

UNIVERSITY OF MINNESOTA

2008-2009

ENROLLMENT POLICIES AND PROCEDURES

Morris Campus

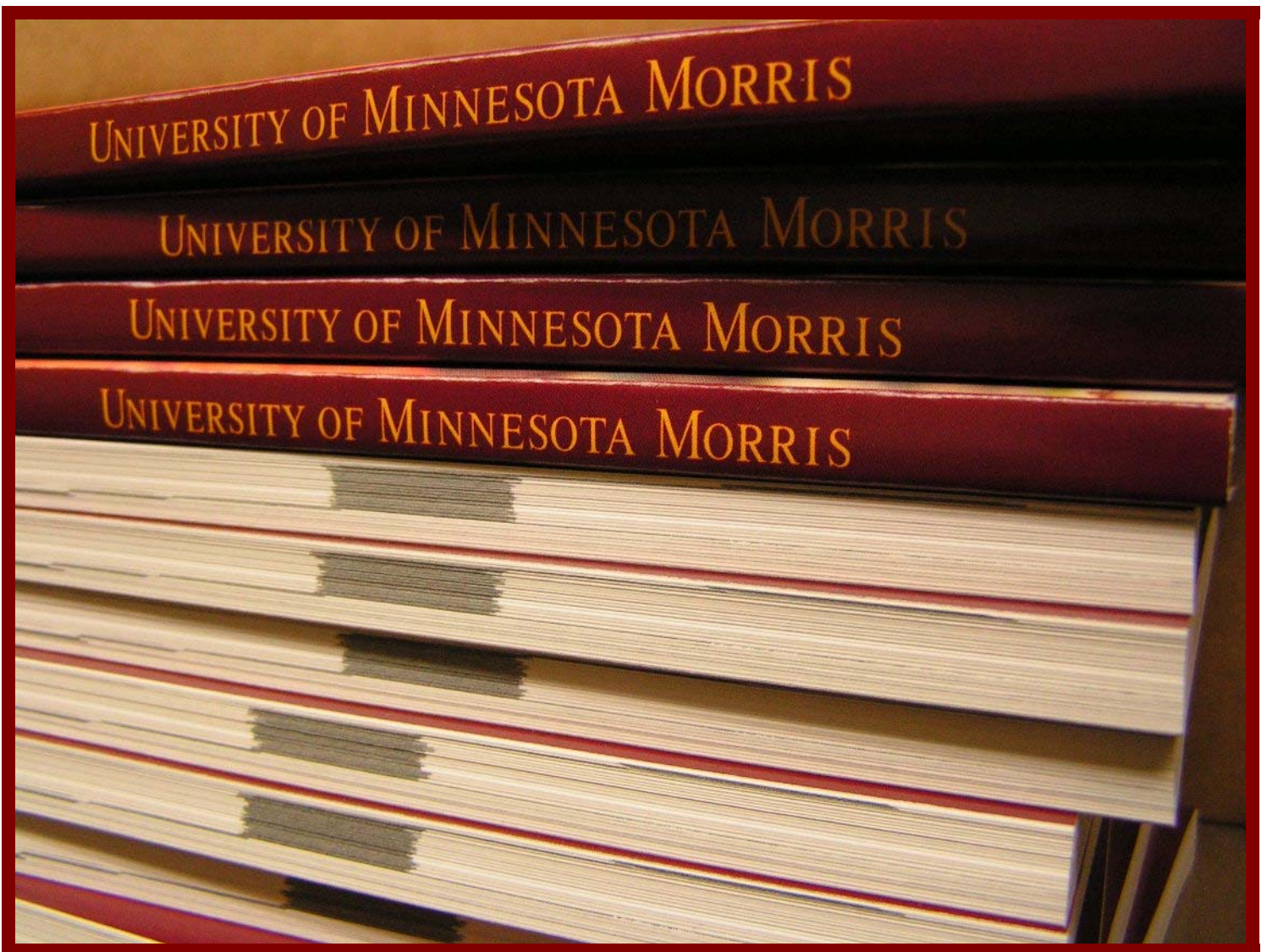


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This Publication is available in alternative formats upon request. Please contact Disability Services, 362 Briggs Library, (320) 589-6163

SECTION 1. GENERAL POLICY

STUDENT RESPONSIBILITY

By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees.

It is each student's responsibility to be informed of and follow the policies established by the University. Avoid potential problems by reading carefully through the sections and by checking the prerequisites of 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 on-line or at the Registrar's Office, 212 Behmler, 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.

To prevent misunderstandings and errors in registration, you should register yourself. If you cannot register yourself, you can have someone register for you at the Registrar's Office with your written permission.

E-MAIL COMMUNICATIONS

The University of Minnesota, Morris, provides students with an e-mail account upon matriculating to the institution. This account is free of charge and currently is active as long as the student remains actively enrolled. Upon matriculation, you will be sent information on how and when to initiate your account.

University assigned student e-mail accounts is the official means of communication of the University with all students. You are responsible for all information sent to you via your University-assigned e-mail account. **Because problems can occur when e-mail is forwarded, we recommend that you do *not* forward your University e-mail account. If you choose to forward to a non-University account, you are still responsible for all information, including attachments, sent to your University account.**

CHANGES TO THE CLASS SCHEDULE

Because the *Class Schedule* is prepared in March, scheduling changes may occur. All changes in the *Class Schedule* will be available prior to registration each term. The pdf version of the Class Schedule highlights these changes.

The Office of the Registrar's web site, (at morris.umn.edu/services/registrar), always contains the most current and accurate information about the *Class Schedule* and registration-related material.

Approximately one week before the beginning of the term, you will receive a current enrollment summary (via your official University e-mail account) reflecting your registration for the term.

Since courses may have changed since you registered (for example, time or days may have change), you should proof this enrollment summary carefully and make any necessary changes to your registration before the term begins. In addition, during the first two weeks of the term, you will receive e-mail notifications (via your official University e-mail account) of any changes the University makes to classes that occur after you receive your study list - these changes may also require you to change your registration if the changed courses no longer fit your needs.

ACCESS TO STUDENT- RECORDS

You can check your record and obtain a wide variety of other information online. Registration and access to your personal record requires you to enter your Internet ID and password. If you have not yet initiated your Internet account, you can initiate it online (at morris.umn.edu/onestop/initiate.html). If you have problems gaining access, call Computing Services Helpline at 320-589-6391. Questions about registration can be e-mailed to ummregistrar@lists.umn.edu

You are solely responsible for how your account is used. 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. It is also against University policy to give someone your password. Violations of this policy may result in your access being revoked.

THIRD PARTY ACCESS TO STUDENT RECORDS

In accordance with regent's policy on access to student records, information about you generally may not be released to a third party without your permission. However, some student information - name, address, telephone number, e-mail address, dates of enrollment and enrollment termination, college and class, major, adviser, academic awards and honors, and degrees earned - is considered public or directory information. You may prevent release of public information outside the University. To do so, you must complete and sign a "Request to Suppress Directory Information" at the Registrar's Office, 212 Behmler or go to (morris.umn.edu/onestop) and click on "Directory Suppression" listed under Quicklinks.

SECTION 2. REGISTRATION RULES AND PROCEDURES

REGISTRATION

New Students

Designated registration periods are held for entering first-year students and transfer students who plan to enroll fall semester. Faculty advisers assist new students with academic planning and course selection.

Current Students

Registration for current students begins around the ninth week of the previous term. Notification of registration activity will be sent to students' campus post office boxes and sent to their university e-mail account prior to registration for the following term.

Readmission

Students who do not register for two consecutive semesters (excluding summer session) will be placed on inactive status. Students placed on inactive status will need to contact the Office of Admissions and Financial Aid for approval to be readmitted before registering another term.

Returning after Suspension

Students who have been suspended from UMM and want to return must apply for readmission through the Admissions Office. The Director of Admissions, in consultation with the Scholastic Committee, will reevaluate current and past performance before deciding whether to readmit.

Attendance at Another Campus

A consortium agreement exists among the five campuses of the University of Minnesota for purposes of allowing students to attend another campus. Under this agreement students are allowed to attend another campus for one term during an academic year without losing their status or jeopardizing their eligibility for student financial assisted programs at their home campus.

Multi-institutional students fall into two categories:

1. Students who are registered on two campuses for one term. (For example, the student is registered at their home campus, but wants to take an online course from another University of Minnesota campus.)
2. Students who want to register at another University of Minnesota campus instead of their home campus. (For example, the student wants to take courses not offered on their home campus.)

Morris students who are interested in applying to attend another University of Minnesota campus should download the application form at morris.umn.edu/services/registrar/multi_u.html or contact the Registrar's Office, 212 Behmler Hall, (320) 589-6030 to request an application. Students are encouraged to complete the application one term prior to the term they plan on attending another campus.

REGISTRATION ELIGIBILITY

REGISTRATION APPROVALS

The following groups of students are required to obtain registration approvals before registering.

GROUP	APPROVAL BY:
Freshmen and Sophomores (0-59 cr)	Adviser
PSEOA (high school special)	Adviser
Students on Probation	Adviser

Registration Appointment Time

Registration for Fall and Spring semesters are scheduled in stages which are grouped by 1) class (i.e. (senior, junior, etc) and 2) alphabetically (rotating the alphabet each term). Your appointment time will be sent to your university e-mail account approximately a week before registration begins or you can access your time on the web (at morris.umn.edu/onestop). You are encouraged to register at your appointed time. If you have a conflict, you may register *after* your appointed time. Students will not be excused from class to register.

GENERAL INFORMATION FOR ONLINE REGISTRATION

Online registration is available for all students who have cleared their registration holds (at morris.umn.edu/onestop). However, in order for freshmen and sophomores to self-register, they must have their adviser notify the Registrar's Office that they have discussed the students' academic plan and course selections.

Online Registration

When accessing your student record use the following tips:

1. **Know your Internet ID and password.** Whenever you access your Student Record, you will be asked to login. If you run into difficulties, call 589-6391.
2. When the login screen appears, **enter your Internet ID and password.** A screen will appear telling you that you have successfully logged on. **Do Not Close This Screen!** It must remain active while you access your records, so click Continue or minimize it and proceed to the next step. Also use this screen to **logout** when you are finished.
3. **Before you leave the web site and leave your computer:** Close any open registration screens.

Log out of your Account Validation screen. Remember to do this so that the next person on that computer doesn't get into the system using your ID and password.

Close your browser completely.

You can check online registration system availability (at morris.umn.edu/onestop)

Where to go for help:

Help Desk: For help resetting your Internet ID (x.500 ID) and password, or if you have trouble accessing the web site, go to Computing Services, 10 Behmler Hall, or call the Help Line at 589-6391.

Registrar's Office: If you have questions about holds, enrollment appointments, or registration policies, go to the Registrar's Office, 212 Behmler Hall, e-mail selfreg@morris.umn.edu, or call 589-6030.

REGISTERING FOR CLASSES

Class Number

This five-digit number appears to the left of each course or each section of a course. Each class number is unique to the course and the term it is offered. You must use these specific class numbers when registering.

Course Descriptions

Courses are listed in the *Class Schedule* with a minimum of information - title, general education designation (if applicable), credits, requisites, day and time, location, and instructor. You should not choose your classes on the basis of title alone. In planning a program, the *Class Schedule* should be used in conjunction with the online course listings (at morris.umn.edu/onestop [click on *Catalog*]).

Course Numbers and Designators

Course numbers reflect the level of difficulty of a course:

- 1xxx - Courses primarily for students in their first year of study
- 2xxx - Courses primarily for students in their second year of study
- 3xxx - Courses primarily for students in their third year of study
- 4xxx - Courses primarily for students in their fourth year of study

Disciplines and programs are identified by a 2-, 3-, or 4-letter designator prefix (e.g. EngI for English, Pol for Political Science, LAAS for Latin American Area Studies).

In addition, courses may carry the letter 'H' after the course number. This letter indicates that the course fulfills Honors requirements.

General Education Requirements

Courses that meet specific general education requirements are designated as FYS, CW, FL, M/SR, ArtP, Hist, SS, Hum, FA, Sci, Sci-L, Hdiv, Evt, IP, E/CR. These requirements are listed inside the parentheses after or below the course titles.

Number of Credits

The number of credits approved for a particular course appears inside the parentheses after the course titles. You must register for the number of credits indicated; you may not, for example, take a 4-credit course for either more or fewer than the approved 4 credits. A few courses are offered for a variable number of credits, as indicated by an optional-credit notation (e.g., "3-4 cr"). In such cases, you may register for the number of credits discussed by you and your adviser.

Grading Option

If S-N only or A-F only is printed after the requisite statement for a course, you must register for that grading system. If no grading system is listed, you may register for either A-F or S-N grading. For information on degree limits on S-N grading, consult the *UMM Catalog* or the discipline offering the course. Students may also opt to register for a course as an auditor or visitor. This option does not carry credit or grade points but students are assessed full tuition (course does count toward total credit load).

Requisite Definitions

In order to enroll in some courses, you must either complete or be concurrently enrolled in certain other courses or have certain qualifications or class standing. These requirements, known as requisites, are listed inside the parentheses after the course titles. **In requisite listings, a comma means "and"**. If no requisites are listed there are none for the course. Students attempting to register in courses for which the requisites have not been met must obtain permission from the instructor. Work equivalent to a requisite course (having either the same content or requiring the same competence) is ordinarily accepted in place of that requisite. An instructor may, in some instances, waive requisites at her or his discretion.

Pre-requisite (prereq) - Students must have successfully completed all courses following the term 'prereq'.

NOTE: The Registrar shall, at the request of the instructor of a course, administratively drop a student from a course if the student has not met the prerequisite(s) for the course, provided that notification is received before the semester begins or within the first five days of the semester.

Co-Requisite (coreq) - Students must enroll in all of the courses following the term 'coreq' during the same term.

Pre-requisite or Co-requisite (prereq or coreq) - Students may either have successfully completed the course(s) or be concurrently enrolled in the course(s).

When no course designator precedes the course number listed as a requisite (e.g., 'prereq 3200'), that course is in the same discipline as the course being offered. When courses that must be taken in sequence are pre-requisites, only the last course of the sequence is listed.

In addition to course requisites, some courses require other approvals to register or students must meet certain qualifications. These types of course checks include:

-Instructor Consent—A class permission number must be obtained from the faculty before registering.

-Approved Directed Study, Internship, and/or Honors Project Form—Must submit appropriate form to the Registrar's Office at the time of registration.

-Elementary Education (EIE) and Secondary Education (SeEd)—All courses require students to be admitted to the program.

-Honors Program – All honors courses (designated with an 'H' after the course number) require students to be admitted to the program.

Disciplines may also use the registration system to help place certain categories of qualified students into courses or sections on a priority basis (freshmen, majors, etc.). If you meet all stated requisites for the course, you may also need to meet other qualifications established at the time of registration. For this reason, it is helpful to have both first *and* second course choices.

Standard Daily Schedule

Courses offered MWF continue for 65 minutes after the start time. Because there is a 10-minute break between classes held on MWF, start times are staggered throughout the hours. Standard MWF class periods are: 8:00-9:05 am, 9:15-10:20 am, 10:30-11:35 am, 11:45-12:50 pm, 1:00-2:05 pm, 2:15-3:20 pm, 3:30-4:35 pm, 4:45-5:50 pm.

There are also standard 100-minute TTh periods with 20 minute breaks between classes. Standard TTh class periods are: 8:00-9:40 am, 10:00-11:40 am, 12:00-1:40 pm, 2:00-3:40 pm, 4:00-5:40 pm.

As you make your selections, you will notice that some courses may vary from the standard MWF or TTh time periods. Some variations from the standard schedules are as follows:

--Half semester courses. These courses are indicated in the pdf *Class Schedule* as (1st 7.5 wk) or (2nd 7.5 wk) next to the days. The web *Class Schedule* lists the start and end date next to the days.

--50-minute courses. Some two credit courses meet 50 minutes on TTh or MW. The start and end times for all courses are indicated in the *Class Schedule*.

Choice of Classes

When class numbers and section numbers precede the hours and days listed, you may choose the section in which you wish to register (see Example 1 below). Some courses have a choice of laboratory or discussion sections, but only a single lecture section, in which all students taking the course are automatically registered. This lecture section will have no class number before it, signifying an automatic registration (as in Example 2, below)

Example 1

19768	Lec 1	11:45-12:50 pm	MWF	SS 124	Lawrence	Max 40
19769	Lec 2	1:00-2:05 pm	MWF	SS 123	Timmerman	Max 40

Example 2

	Lec 1	8:00-9:05 am	MWF	Sci 275	Olson	
19128	Lab 2	2:15-5:15 pm	Mon	Sci 350	Olson	Max 32
19129	Lab 3	8:00-11:00 am	Tue	Sci 350	Olson	Max 32

No Time or Place (indicated with "Arranged") - When hours and days are missing, consult the instructor or division offering the course.

Courses that Overlap

You may not register for courses that overlap or have less than one minute separation without submitting a Time Conflict Approval Form signed by the instructors of both courses. You can obtain a form online (at morris.umn.edu/services/registrar/forms.html). Bring the approved form to the Registrar's Office, 212 Behmler Hall for processing.

Credit Limits

UMM policy restricts the number of credits a student may take each term without special permission to **20**. Contact the Registrar's Office for information on the approval required to register for more than the maximum number of credits.

Directed Studies and Internships

A special Directed Study Approval form or Internship Learning Contract is required for registration. These forms, available on the web (at morris.umn.edu/services/registrar/forms.html), essentially establish a contract between the student and the supervising faculty member. The contract includes a project title (which is entered on the transcript), a statement of objectives of the project, the methods to be employed, and the procedures for evaluating the project. See the *UMM Catalog* for additional information on Directed Studies and Internships. Although directed studies and internships can be added up to the last day of class, it is recommended that students are registered for ALL courses by the essential deadline.

With Curriculum Committee approval, Directed Studies *may* count toward your general education requirements. Requests for General Education Designation must be submitted with the approved Directed Study Form at the time of registration. Requests submitted after a student has registered for the Directed Study will not be accepted. Because the request must have the support of a faculty member, the student and supervising instructor should work together in completing the request. Request for Directed Study General Education Designation forms are available (at morris.umn.edu/services/registrar/forms.html)

The Curriculum Committee meets regularly during fall and spring terms. However, you should allow several weeks for a decision.

Requests submitted after April 15, will be approved during the following fall term.

Closed Classes

Beginning with Spring 2007 registration, the UMM Waiting List was replaced by the online Wait Listing Option through online Registration System. If you are using Web registration and there is an online waiting list available for the course, you should add your name to that list. If you do not receive permission via your University assigned e-mail account, attend the first class to see if more students will be admitted. To register for a closed course you must have a class permission number from the instructor.

Wait listing provides functionality for students to indicate an interest in a class that has reached its seating capacity. As this is done within the same system they use to enroll, there are benefits to both students and instructors, since this replaces manual systems used in the past; the student no longer needs to interrupt their registration process to wait list. Instructors have daily access to their Wait Lists. Wait listing also helps in tracking demand for classes and sections.

Enrollment Summary

Approximately one week before the beginning of the term, a current enrollment summary will be sent to the students' University e-mail account. Check it carefully! Correct course information is ultimately the students' responsibility. Students can also view their classes online by going to morris.umn.edu/onestop

Mandatory Attendance

You must attend the first class meeting of every course in which you are registered, unless you obtain approval for your absence before the first meeting. Without this prior approval, you may lose your place in class to another student. If you wish to remain in a course from which you have been absent the first day without prior approval, contact your instructor as soon as possible. Instructors have the right to deny you admission if the course is full. You must *officially* cancel any course to which you are denied admission.

REGISTRATION CHECKLIST

Run through this checklist to prepare for registration. You will be able to avoid frustrating delays by following these hints.

Do you know the name and policy number of your health hospitalization insurance company or HMO?

The University of Minnesota requires that all degree seeking University students with 6 or more credits must have health/hospitalization insurance. You may provide this information on a Health/Hospitalization Insurance Form (at morris.umn.edu/services/registrar/forms.html), on a Registration and Cancel/Add Form or on-line when registering yourself. If you do not provide this information or if you do not have health/hospitalization insurance, you will be automatically enrolled in and charged for the University sponsored insurance plan.

Have you submitted your Immunization records?

Immunization records will be required for all registrants. State of Minnesota law requires all students born after December 31, 1956, to provide documentation of immunization for measles, mumps, rubella, tetanus, and diphtheria. This documentation must be entered on a Health History Form and must include the month and year each immunization was given. The form must be filled out and returned to Health Service within 45 days of the first term of enrollment in order for students to continue registering for classes at the University. Complete instructions accompany the form. Forms are available at Health Service or online (at morris.umn.edu/services/hlth_serv). You only need to fill out a Student Immunization Form the first time you register for classes at the University of Minnesota.

Do you have any holds you need to clear?

If you have a hold on your record, you may not be able to register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition or fees or unpaid library fines), for disciplinary or scholastic reasons, or for incomplete immunization records. You will usually be notified of an existing or impending hold by the department or office authorizing the hold. Notice of any hold, including the name of the department or office where it may be cleared, also can be obtained by accessing your record on the web (at morris.umn.edu/onestop). When viewing hold information via the web, be sure to see what services (if any) are restricted.

Fill out an Enrollment Request Form and Tentative Scheduling Form even if self-registering.

Both forms are available at the Registrar's Office, 212 Behmler Hall and on-line (at morris.umn.edu/services/registrar/forms.html). Please list alternate courses on your Enrollment Request Form in case your first choices are not available.

Have you met the published requisites?

In order to enroll in some courses, you must either complete or concurrently enroll in certain other courses or have certain qualifications or class standing. These requirements, known as requisites, are listed inside the parentheses after the course titles. If no requisites are listed there are none for the course. Students attempting to register in courses for which the requisites have not been met must obtain permission from the instructor.

NOTE: The Registrar shall, at the request of the instructor of a course, administratively drop a student from a course if the student has not met the prerequisite(s) for the course, provided that notification is received before the semester begins or within the first five days of the semester.

Have you checked the web to see if space is available in your course?

Check the web (at morris.umn.edu/onestop). The space availability is continuously updated.

Do you need any Class Permission numbers?

Does the course designate "instr consent" in the requisite statement of your course? Are you trying to register for a closed course? Are you trying to register after the first week of classes? You must obtain a class permission number from the instructor to register for these courses. All class permission numbers expire at the end of the second week of the semester.

Are you trying to register for classes that overlap?

You may not register for courses that overlap or have less than one minute separation without submitting a Course Time Conflict Approval form signed by the instructors for both courses. These forms are available online (at morris.umn.edu/services/registrar/forms.html) or at the Registrar's Office, 212 Behmler Hall.

CHANGE OF ENROLLMENT

Policies on Cancel/Adds

See the charts (at morris.umn.edu/services/registrar/canceladd) for requirements and dates for fall and spring semesters. Contact the Scholastic Committee at scholcom@lists.umn.edu to request an exception to deadlines. NOTE: Such approvals are not routinely given.

Where to Change Your Registration

To add, cancel, or change grading systems, you should:

1. Obtain necessary approvals.
2. Change your enrollment on-line (at morris.umn.edu/onestop). Changes to your registration may result in changes to your bill. These changes will appear on your next billing email/statement.
3. To change your registration in person, you must fill out a Registration and Cancel/Add form. These forms may be obtained online (at morris.umn.edu/services/registrar/forms) or at the Registrar's Office, 212 Behmler Hall.

Change of Grading Option

You may only change your grading option from A/F to S/N or vice-versa before the Essential Deadline (end of the second week of classes). You can find the cancel/add deadlines charts (at morris.umn.edu/services/registrar/canceladd).

Transcript Record of Cancelled Courses

When you cancel an individual course during the first two weeks of a session (refer to cancel/add web site, above, for actual dates), there is no transcript record of that course. If you cancel *all* courses during the first two weeks of the semester, a notation of cancellation will appear on your record, although no W's will be recorded. **NOTE: Cancellation of any course after the second week of a session will result in a "W" on your record.**

When to Cancel Courses

If you decide before the semester begins not to attend, cancel before the first day of classes. If you stop attending class for any reason, cancel immediately. On occasion, a course may be cancelled by the division offering the course. You will be notified of the cancellation and given ample time to make other arrangements before any changes are made to your registration.

Cancellations are effective the day you *officially* cancel (either by canceling on-line *or* by taking a Registration and Cancel/Add Form to the Registrar's Office, 212 Behmler Hall) *not* on the date you stopped attending class. You must pay for any course for which you enroll unless you officially cancel 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.

One-Time-Only Late Drop

Students who wish to drop a class after the 9th week of class, but can't justify that they have extenuating circumstances, may use their "One-Time-Only" Late Drop.

Each student may, once during their undergraduate enrollment, withdraw from a course without college approval, and receive the transcript symbol W, after the ninth week of the class and at any

time up to and including the last day of class for that course. This option is referred to as the One-Time-Only Late Drop (OTO). The OTO Late Drop cannot be used during or after finals week.

The OTO is a "no questions asked" option for withdrawing from a course after the ninth week of classes. The OTO Late Drop is an option for students to drop a course one time when they are certain of receiving a low grade, but have not experienced extenuating circumstances that have prevented them from succeeding in the course (e.g. "I just got in over my head this semester").

Unlike the option to drop a class online before the end of the 9th week, the OTO Late Drop can be used only one time during each student's undergraduate career at the U of M.

Students who use their OTO Late Drop still receive a "W" symbol on their transcript and pay for the class. A code will be entered on the student's record verifying that the "One-Time-Only Late Drop was used and it will not be possible to do another late drop. That's why they call it the "One-Time-Only"!

To use your OTO Late Drop, stop by the Registrar's Office, 212 Behmler Hall.

Canceling Out of College

If you find it necessary to completely cancel ALL of your classes, contact the Registrar's Office at 320-589-6030 or email ummregistrar@lists.umn.edu. Cancellation processing includes a visit with financial aid staff. Until an official notice of cancellation is received in the Registrar's Office, spaces in the classes are reserved, and tuition and fees charges continue to accrue regardless of nonattendance.

Tuition Charges and Refunds for Course Additions and Cancellations

Full tuition is charged on a per-credit basis for all changes in enrollment that increase your credit load, except for those credits above 13.

Refunds are issued on a per-credit basis according to the refund rate that applies to the date of cancellation (see refund schedule at morris.umn.edu/services/business). In a very limited number of circumstances, retroactive cancellations and refunds may be authorized.

NOTE: Course cancellations that result in a tuition refund may affect a student's financial aid. Check with Financial Aid before dropping a course that results in a refund.

SECTION 3. ONLINE RESOURCES

The information on these web sites directly affects your enrollment and will provide you with the tools to successfully manage your record at UMM. Students are ultimately responsible for understanding the policies and procedures outlined on these pages. For help, seek personal assistance from the various service units, or use the e-mail and telephone information provided on the web sites.

Registration

Cancel/Add Deadlines	morris.umn.edu/services/registrar/cancel/add.html
Catalogs (Bulletins)	www.catalogs.umn.edu/morris/index.html
Class Schedule (web version)	morris.umn.edu/onestop
Class Schedule (pdf version)	morris.umn.edu/services/registrar/ClassSchedulePDF.html
Course Withdrawal after the 9th week	morris.umn.edu/services/registrar/forms.html
General Education Worksheets	morris.umn.edu/academic/advising
Grad Planner	onestop2.umn.edu/gradplanner/home.jsp
Health/Hospitalization Insurance Form	morris.umn.edu/services/registrar/forms.html
Holds	morris.umn.edu/onestop
Internship/Directed Study Form	morris.umn.edu/services/registrar/forms.html
Major Worksheets	morris.umn.edu/academic/advising
May Session	morris.umn.edu/cerp
Registration Appointment Time	morris.umn.edu/onestop
Registration Worksheet	morris.umn.edu/services/registrar/forms.html
Registration/Cancel-Add Form	morris.umn.edu/services/registrar/forms.html
Registration System	morris.umn.edu/onestop
Summer Session	morris.umn.edu/cerp
Time Conflict Form	morris.umn.edu/services/registrar/forms.html
Waiting List Form On-line	morris.umn.edu/services/registrar/forms.html

Tuition and Fees

Billing Schedule	morris.umn.edu/services/business
Refund Schedule	morris.umn.edu/services/business
Tuition and Fees	morris.umn.edu/services/business

Managing Your Record

APAS On-line	http://www.morris.umn.edu/services/registrar/apas.php
Application for Degree	morris.umn.edu/services/registrar/grad.php
Certification Request Form	morris.umn.edu/services/registrar/forms.html
Directory Suppress	morris.umn.edu/services/registrar/forms.html
Grades	morris.umn.edu/services/registrar/grades.php
Portfolio	morris.umn.edu/onestop
Student Information Release Form	morris.umn.edu/onestop/parent_guest_access.html
Transcript Request Form	http://www.morris.umn.edu/services/registrar/transcript.php
View/Print Unofficial Transcript	morris.umn.edu/onestop

Calendars/Deadlines/Schedules

Academic Calendar	morris.umn.edu/onestop/calendar.html
Cancel/Add Deadlines	morris.umn.edu/services/registrar/canceladd.html
Final Exam Schedule	morris.umn.edu/services/registrar/final_examNEW.html
Refund Schedule	morris.umn.edu/services/business

SECTION 4. SERVICES FOR ACADEMIC SUCCESS

There are many types of support provided on the Morris campus for students who want to achieve academic success or wish to improve their academic work.

Academic Advisers and Instructors

Faculty are the first line of support for students. Talk with your course instructors to discuss particular areas where you are experiencing difficulties or where you would like to improve. Meet regularly with your academic adviser. They are available to assist in helping you to understand degree requirements, course selection, and your academic progress in general.

Center for Advising & Learning, 328 Briggs Library

morris.umn.edu/academic/advising

The academic advising staff make initial advising assignments and manage, monitor, and improve the advising system. Staff conduct sessions for summer and first time advisers and respond to advisers' and students' questions.

Academic Advising services include:

Choosing or changing your major

Changing your adviser

Request pre-professional program information

Adviser support and backup

Academic Assistance Center, 362 Briggs Library

morris.umn.edu/services/dsoaac/aac/

UMM students establish a high standard of achievement before entering college. Even those who have always done well academically can encounter a course that they don't know how to handle. The AAC is a resource that will allow UMM students to maintain their standards, reach their academic goals and enrich their education. The programs are available to all UMM students at no extra cost.

Academic Assistance services include:

Math, Chem, and CSci drop-in tutoring

Peer tutoring

Individual consultation

English language support (if English is not your native language)

Counseling Services, 235 Behmler Hall

morris.umn.edu/services/counseling

The Counseling Service helps student who are experiencing personal and academic stress and other transitions that interfere with college achievement. The Counseling Service has experienced counselors who can help students select and achieve goals for personal and career development.

Counseling Services include:

Personal counseling

Testing Center (CLEP, placement, National Admission)

Outreach

Preventative programming

Disability Services, 362 Briggs Library

morris.umn.edu/services/dsoaac/dso

The Disability Services Office provides support for students, faculty, and staff with physical, mental, or cognitive disabilities. It is the office designated with the responsibility for determining reasonable accommodation according to the Americans with Disabilities Act and for maintaining confidential records documenting disabilities.

Disability Services include:

Priority registration

Assist with faculty contacts

Alternative print formats

Alternative testing (extended test times, quiet exam rooms)

Tutoring

Classroom relocation (accessibility issues)

Taped lectures, notetakers, taped texts

Multi-Ethnic Student Program (MSP), 110 MRC

morris.umn.edu/services/msp

MSP works to ensure a stable, strong, and supportive environment for ethnic minority students by providing academic assistance and other quality student supportive services designed to improve the opportunities for minority students to participate fully in the life of the university and to successfully transition from college to career.

MSP services include:

Academic advising for first-year minority students

Academic Workshop Series (promotes success in the classroom)

Minority Mentorship Program

Minority Student Leadership Program (introduces students to the tenets of leadership)

Writing Room, 327 Briggs Library

morris.umn.edu/academic/writing_room/

The Writing Room offers students the opportunity to consult with a trained tutor (either a student or an English faculty member) about their writing. Tutors can work with students on specific papers/assignments or on their writing in general. Our goal is not to edit papers, but to provide useful feedback on writing in order for the student to become confident, independent, and effective writers.