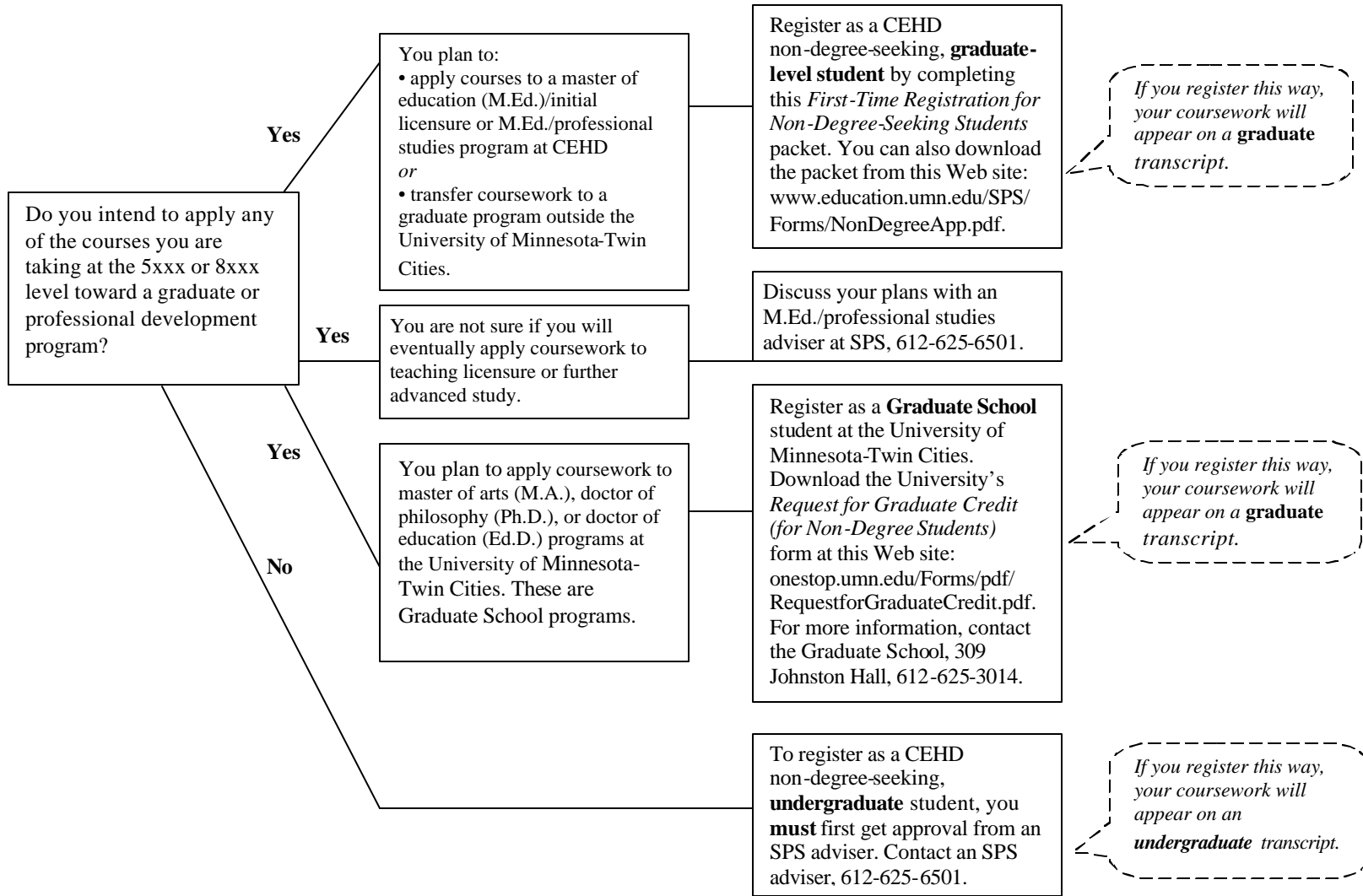


FIRST-TIME REGISTRATION
FOR NON-DEGREE-SEEKING STUDENTS



This diagram is designed to help students registering for coursework at the College of Education & Human Development (CEHD) to determine if they should register for graduate-level or undergraduate-level academic credit and tuition. Teaching licensure, state-mandated continuing education requirements, and advanced study may require **graduate-level credit**. For more information, contact an adviser at the college's office of Student & Professional Services (SPS), 110 Wulling Hall, 86 Pleasant St. S.E., Minneapolis, MN 55455; 612-625-6501.

NOTE: A **graduate-level student** and a **Graduate School student** are distinctly different. If you are taking courses for your own professional development or to apply toward a master of education (M.Ed.) degree, you should register at SPS as a CEHD non-degree-seeking, graduate-level student. If you intend to apply courses to a master of arts (M.A.), doctor of education (Ed.D.), doctor of philosophy (Ph.D.) program, you should register as a Graduate School student.

INSTRUCTIONS

Students wishing to complete coursework at the College of Education & Human Development (CEHD) as non-degree-seeking students must complete and return the attached materials to the college's office of Student & Professional Services (SPS).

- I. Complete the attached **CEHD Application for Non-Degree-Seeking Students** if:
- a) You have never taken a course at the University of Minnesota, or
 - b) You have been a former student, but have not registered for the last two semesters, or
 - c) If you registered within the past two semesters, but must now change your status (from undergraduate to graduate) to qualify for earning graduate credit.

Note: *If you are currently a degree-seeking student, you do not need to complete the CEHD Application for Non-Degree-Seeking Students.*

- II. Complete all spaces on the attached **CEHD Credit Enrollment Request Form**
- Check the University of Minnesota Twin Cities *Class Schedule* on the Web [<http://onestop.umn.edu/schedule/>] to determine if the class has open spaces and is not a restricted course (designated with an "R" in front of the 4-digit course number).
 - If the course has a restricted enrollment, you may register only if you have a 6-digit permission number, which must be entered on the enrollment form. [Contact the department or the instructor to obtain such a number]

Please note: *SPS does not issue permission (a.k.a. magic) numbers.*

Hospitalization Insurance

Degree-seeking students carrying 6 or more credits are required to carry hospitalization insurance. If you enroll for 6 or more credits and do not have this coverage, you will automatically be enrolled in the University-sponsored plan.

*If you have your own coverage, you are required to provide the name of your insurer and the policy number **every** time you register. If you do not enter this information every time, you will be billed automatically, as previously described.*

Immunization (taken from the Class Schedule)

The University requires all students born after December 31, 1956, and taking more than one class, to provide documentation to two immunizations for measles, mumps, and rubella, and a tetanus-diphtheria immunization within the last 10 years. Questions regarding how this may affect you will be answered at the University's Boynton Immunization Clinic, 612-625-3222

College of Education & Human Development

APPLICATION FOR NON-DEGREE-SEEKING STUDENTS

Submit this application for non-degree-seeking status to: Student & Professional Services, 110 Wulling Hall, 86 Pleasant Street S.E., Minneapolis, MN 55455, or fax to: SPS Processing Team, 612-626-1580.

For SPS office use only

Date received _____ Initials _____

Students may register for classes as non-degree-seeking students prior to admission to a degree program.

Applicants for non-degree-seeking status include prospective students who want to complete prerequisite coursework or admitted students awaiting enrollment into a degree program. You must have already earned a bachelor's degree at an accredited institution to qualify for this student status.

You are considered a non-degree-seeking student if you have never registered for any course as a degree-seeking student at the University of Minnesota-Twin Cities campus. You do not need to complete this form if you registered within the last year with the same student status. All non-degree-seeking students must register for graduate credit unless they are taking prerequisites for an initial licensure program. If the latter case applies, this application must be signed by the program adviser in the "note" box below. Contact SPS.

All fields must be completed to ensure proper processing of your request. Please print clearly!

NOTE: Students who intend to apply courses to Graduate School programs (M.A., Ph.D., and Ed.D. programs) should contact the University of Minnesota Graduate School, 309 Johnston Hall, 101 Pleasant St. S.E., Minneapolis, MN 55455; 612-625-9364.

Desired term and year of admission: <input type="checkbox"/> Spring term 20 ____ <input type="checkbox"/> May session/Summer term 20 ____ <input type="checkbox"/> Fall term 20 ____		University I.D. number (if known)
Name (first, middle, last)		Social Security number
Current mailing address (street, city, state, zip code)		Date of birth
Gender (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male	Phone number	E-mail address
Country of birth	Country of citizenship: <input type="checkbox"/> U.S. <input type="checkbox"/> Other (must specify) _____	State in which you claim legal residency: _____ How long: ____ Years ____ Months
Type of visa if not a U.S. citizen: <input type="checkbox"/> Permanent resident <input type="checkbox"/> Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Other: (specify) _____		
List college where you have earned a 4-year bachelor's degree. You must hold a bachelor's degree to qualify for non-degree-seeking status. Degree/Major: _____ Institution: _____ City/State: _____ Dates attended _____		

Certification statement

I certify that the information I have provided on this application and on all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that misrepresentation of application information is sufficient grounds for canceling admission or registration. (Note: You must sign and date your application below.)

Signature of student: _____ Date: _____

I am taking prerequisite courses for the M.Ed./initial licensure program in: _____

Students: Read, but do not write below this line.

For SPS office use only:

Note: All students are enrolled as continuing professional development graduate status students. Any exceptions must be approved by an SPS (Student & Professional Services) adviser upon verification that coursework meets admission requirements to the M.Ed./initial licensure program. I authorize person identified above as eligible for undergraduate status for the sole purpose of meeting prerequisite requirements.

Program of Intent: _____ Signature of SPS adviser: _____

Date: _____

College decision: ____ Accepted ____ Not accepted Initials: ____ Date: ____

REQUEST FOR CONFIDENTIAL INFORMATION

The information requested below is voluntary and will be used for summary reports required for federal and state laws and regulations and to support institutional affirmative action efforts. It will not be used as a basis for admission or in a discriminatory manner. You will not be subjected to adverse treatment if you do not provide any of the requested information. The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation.

Sex (check one): Female Male

Predominant ethnic background (check one):

- African-American (non-Hispanic origin)*: a person having origins in any of the black racial groups of Africa (excluding persons of Spanish, Portuguese, Latin American, or other Hispanic origin).
- American Indian or Alaskan Native*: a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander*: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, India, the Philippine Islands and Samoa.
- Chicano*: a person of Mexican-American origin who prefers to be known as Chicano rather than Hispanic.
- Other Hispanic*: a person of Mexican, Puerto Rican, Cuban, Central, Latin, or south American or other Spanish or Portuguese culture or origin, regardless of race.
- White, non-Hispanic*: a person having origins in any of the original peoples of Europe, North Africa, or the Middle East (excluding persons of Spanish, Portuguese, Latin American, or other Hispanic origin).
- Multi-ethnic background (please list): 1) _____ 2) _____



The College of Education
& Human Development

UNIVERSITY OF MINNESOTA

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The College of Education and Human Development is committed to recruiting, enrolling, and educating a diverse population of students who represent the overall composition of our society.

For alternative formats of this publication, please contact Student & Professional Services, 612-625-6501.

College of Education & Human Development

CREDIT ENROLLMENT REQUEST FORM

Students enrolling in coursework in the College of Education & Human Development (CEHD) must complete this form or register at the University's Web site at www.onestop.umn.edu.

Submit this completed form to: Student & Professional Services (SPS), 110 Wulling Hall, 86 Pleasant Street S.E., Minneapolis, MN 55455, or fax to: SPS Processing Team, 612-626-1580.

In addition, complete the CEHD *Application for Non-Degree-Seeking Students* **only** if you are enrolling for the first time as a non-degree-seeking student or you are changing your student status (for example, from non-degree-seeking to degree-seeking status).

All fields on this form must be completed to ensure proper processing of your request. Please print clearly!

NOTE: Students who intend to apply courses to Graduate School programs (M.A., Ph.D., or Ed.D. programs) should contact the University of Minnesota Graduate School, 309 Johnston Hall, 101 Pleasant St. S.E., Minneapolis, MN 55455; 612-625-9364.

For SPS office use only	
Date received _____	Initials _____

Desired term and year of admission: <input type="checkbox"/> Spring term 20 ____ <input type="checkbox"/> May session/Summer term 20 ____ <input type="checkbox"/> Fall term 20 ____		University I.D. number (if known)
Name (first, middle, last)		Social Security number
Current mailing address (street, city, state, zip code)		Date of birth
Gender (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male	Phone number	E-mail address

Register and add classes or change of grade base

For each first choice, enter course information in the first 4 fields of the text box below and a course permission number obtained from the instructor if the course is full. List acceptable alternate courses and/or course sections to the right side of the bold line.

FIRST CHOICE					ALTERNATE CHOICE				
5-digit call #	Grade base (S-N or A-F)	Credits	Designator and 4-digit course # (CI XXXX)	6-digit course permission # from instructor	5-digit call #	Grade base (S-N or A-F)	Credits	Designator and 4-digit course # (CI XXXX)	6-digit course permission # from instructor

Drop classes

If you wish to drop all classes for the current term, check here and sign below, or list individual classes you wish to drop in the table below.

Signature of student: _____

5-digit call #	Grade base (S-N or A-F)	Credits	Designator and 4-digit course # (CI XXXX)	6-digit course permission # from instructor

Note: Failure to attend classes does not automatically drop you from a course. Students are responsible for dropping the course themselves or completing this form and returning it to SPS at the address or fax number above, by the appropriate deadline.

Hospitalization insurance

Students who are already admitted to an M.Ed. program and are taking three or more credits must complete the insurance information below. Students who do not complete this section will be automatically billed for University hospitalization coverage.

I have my own hospitalization provider. Name of company _____ Policy # _____

Certification statement	
I certify that the information I have provided on this application and on all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that misrepresentation of application information is sufficient grounds for canceling admission or registration. (Note: You must sign and date your application below.)	
Signature of student: _____	Date: _____

College decision: _____ Accepted _____ Not accepted	Initials: _____	Date: _____
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NOTE: If you have never registered for coursework at the University of Minnesota, fill out the *CEHD Application for Non-Degree-Seeking Students*.



The College of Education
& Human Development

UNIVERSITY OF MINNESOTA

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