

DHA REGISTRATION REFERENCE GUIDE

RESOURCES TO KNOW

CDESPN – cdespn@umn.edu

- Where to send students for all permission number requests

Amber DeVries – devri126@umn.edu

Undergraduate Support

Help with questions related to:

- Course scheduling
- Permission Numbers
- Waitlists
- Portfolio Review
- DHA related registration questions

612.624.3706

Student Services – cdesinfo@umn.edu

Academic Advising Office for CDES

Help with questions related to:

- Student degree requirements
- Individual academic student concerns
- Student misconduct

ADES, RM, IDES, GDES, HSG: 612.624.1717

PDES: 612.626.3690

DHA Registration

- Students register for classes every **April** and **November**
- Instructors are listed online for student viewing at different times
 - Full-time instructors are listed online from the start of registration
 - Part-time and adjunct instructors are listed one week prior to the start of the semester (on or after the start date of their appointment)
 - Teaching assistants are never listed for viewing
- Implications: Students may contact instructors for questions once instructor name is listed. Knowing where to send them is important.

Permission Numbers

- All permission number requests should be directed to cdespn@umn.edu
 - Direct students to email this account with their inquiry. No emails should be sent to the undergraduate support person, DHA tries to handle permission number requests anonymously.
- Any part time instructors should check in with a full time faculty member before requesting that extra students receive PNs.
- *Do not* allow students into the class before cdespn has been contacted: the department vets students prior to issuing PNs.
- *Do not* CC students on any emails sent to a DHA staff member, only send requests to cdespn@umn.edu to keep staff anonymous.

Wait Lists

- A majority of DHA courses have wait lists. Students will add their name to the list if the class they want to be in is full. As students drop the course, students on the wait list are typically auto-enrolled into the class.
- Full time faculty members are able to manage wait lists themselves: wait lists can be viewed on MyU.
 - After viewing wait lists, FT faculty can either add students themselves via permission numbers, or ask Amber to handle adding students.
- Part time faculty members and adjuncts should contact Amber about wait list management and help.

University of Minnesota Registration Policies

- UMN Mandatory First Day Policy: Students at the U of M are *required* to attend class on the first day. If they do not, they are dropped from the course.
 - If a student does not attend on the first day of class, please contact Amber with the student name.
 - If a student who is on the wait list comes on the first day and another student is absent, faculty can inquire about adding the present student to the course in the absent student's place. Email Amber the student name and she will issue a permission number via cdespn *if* the student is eligible and meets pre-requisites.
 - The full UMN Policy can be viewed [here](#).