

# 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](http://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.

<b>For SPS office use only</b>	
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 # \_\_\_\_\_

<b>Certification statement</b>	
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

*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.*