

# UNIVERSITY OF MINNESOTA ROCHESTER

## NON-DEGREE REGISTRATION REQUEST

Before completing this form, please visit [www.r.umn.edu/nondegree](http://www.r.umn.edu/nondegree). This page contains important information relevant to becoming a non-degree student at UMR.

**DIRECTIONS** – By registering for classes you enter into a legally-binding contract to pay all tuition and fees, including any non-refundable fees. See “Cost and Tuition” at [r.umn.edu/one-stop/students/finances/costs-tuition](http://r.umn.edu/one-stop/students/finances/costs-tuition) for additional information.

You must complete all fields with an asterisk (\*) in PART 1 for identification, admission, and academic records purposes. The remaining fields are used for positive identification, advising, course placement, and institutional research. Data privacy information is available at [onestop.umn.edu/grades\\_and\\_transcripts/student\\_records\\_privacy.html](http://onestop.umn.edu/grades_and_transcripts/student_records_privacy.html).

You are required to submit unofficial transcripts with your non-degree registration request in order to ensure that you have completed the appropriate prerequisites for the courses you are interested in pursuing.

Before you cancel classes, check the refund schedule at [onestop.umn.edu/calendars/cancel\\_add\\_refund\\_deadlines/](http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/). Unless you cancel during the 100% refund period, you will be required to pay a percentage of your tuition and fees.

### RETURN FORM:

**By mail to**

Office of Admissions  
University of Minnesota Rochester  
111 South Broadway, Suite 300  
Rochester, MN 55904

**In person on campus to**

Office of Admissions  
Room 326, University Square

**By fax to**

507-258-8021

**Questions?**

Phone: 507-258-8686 or 1-877-280-4699  
TTY (hearing-impaired): 612-626-0701  
Email: [nondgr@r.umn.edu](mailto:nondgr@r.umn.edu)

### PART 1. Student Background

University ID or Social Security number		*Name (last, first, middle initial)	
Birthdate (mm/dd/yyyy)	*Former name (last, first, middle initial)		Phone (include area code)
*Current address (street, apartment number or P.O. box number, city, state, zip code, country)			Email address
Term fall semester      spring semester      May/summer term		Year 20	Gender male      female

### PART 2. Enrollment

**REGISTRATION** – Register for classes by completing the information requested below. Include second-choice classes in case your first choices have closed. You may check class availability online at [webapps-prd.oit.umn.edu/courses/designators.jsp?campus=UMNRO](http://webapps-prd.oit.umn.edu/courses/designators.jsp?campus=UMNRO).

**First choice**

**Second choice**

Course subject, number, section (Arts 1101-001)	5-digit class number	Credits	Grade basis A-F or S/N	Permission number (if required)

Course subject, number, section (Arts 1101-001)	5-digit class number	Credits	Grade basis A-F or S/N	Permission number (if required)

**CANCELLATION**

Check here to cancel all classes.

To cancel individual classes, give the information requested below for each class.

Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)	Course subject, number, section (Arts 1101-001)
5-digit class number	5-digit class number	5-digit class number	5-digit class number	5-digit class number

**IMPORTANT: Go to parts 3 and 4 on page 2 to complete this form.**

### PART 3. Billing and Payment

#### REGISTRATION

**As a non-degree student** (not currently admitted to a degree program), you are required to pay the balance due in your University student account in full by the first billing due date for the term or your enrollment *will be cancelled*.

You will be billed electronically for tuition and fees. You will not receive a paper bill. An email notice will be sent to your University-assigned email account after the term begins when your bill is ready to be viewed. Although you receive no credits for audited classes, credit equivalents will be included in the tuition and fees assessment. Billing due dates are available online at [onestop.umn.edu/finances/pay/where\\_when\\_how/](http://onestop.umn.edu/finances/pay/where_when_how/).

### PART 3. Certification

I understand that if I choose to withdraw from course(s) after the withdrawal deadline has passed, I will receive a "W" on my transcript and will still be responsible for any tuition costs. I understand I will receive no credit for courses for which I have selected an audit grading option. I also understand that if I elect to use these audited courses at another college or university, they are subject to the transfer policies of that institution.

I understand that as a non-degree student, I am not required to carry health coverage insurance unless I register for BIOL 2331 (Anatomy and Physiology I) or BIOL 2332 (Anatomy and Physiology II). Portions of these classes are held on the Mayo Clinic campus in specialty labs and this requires proof of health insurance and immunizations. If I fail to provide these documents by the first day of class, I will not be able to participate in these labs at Mayo Clinic, which will affect my grade.

Signature

Date

### FOR OFFICE USE ONLY

Signature

Date

To request copies of this form in an alternative format, please call the Disabilities Services liaison at 612-507-258-8096. The University of Minnesota is an equal opportunity employer and educator.