Guidelines for Use of “Without Salary” Faculty or Academic Professional Appointments for Persons Outside of the University

Privileges/Benefits that Accompany an Academic “Without Salary” Appointment

Several benefits are available to “Without Salary” (WOS) faculty or academic professionals appointed from outside the University. The U Card is the key to accessing these benefits. Arrangements to obtain this photo identification card should be made as soon as possible. See the instructions listed under "U Card."

Email/Internet Account 612-301-4357
A personal Internet ID is assigned automatically when entered into the University Human Resource Management System (HRMS). Your Internet ID and password act as a key to many online tools and services offered by the University. When you log in, your Internet ID identifies you, and your password authenticates you as the owner of that ID. Your Internet password is used to access most online, self-service tools that require authentication: email, myU, and others. Assigned Internet IDs are typically eight characters long: the first four or five letters of your last name (plus "x" for shorter names), followed by numbers.

Note: The Office of Information Technology will provide you with your new email address.
Important: Email is an important communication link between the college and its faculty and Academic Professional WOS members. If you currently use another email address and will continue to do so, please forward your University account to your preferred email account by following the instructions below.
1. go to http://www.oit.umn.edu/accounts, then click on Internet Account Options
2. under “Email Account Information” click on “Set Email Forwarding and Autoreply”
3. when the login screen appears
   a. enter your “Internet ID (X500 ID)” in the space provided (this is your email address given to you by the University minus the "@umn.edu")
   b. enter your “Password” (given to you by the University)
   c. press “Login”
1. click on “Set Email forwarding and Autoreply”
2. under “Send email to:” click the radio button marked “Other” and enter your preferred email address in the space provided
3. scroll to the bottom of the screen and click “Submit"

University Libraries 612-624-4520
Website: www.lib.umn.edu/
The resources and services of all University Libraries, are available – check out books and journals, request reference assistance; obtain librarian-mediated computer searches; and attend classes on information management and Internet use. The bibliographic and full text databases provided by the libraries may be accessed from home or office.

U Card 612-626-9900
Website: www.umn.edu/ucard
Email: ucard@umn.edu
All University faculty and staff are entitled to a free U Card which serves as their "key" to University benefits and services, including the following:

- Access to University libraries and recreation centers
- Art and athletic ticket discounts
- Purchases at University vending machines and stores
Computers 612-626-4276  
**Website:** [www.techmart.umn.edu](http://www.techmart.umn.edu)  
University faculty, staff, and students may purchase discounted computers and software through this website. You will be required to log in using your University Internet ID (your email address minus the "@umn.edu") and password (your email password).

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**Twin Cities Campus**

**Athletic Facilities**  
University Golf Courses located at Larpenteur Avenue and Fulham Street near the St. Paul campus are available at University of Minnesota staff rates. Call 612-627-4000 for more information.

Access is available to an 85' x 200' ice rink with 3,000 seats, 10 indoor tennis courts, and eight outdoor tennis courts, located at 19th Avenue Southeast and 4th Street Southeast in Minneapolis. Indoor tennis courts are available for a reduced fee. Outdoor courts are free of charge. Four additional outdoor courts are located on the St. Paul campus.

Mariucci Arena, located at 1901 Fourth Street Southeast offers indoor skating opportunities for a fee. Call the open skate hotline at 612-625-6648 for further information.

**Athletic Tickets 612-624-8080**  
Season tickets for Minnesota Gopher football, hockey, basketball, and other sporting events may be purchased at faculty/staff rates when available. Ticket office hours at Mariucci Arena are Monday-Friday from 9 a.m.-5 p.m.

**Campus Club 612-625-9696**  
**Website:** [www.umn.edu/CampusClub](http://www.umn.edu/CampusClub)  
**Email:** campclub@umn.edu  
Membership in the University of Minnesota Campus Club, located on the fourth floor of Coffman Memorial Union, is available to those on WOS appointments. Benefits include access to lunches and catering services. Call the above number Monday-Friday from 8 a.m.-4 p.m. for details on membership costs, etc.

**Frederick R. Weisman Art Museum 612-625-9494**  
**Website:** [http://www.weisman.umn.edu/](http://www.weisman.umn.edu/)  
The Weisman is closed until Fall 2011 as part of its major expansion project. Some events will take place during the year in off site locations. For news and information about events and the expansion process, visit the WAM [home page](http://www.weisman.umn.edu/). 

Local and national exhibits are available at the Frederick R. Weisman Art Museum at no charge. Reduced admission for special events is available. Museum hours are Tuesday, Wednesday, and Friday from 10 a.m.-5 p.m.; Thursday from 10 a.m.-8 p.m.; and Saturday and Sunday from 11 a.m.-5 p.m. The museum is closed on Mondays and all major holidays.  
*Museum members receive a discount in the gift shop.*

**James Ford Bell Museum of Natural History 612-624-7083**  
**Website:** [http://www.bellmuseum.org/](http://www.bellmuseum.org/)  
**Email:** info@bellmuseum.org  
The museum houses permanent exhibits on the life sciences and the “Touch and See Room,” a favorite with children. Brochures and schedules may be obtained by calling the museum. Admission is free with a U Card. Hours are Tuesday, Wednesday, Friday from 9 a.m.-5 p.m., Thursday 9 a.m-9 p.m. Saturday from 10 a.m.-5 p.m., and Sunday from noon-5 p.m.
Recreational Sports
Website: www.recports.umn.edu
Email: recsport@umn.edu
University faculty and P&A WOS staff and their spouses are eligible for membership in Recreational Sports at a minimal fee. Members are eligible to use the following facilities in Minneapolis and St. Paul. Both facilities offer aerobics and cycling classes, personal training, fitness assessments, intramural sports, sport clubs, climbing/adventure programs, and youth and community programs for an additional fee. Weekly family activities are offered, including a free family day from noon-5 p.m. on Sundays. The Minneapolis Recreation Center houses two fitness centers, four swimming pools, three gymnasiums, fourteen racquetball courts, and five squash courts. The St. Paul Gym has a fitness center, indoor track, gymnasium, racquet and squash courts, a newly renovated swimming pool, and a climbing wall.

Twin Cities Campus Libraries
Contact: http://www.lib.umn.edu/about/contact to ask a question or send a comment. The list of Twin Cities campus libraries, hours, locations, and contact information is available at Libraries and Collections: http://www.lib.umn.edu/about/collections

University Theatre Arts Ticket Office 612-624-2345
Website: http://theatre.umn.edu/ or http://www.northrop.umn.edu
University Theatre productions are scheduled throughout the year in Rarig Center, at 330-21st Avenue South, Minneapolis, Minnesota 55455. Reduced rates are available for certain performances, depending on the sponsor of the event. In addition to regular productions, University Theatre provides pieces designed, produced and acted by students, and performed in the Experimental Theatre, and the Minnesota Centennial Showboat (in the summer). Concerts, dance, symposiums, and other events are held at the Ted Mann Concert Hall and at Northrop Auditorium. Season tickets or tickets for individual shows may be purchased by calling Northrop Ticket Office at 612-624-2345 from 10 a.m.-5 p.m., Monday-Friday or by purchasing tickets online.

Duluth

Athletic Tickets 218-726-8595
Email: tickets@d.umn.edu
UMD Bulldog Athletic Ticket Office is located at 1216 Ordean Court, 170 Sports and Health Center. Business hours in September - April: are Monday-Friday, 10 a.m.-4 p.m. and hours vary during Spring/Summer. Tickets may be purchased at faculty/staff rates for all sports except men’s hockey.

Athletic Facilities Duluth 218-726-7128
Website: www.umdrecsport.org
The University of Minnesota Duluth Recreational Sports Outdoor Program department (RSOP) offers recreational and outdoor opportunities to students, university faculty/staff, and the regional community. Eligibility to participate depends upon the program or activity.

UMD Arts
The website http://www.d.umn.edu/artent/ will link to arts and entertainment at UMD including the following:

UMD School of Fine Arts Theatre 218-726-8561
Website: http://www.d.umn.edu/theatre/Welcome.html
Tickets can be purchased through www.tickets.umn.edu.
Glensheen Tickets 1-888-454-GLEN
Website: http://www.d.umn.edu/glen/visit/tours.html
Email: info@glensheen.org
Glensheen, the Historic Congdon Estate offers two guided tours of the historic mansion and grounds-only admission for visitors who just want to enjoy the gardens. Tours and prices can be found online.

**Tweed Museum of Art** 218-726-8222 or 218-726-7823
With a permanent collection of over 6,000 art objects representing a range of cultures and periods of art history, the Tweed Museum of Art on the campus of the University of Minnesota Duluth is a major cultural and educational resource for the Upper Midwest. Free and open to the public.

**UMD Library** 218-726-8102
Website: [http://www.d.umn.edu/lib/admin/index.htm](http://www.d.umn.edu/lib/admin/index.htm)
Email: lib@d.umn.edu
416 Library Drive, Duluth MN 55812-3001

**UMD Information Technology Systems and Services (ITSS)** 218-726-8847
Website: [http://www.d.umn.edu/itss/](http://www.d.umn.edu/itss/)
Email: helpdesk@d.umn.edu

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**Crookston**

**Athletics Tickets** 218-281-8331
UMC faculty, staff and students may attend Golden Eagles Sports events free of change. To order or pick up advance tickets visit the Business Office at 121 Selvig Hall, Monday-Friday, 8:00 a.m.-4:00 p.m. or contact Athletic Director at 141 Sports Center, 218-281-8422.

**UMC Fitness Center** 218 281-8421
The modern UMC Fitness Center, with many of the latest conditioning machines, is one of the best-equipped centers in the area. The center is available at no charge to students enrolled for six or more credits. It is also available to faculty, staff, and the community for a membership fee. Fitness Center Hours are Monday-Friday, 8:30 a.m.-9:00 p.m. and closed on Saturday and Sunday.

**UMC Computer Helpdesk** 218-281-8000
Email: umchelp@umn.edu

**UMC Library** 218-281-8399
Website: [http://www1.crk.umn.edu/library/](http://www1.crk.umn.edu/library/)
Email: umclib@umn.edu
2900 University Ave, Crookston, MN 56716

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**Morris**

**Athletic Tickets** 320-589-6425
Tickets for Cougars sporting events may be purchased at the door only. The price of tickets is $6.00 for adults and $4.00 for students. Visit [http://ummcougars.org/](http://ummcougars.org/) for information on individual sports.

**Regional Fitness Center, PE Center, and Intramural Fields** 320-589-6167
Website: [http://www.morris.umn.edu/rfc](http://www.morris.umn.edu/rfc)
Email: rfc@morris.umn.edu
The Regional Fitness Center (RFC), a campus/community recreation and fitness facility, features state-of-art workout facilities (cardio and strength conditioning, competition and recreation pool, walking/running track). The RFC offers personal trainers, fitness classes, and programming from aerobics to pool parties. You'll find UMM students, faculty, staff, and community members in the facility from early morning to late night seven days a week.
The PE Center is located on the South end of campus. The facility includes racquetball courts, basketball courts, a wrestling room, and a weight room. The PE Center houses most Intramural and Athletic events and is handicap accessible.
The Intramural Fields are located to the East of campus. They are the home for intramural softball, flag football, and kickball.

UMM Computing Services 320-589-6383
Website: http://www.morris.umn.edu/cs/
Email: form can be found at http://www.morris.umn.edu/cs/forms/contact/helpdesk.php

UMM Theatre Discipline 320-589-6249
Email: thrpub@morris.umn.edu.

UMM Briggs Library 320-589-6035
Website: http://www.morris.umn.edu/library/
Email: form can be found at http://www.morris.umn.edu/contact/
600 East 4th Street, Morris, MN 56267

Rochester

The University of Minnesota Rochester is located in University Square, one block away from the Mayo Clinic, seven miles south of IBM, and just 75 miles south of the Twin Cities metropolitan area. As a faculty or staff member on the UMR campus in downtown Rochester, you will be at the heart of one of the world’s top medical centers and at the center of an internationally known research community. The Rochester campus calendar of events can be found at https://events.r.umn.edu/

UMR Computer Support 507-258-8748
Website: http://www.r.umn.edu/campus-resources/it/computer-support/
Email: umritdpt@umn.edu

UMR Library and Information Commons 507-258-8035
Website: http://www.r.umn.edu/campus-resources/library/about/
Email: sancomb@umn.edu
300 University Square, 111 South Broadway, Rochester, Minnesota 55904