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Registration

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 website at [www.morris.umn.edu/services/registrar](http://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.php](http://www.morris.umn.edu/services/registrar/register.php).

New Student Registration

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. New students should have official transcripts from all postsecondary institutions attended (including college credit earned while in high school) sent to the Office of Admissions at least two weeks prior to the assigned registration session. This will assist advisers with recommending appropriate courses.

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 are provided with orientation information at the beginning of the semester.

Registration for Subsequent Semesters

Students are notified via email, the official form of communication, about registration each semester. Comprehensive information is available on the web at [www.morris.umn.edu/services/registrar/register.php](http://www.morris.umn.edu/services/registrar/register.php). All students with fewer than 60 completed credits must meet with adviser and receive registration approval from them. It is recommended that all students meet with their adviser to discuss registration every semester.

For all UMM students, long-range academic planning between students and their advisers occurs during the spring semester, prior to registration for the subsequent fall semester. This long-range planning or 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. Seniors are invited to attend “Senior Meetings” at the beginning of Fall Semester to plan their final year. 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. Students are encouraged to register early to secure a seat in a class. The registration queue allows seniors to register first, then juniors, and so on. 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

Certain holds on students’ records will prevent them from registering. For example, these can result from failure to comply with academic regulations or financial obligations to the University. Holds are fully explained in the University Policy, available at [http://www.policy.umn.edu/Policies/Education/Education/REGISTRATIONHOLD.html](http://www.policy.umn.edu/Policies/Education/Education/REGISTRATIONHOLD.html).

Students are sent information about their holds prior to registering. Additional holds may be added after this notification and can be checked via the Student One Stop under “Quick Links.”

Change in Registration

The essential deadline for students to make changes to their class registration is the 10th class day of fall or spring semester. Additional deadlines and details are published on the Office of the Registrar website at [http://www.morris.umn.edu/services/registrar/canceladd.html](http://www.morris.umn.edu/services/registrar/canceladd.html).

Canceling classes after the cancellation deadline requires approval from the Scholastic Committee and will be granted only for extenuating nonacademic reasons. Additional information can be found at [www.morris.umn.edu/Scholastic/drop_classes.html](http://www.morris.umn.edu/Scholastic/drop_classes.html).

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

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](http://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—One-time Drop

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. This rule is part of the University Grading and Transcript policy at [www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html](http://www.policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html).

Canceling Out of College

Students who choose to drop all of their classes must notify the Office of the Registrar. Detailed information and forms are available at [www.morris.umn.edu/services/registrar/withdraw.html](http://www.morris.umn.edu/services/registrar/withdraw.html).

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 federal regulations. UMM has 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 students whose first course meeting is the Monday of week two 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](http://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](http://www.morris.umn.edu/services).

Re-Enrollment After an Absence

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. Once readmitted, the Office of the Registrar provides the information needed to register for classes.

Student Records Privacy

Regents’ policy, federal law, and state law regulate release of student information to third parties. University policy regulates sharing of information within the University.

Briefly, some student information is designated as directory information and is a matter of public record. This includes name, mailing address, email address, telephone number, dates of registration and registration status, major, adviser, college and class, academic awards received and degrees received.

A currently enrolled student has the right to suppress this information. To suppress directory information, students need to update their personal information online at the UMM Student One Stop website at [www.morris.umn.edu/onestop/](http://www.morris.umn.edu/onestop/) and click on “Directory Suppression.” Once logged in, they should select “Directory Suppression” from the drop-down menu. Once a suppression is put on, it will remain on until the student requests its removal. For assistance, contact the Office of the Registrar, 212 Behmler Hall.

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](http://www.umn.edu/regents/policies/administrative/Student_Education_Records.pdf). Additional information is available from the Office of the Registrar.