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Registration and Orientation

Once a student is admitted to UMM, campus staff and faculty are available to assist the student in registering for courses and in getting oriented to the services, resources, and requirements of the University. Students are responsible for registering for classes each term. Registration and up-to-date registration publications and information are available on the Office of the Registrar Web site at www.morris.umn.edu/services/registrar.

Class Schedule—The online *Class Schedule* lists course offerings with class times, rooms, instructors, and prerequisites. The *Class Schedule* is available online at www.morris.umn.edu/services/registrar/register.html.

New Student Orientation

UMM offers a comprehensive new student orientation program that provides information on UMM's educational opportunities, services, and resources. Returning students help new students find their niche in campus life. New Student Orientation is held just before the beginning of the academic year. Students entering UMM spring semester take part in orientation activities held the first day of the semester.

Designated registration periods are held on campus in summer 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, and guide them through the process of online registration.

Once enrolled, students must attend the first class meeting of every course in which they are registered unless they obtain approval before the first meeting. If they do not attend, they may lose their place in the class to another student. (See also **Mandatory Attendance at First Class Session** on page 34.)

Currently Enrolled Students

Long-range academic planning between students and their advisers occurs in the spring, preceding fall registration. Annual Planning provides an opportunity for significant discussion of the breadth and quality of students' liberal education; career objectives, interests, and plans; and technical details of degree requirements. Students who will be freshmen or sophomores in the fall plan their next year; those who will be juniors plan their two remaining years. For students with fewer than 60 semester credits (freshmen and sophomores), notification of the adviser's approval of the Annual Plan is required in the Office of the Registrar before students may register for fall semester. Freshmen and sophomores must also obtain their adviser's approval before registering for spring semester.

Registration for current students occurs during the previous term. Registration instructions and materials are issued from the Office of the Registrar using students' official University e-mail account and the Web. Students are encouraged to

register early to secure a seat in a class and to express interest in the course. If insufficient enrollment occurs in a course, it may be cancelled to allow the instructor to teach other, more-heavily subscribed courses.

Holds on Students' Records

UMM reserves the right to deny students permission to register for a subsequent term or to withhold the release of grades, transcripts, or diplomas if students have not complied with academic or disciplinary regulations, or financial obligations to the University. A student who believes that the policy of withholding transcripts, grade reports, diplomas, or permission to register has been unjustly applied in a particular case may appeal directly to the Office of the Chancellor for resolution. Information about holds on a student's record is available through the Student One Stop Web site at www.morris.umn.edu/onestop.

Change in Registration

The deadline for students to make changes to their class registration is the 10th class day of fall or spring semester. Details are published on the Office of the Registrar Web site at www.morris.umn.edu/services/registrar/register.html.

Students who receive any type of financial assistance are advised to check with the financial aid staff before withdrawing from a class. The tuition and fees refund schedule is published on the Student One Stop Web site.

Withdrawals

Students may withdraw from classes without special permission through week nine of the semester (week four of half-term classes, week two of May session, week three of summer term). If a student withdraws from a course during the first two weeks of classes, that course registration is not recorded on the student's transcript. If a student withdraws during week three through week nine, a symbol of W appears on the transcript. Detailed course cancellation deadlines are online at www.morris.umn.edu/services/registrar/canceladd.html.

Withdrawal after the cancellation deadline requires college approval and will be granted only for extenuating nonacademic reasons.

Discretionary Course Cancellation

Each student, during his or her undergraduate enrollment at the University of Minnesota, may withdraw from a course after the deadline once—up to and including the last day of class for that course—without proof of extenuating circumstances. This “one-time-drop” must be processed at the Office of the Registrar. A symbol of W appears on the transcript.

Canceling Out of College

Students who choose to drop all of their classes after registering must process a complete *Cancellation from College* form with the Office of the Registrar.

Cancellation processing includes notification of other campus offices and may involve financial aid repayment. Until an official notice of cancellation is received in the Office of the Registrar, spaces in the classes are reserved, and tuition and fees charges continue to accrue regardless of nonattendance.

Refunds

In response to the federal Higher Education Amendments of 1992, the University of Minnesota has established a refund policy that follows the federal regulations with flexibility to serve both day school and Continuing Education students. There is a four-week refund period.

Week one of both fall and spring semesters ends the following week, on the same day of the week that classes began. This allows Continuing Education students whose first course meeting is the Monday of week two in spring semester at least one day of class before a penalty for cancellation is imposed.

Students are entitled to a full or partial refund or credit of tuition, student services fees, and special course fees as follows. (Refund schedules, including May session and summer session, can also be found on the Web at www.morris.umn.edu/services/business/refundschedules.html.)

Refund Schedule

(for day school courses)

- 100% through the 6th class day
- 75% through the 10th class day
- 50% through the 15th class day
- 25% through the 20th class day
- 0% after the 20th class day

The Office of Admissions, the Office of Financial Aid, the Business Office, and the Office of the Registrar work together to verify the date of cancellation. Any aid that has been received by the student is recovered first, as required by the aid programs involved. The Business Office cashier either processes a refund to, or collects the balance from, the student depending upon remaining funds and outstanding obligations to the University. Refund examples are available upon request by contacting the Office of Financial Aid.

Students participating in approved study abroad or student teaching, internships, or other individual projects at remote off-campus locations may be granted a waiver of the student services fees (with the exception of nonrefundable fees) for the period of their absence from the campus. Students should contact the Office of the Registrar for further information on student services fee waivers. Prorated room and board rebates are also available in many cases. See the *Student Life Handbook* for details at www.morris.umn.edu/services/reslife/slhandbook.

Re-Enrollment

Students at Morris who do not register for two consecutive semesters (excluding summer) become inactive. They must contact the Office of Admissions for approval to regain active status before registering for another term.

Access to Student Educational Records

In accordance with regents policy on access to student records, information about a student generally may not be released to a third party without the student's permission. (Exceptions under the law include state and federal educational and financial aid institutions.)

Some student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (full-time, part-time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information. To do so, they must complete a Request to Suppress Directory Information form in the Office of the Registrar or visit the “Directory Suppression” Quicklink on the Web at www.morris.umn.edu/onestop.

Students have the right to review their educational records and to challenge the contents of those records. The regents policy on student educational records is available for review online at www.umn.edu/regents/policies/administrative/Student_Education_Records.pdf. Additional information is available from the Office of the Registrar.