

Late Fees and Cancelling Courses

REGISTRATION DEADLINES AND LATE FEES - ACADEMIC STUDENTS

You must register by the first day of the first week your class begins. Late fees are charged if you register after the first day of your class.

For more information about registration contact:

- School of Public Health Student Services 612-626-3500 or
- Visit the One Stop Student Services website: <https://onestop.umn.edu/>

CANCELLING AND DROP/ADD – GRADUATE CREDIT

After May 21 all course cancellations and drop/add requests must be submitted in writing to Carol Francis franc004@umn.edu or Fax: 612-624-4498. Be sure to include 1) Your name 2) student number 3) course info (class & course numbers and course name).

TUITION AND FEES REFUND SCHEDULE FOR ONE AND TWO WEEK COURSES

.5 credit courses or two-day courses must be cancelled on day 1 of the course

| Days of Term | % of Refund | Cancel | Add | Change Grade Base or Variable Credits |
|--------------|-------------|---|---|---------------------------------------|
| Day 1 | 100% | No approval required | No approval required | No approval required |
| Day 2 | 50% | No approval required W recorded on transcript | Approval required from instructor only | No approval required |
| Day 3 | 0% | No approval required W recorded on transcript | Approval required from college scholastic committee | Not allowed |
| After Day 3 | 0% | Approval required from college scholastic committee | Approvals required from instructor and college scholastic committee | Not allowed |

<http://onestop.umn.edu/dates-and-deadlines/canceladd-deadlines - summer>

CANCELLING COURSES – NON-CREDIT CE HOURS

An administrative fee of \$50 will be charged on all cancellation requests received after the first day of class.

If you are registered as a professional continuing education participant, email written notice to cancel your registration: phi@umn.edu. Include your 1) name 2) your contact information and 3) name of course you are canceling.