesota Duluth.
Wait List	List of students waiting to be registered or enrolled in a course that is currently no longer accepting more students.
Withdrawal	To withdraw from all academic coursework at the University, a student must officially cancel all courses.