

Graduate Student Registration Procedures – Faculty of Human Ecology		
Procedure	Who performs procedure?	Due Date
Admission to Graduate Studies	FGS (notification by U of M)	Varies by Department – confirm with dept. offering grad. Program
Newly Admitted Students		
Verify initial access time on AURORA student	Student	System is live July 4
Program Approval	Student completes academic plan (dept. form) and meets with graduate academic advisor who also signs Human Ecology permission form if required	Meet with graduate advisor at least 5 working days prior to actual registration date to allow time to troubleshoot. Department deadlines may be earlier.
Prerequisite permission (if required) *yellow form	Student must obtain written permission from teaching professor/department – this may be in another Faculty, and it is the student’s responsibility to obtain the written permission.	Obtain at least 3 working days prior to actual registration date to allow for absences/holidays. Submit with HE permission form if course(s) outside main subject area to the Human Ecology General Office at least 1 working day prior to actual registration date.
Registration for required courses	Student <ul style="list-style-type: none"> ✓ Access AURORA to check for timetable information and updates ✓ Access AURORA to register for courses ✓ Register self in grad courses ✓ Assess fees through AURORA 	Registration date established by GS/AURORA (information available on-line is most up to date). Instructions about auxiliary and occasional status courses are available on the registration permission form.
Registration for auxiliary or occasional student courses *yellow form	Student Advisor in Human Ecology (if course is full, student is responsible to obtain permission from teaching unit.)	Student must submit Master’s Registration Permission form to General Office at least 1-2 working days prior to registration date.
Registration Revisions (withdrawals) from auxiliary or occasional courses *blue form	Student completes revision form and meets with graduate academic advisor to obtain written permission prior to submitting to General Office.	Obtain at least 1-2 working days before final withdrawal (or fee refund) date as Dean’s Office cannot extend deadlines. Present to Human Ecology General Office before 4:30 p.m. one day prior to deadline.

H:Dept. Heads/June 27, 2006

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Procedure	Who performs procedure?	Due Date
Returning Students		
Verify initial access time on UMREG	Student	Beginning early June -- refer to Registration Guide, available in SRO (400 Univ. Ctr) or on-line.
Annual Progress Report	Student and graduate academic advisor	Due in FGS by June 15.
Program Approval	Graduate academic advisor signs Human Ecology permission form if required (FSS and TS)	Meet with Advisor at least 5 working days prior to actual registration date to allow time to troubleshoot. Department deadlines may be earlier.
Prerequisite permission (if required) *yellow form	Student must obtain written permission from teaching professor/department – this may be in another Faculty, and it is the student’s responsibility to obtain the written permission.	At least 3 working days prior to actual registration date to allow for staff absences/holidays and submit with HE permission form if course(s) outside main subject area to the Human Ecology General Office at least 1 working day prior to actual registration date.
Registration for required courses	Student <ul style="list-style-type: none"> ✓ Access UMREG to check for timetable information and updates ✓ Access UMREG to register for courses ✓ Obtain a fee assessment from UMREG 	Registration date established by UMREG, available in Registration Guide or on-line.
Registration for auxiliary or occasional student courses *yellow form	Student Advisor in Human Ecology (If course is full, student is responsible to obtain permission from teaching unit.)	Student must submit Master’s Registration Permission form to General Office at least 1-2 working days prior to registration date.
Registration Revisions (withdrawals) from auxiliary or occasional courses *blue form	Student completes revision form and meets with graduate academic advisor to obtain written permission prior to submitting to General Office.	Obtain at least 1-2 working days before final withdrawal (or fee refund) date as Dean’s Office cannot extend deadlines. Present to Human Ecology General Office before 4:30 p.m. one day prior to deadline.

June 29, 2005