

## APPLICATION TO REGISTER AT MULTIPLE UNIVERSITY OF MINNESOTA CAMPUSES

An agreement exists among the campuses of the University of Minnesota to allow students to attend another campus for **one term** during an academic year without losing their status at their home campus. This application is not meant to take the place of an agreement already in place between graduate and professional colleges (see your college office for information on graduate and professional agreements).

**NOTE: Undergraduate students planning to transfer** to a degree program at another campus should complete an Application for Undergraduate Change of College instead of this form.

### College/advisor approval

Discuss your plans to attend another campus with your academic advisor. Duluth students must obtain approval from their Collegiate Student Affairs Office.

### Financial aid approval

If you are receiving any grants, loans, work-study, or scholarships, you must discuss your plans with a financial aid officer. Written approval from the financial aid officer is required. Financial aid can only be used for courses for which you register through the University.

### Submitting your application

Submit your completed application (including advisor and financial aid signatures) to your home campus using the address below.

### Registration

Once you submit your form and receive approval, you may register for classes offered from the visiting campus using My U > My Academics > Registration link. If you encounter difficulty registering online, contact the visiting campus for assistance.

### Placeholder Course

Your home campus will put a placeholder course, "Mult 1," on your record. Do not remove this course.

### Tuition, Fees, and Waivers

You will be charged separate tuition rates and fees for classes taken on different campuses. If you have a tuition waiver, speak with One Stop Student Services to find out if the waiver can be applied to tuition at the campus you are visiting.

### Reciprocity

If you have reciprocity on your home campus, it does not automatically transfer to the campus you are visiting. You must apply for reciprocity through your home state to get reciprocity at the visiting campus.

### Billing

You will receive online billing statements from your home campus and each visiting campus, if you are taking classes on multiple campuses at the same time. Each University campus has a separate website through which you view the bill. You must log into both the home and visiting campus billing websites in order to see an accurate assessment of your tuition and fees charges. (Please note: MyU only displays billing information from your home campus.) You must pay each bill separately; billing due dates for each campus may vary.

### Duplicate Fees

You should only be assessed one student services fee and one health plan coverage fee. If you are assessed student services fees or health plan coverage fees for more than one campus, visit either campus office (locations listed below) to have one set of fees removed.

### Return form to your home campus:

#### Crookston

Office of the Registrar  
9 Hill Hall

University of Minnesota, Crookston  
2900 University Avenue  
Crookston, MN 56716  
Phone: 218-281-8548  
Fax: 218-281-8549

#### Duluth

*In-person drop off:*

One Stop Student Services  
23 Solon Campus Center

*Mail:*

One Stop Student Services Center  
University of Minnesota, Duluth  
1049 University Drive  
Duluth, MN 55812-8282  
Phone: 218-726-8000  
Fax: 218-726-6144

#### Morris

One Stop Student Services  
105 Behmler Hall

University of Minnesota, Morris  
600 E 4th Street  
Morris, MN 56267  
Phone: 320-589-6046  
Fax: 320-589-1673

#### Rochester

One Stop Student Services 300  
University Square  
111 S. Broadway  
Rochester, MN 55904  
Phone: 507-258-8069  
Fax: 507-258-8021  
Email: [umr1stop@r.umn.edu](mailto:umr1stop@r.umn.edu)

#### Twin Cities

One Stop Student Services  
333 Bruininks Hall  
130 West Bank Skyway  
130 Coffey Hall

University of Minnesota, Twin Cities  
222 Pleasant Street SE  
Minneapolis, MN 55455-0239  
Phone: 612-624-1111  
Fax: 612-625-3002

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**DIRECTIONS**—Fill out this form completely following the instructions on the first page. **Note:** You will be charged separate tuition rates and fees for classes taken on different campuses. You will receive a bill from each campus on which you take classes. If you are assessed duplicate fees or excess tuition, your account will be adjusted at the end of the second week of the term.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

<b>PART A. Student information</b>				
Student name (last, first, middle initial)			University ID	
Email address		Phone (include area code)		
Current address Street		City	State	ZIP
<b>PART B. Registration information</b>				
Term requested		University of Minnesota campus that you will be visiting		
Will you be registering at your home campus and visiting campus for the same term? <input type="checkbox"/> yes <input type="checkbox"/> no				
College where degree will be completed				
<b>PART C. Enrollment</b>				
<b>Please list requested courses. (Most students will need to register online once their application is approved.)</b>				
Subject, catalog number, section (e.g., Hist 1001, C02, sec 002)	Class number and title (call number: 54321)	Units (credits)	Grade basis A-F or S/N	
<b>PART D. Signature</b>				
Student signature				Date

office use only	
Advisor's signature	Date
Financial aid officer signature	Date
Registrar's office signature	Date

To request copies of this form in an alternative format, please call the Disabilities Resource Center at 612-626-1333. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.

