March 17, 2020 - 12:56 pm

Dear Students,

With the recent developments, and our move to online class and student service delivery, we in the Office of the Registrar want you to know that we are here to assist with your registration and records needs moving forward. We strongly encourage you to use the information provided below and to be in contact with your Advisor to plan for your enrollment in the upcoming terms as you continue in your academic program.

The Student Success Center (SSC) team is also available to assist you with your registration questions and advise you in regards to summer and fall registration if needed. They can conduct advising appointments via video or phone. Again, if you have a faculty member who serves as your advisor you should reach out to them and they may be reaching out to you. However, you are always welcome to reach out to the SSC, as they are available to support you during this time as well. Email the SSC at umcssc@crk.umn.edu if you have questions or would like to schedule an advising appointment.

Below please find information in regards to Summer and Fall 2020 Registration, including information on the class schedule and Schedule Builder.

Registration will "start" on Monday, April 6, 2020.

**Before you register:**

1. Know your specific enrollment time will be available by Tuesday, March 24.
2. By logging into MyU and selecting the “Academics” tab, then select the “Registration” sub-tab, you will see your specific time.
3. Remember that your registration time represents the earliest time you can register and you should not miss class to register.
4. **Check and resolve any holds.** Holds may stop registration.
5. Make sure your student account bill is not past due.
6. Update your personal information.
7. Meet with your advisor - your advisor has access to the **Class Enrollment Status Summary.** This report is always current.
8. Prior to registration, please review your APAS (degree audit report).

8. **Online Classes:** Online degree-seeking students who are officially admitted to an approved online degree program are given priority for registration in all online courses offered during the fall and spring semesters (designated by class sections E90’s). Enrollment in online courses by on-campus students is by permission only. If you are an on-campus student and have a need for a particular online course due to a special situation, (e.g., class conflict, needed for graduation) you should contact your academic advisor or department for assistance. If you are unsure which academic department your program of study is affiliated with, visit [https://www.crk.umn.edu/academics](https://www.crk.umn.edu/academics) for assistance and contact information.

**Helpful Information:**

1. Save money and graduate on time by maintaining 15 credits or more per semester.

2. As mentioned above, there is a program available to assist in planning your class schedule prior to registration. It is called “Schedule Builder”. In short, it will allow you to select the “courses you need” for next semester and “courses you want” and will then create multiple potential schedules for you to consider. It will present the options in a “weekly view format” or a “list view”. The program will only show classes that are currently “open”, so it is designed to be used close to your registration time. Once you have created your schedule in Schedule Builder, and you are ready to register, use the “Send to Shopping Cart” button to move your classes to the MyU Shopping Cart and complete the registration steps.

3. Check out our [How to Guides](https://www.crk.umn.edu/academics) for help viewing your registration time, enrolling, and much more.

4. On our “class schedule” web page, you will be able to find:
   
   a) The Class Schedule  
   b) Registration Policies and Procedures  
   c) A Planning Schedule Worksheet  
   d) The Refund Schedule  
   e) The Academic Calendar  
   f) and much more!

Again, if you have questions or needs in regards to registration and records do not hesitate to reach out to us, we will use all of the resources available to assist you during this time.