

## GRAD 999 Request

To register for GRAD 999, students must complete this form and receive approval from the College Office. Please note, for approval, students must provide a justification for the request and a clear plan with an expected date for completion of the degree. Refer to Graduate School website for specific information on [GRAD 999 registration](#). NOTE: CBS graduate students are **limited to two semesters of GRAD 999 registration**. Use this form to also request registration beyond the two-semester limit, although these approvals will only be granted in extenuating circumstances.

Please review the information and instructions on the reverse side of this form.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Major</b>	<b>Degree Objective</b>	<b>Student ID#</b>	
<b>UM e-mail Address</b> @umn.edu	<b>Daytime Phone Number</b>		

Have you previously registered for GRAD 999?      Yes      No

If yes, please indicate which semesters \_\_\_\_\_

Give brief but clear reasons (justification and anticipated date of graduation) for your need to register for GRAD 999.

\_\_\_\_\_  
Student's Signature      Date

\_\_\_\_\_  
Advisor's signature      Date      \_\_\_\_\_  
Co-Advisor's signature (if applicable)      Date

\_\_\_\_\_  
DGS's signature      Date      \_\_\_\_\_  
Additional DGS's signature (if applicable)      Date

**For college use only:**

\_\_\_ Approve    \_\_\_ Do not approve    \_\_\_\_\_  
Signature      Date

**COMMENTS:**

Students register for GRAD 999 to maintain active student status, and cannot use GRAD 999 to meet any other requirements of the University or external agencies. Students who must maintain full-time status to, e.g., hold an assistantship, defer loans, and/or receive financial aid cannot use GRAD 999 to meet registration requirements.

**Restrictions:**

While the Graduate School neither restricts the number of terms for which students may register for GRAD 999, nor imposes eligibility requirements other than those outlined above, individual graduate programs may establish their own restrictions. Graduate programs are strongly encouraged to monitor their students' GRAD 999 registrations (see "Information for graduate program faculty/staff" below). Students are expected to consult their graduate program prior to enrollment to ensure they meet their program's established criteria regarding GRAD 999 registrations.

**International students enrolled in GRAD 999:**

International students are strongly encouraged to confer with the International Student & Scholar Services (ISSS) office if they are considering GRAD 999 registration.

*Maintaining legal status:* International students who enroll in GRAD 999 must file a Reduced Course Load form, available on the [International Student & Scholar Services web site](#), and submit the completed form to ISSS in 190 HHH Center.

*Maintaining health benefits:* International students who register for GRAD 999 are required to maintain their University-sponsored health benefit plan. Students will automatically be enrolled in the [University-sponsored Student Health Benefit Plan](#) unless they are covered by the [Grad Continuation Plan](#), or they request and receive a waiver. To receive a waiver, students must meet one of the following criteria:

- They must be covered by a United States-based, employer-sponsored insurance plan; or
- They must have returned to their home country and be in residence there for the duration of the semester.

Students who meet either of the above criteria need to contact the Student Health Benefits office for a waiver request by calling 612-624-0627. All waiver requests must be received by the University's established registration deadlines.

**GRAD 999 and the Student Services Fee:** Students who register for GRAD 999 are not required to pay the Student Services Fee; however, they may elect to do so if they wish to use or support the services covered by the fee. (Reminder: Students who pay the Student Services Fee must have their own health insurance to be covered for services provided by Boynton Health Service. Payment of the Student Services Fee does not render students eligible to buy University-sponsored hospitalization insurance.)

**How to register for GRAD 999:** Graduate students can register online for GRAD 999 after obtaining approval from their College Office. If students are advised during the online registration process that they have a registration hold, they must follow the instructions provided for removing the hold before proceeding with the registration process. If students receive the following message "Class NOT added. All requirements not met." their program office has restricted enrollment for this course and students should contact their program office to resolve the problem.

**How GRAD 999 will appear on the transcript:** GRAD 999 will appear on the transcript as "GRAD 999 Graduate School Active Status". Neither credits nor grades are assigned to GRAD 999. The "NG" designator will appear on the transcript at the end of the term to indicate that no grade is assigned for the GRAD 999 registration option.

**Information for graduate program faculty/staff:** Programs will restrict enrollment beyond two semesters by using the N999 student group. Students who have the N999 student group added to their record and try to register for GRAD 999 will receive the following message "Class NOT added. All requirements not met."