

# UNK Dual Enrollment

## UNIVERSITY OF NEBRASKA AT KEARNEY DUAL ENROLLMENT 2017-2018

Welcome to the University of Nebraska at Kearney's Dual Enrollment Program. This handbook provides a summary of the information available on the Dual Enrollment website. For your convenience, the handbook can be printed.

### Dual Enrollment Program

The Dual Enrollment Program through the University of Nebraska at Kearney provides an opportunity for high school students to obtain college credit for approximately one-third of the cost of actual tuition and fees while attending high school. Classes will be taught at the high school by a high school instructor approved by UNK. The credit earned is applied toward high school credit and college credit at UNK. The grades earned in Dual Enrollment courses may be the first college grades a student will receive. These grades become a permanent part of the student's college academic record no matter what institution the student decides to attend after high school graduation.

### Cost

Students participating in the Dual Enrollment Program for the first time must complete an application for admission and pay a one-time \$45 application fee payable to UNK Admissions. Dual Enrollment tuition is \$75.00 per credit hour plus applicable course fees (Based on 2016-2017 rate and subject to change). For Example: Tuition for a 3.0 credit hour course would be charged at \$225.00. Some classes will carry additional course fees that are charged in addition to the tuition. **Tuition and course fees are subject to change.** The appropriate tuition and fees will be charged to the student's account upon enrollment. **It is the student's responsibility to share billing information with parents. Tuition and fees are due the 5<sup>th</sup> week of the semester.**

# UNK Dual Enrollment

## Student Responsibilities

The student's responsibilities are to:

Review and understand the information provided in the UNK Dual Enrollment Student Handbook and on the UNK Dual Enrollment website.

Know the application, registration, drop and withdrawal deadlines for the UNK Dual Enrollment Program. It is the student's responsibility to meet these deadlines.

Complete the UNK application for admission as a first time Dual Enrollment student. The application is located at [www.unk.edu/admissions/apply.php](http://www.unk.edu/admissions/apply.php). The application fee must be paid at this time. An admission representative will visit your high school to assist you with the application. Contact your school counselor for the specific date the admission representative is scheduled to visit your school. Returning students will not fill out an admission application but must meet with the admissions representative.

Once the student has completed the application for admission, the student must submit a request for registration with parental consent. The UNK Admissions office will assist with the registration request. The UNK Registrar's Office will enroll students in the college class(es) at which time, tuition and fees will be charged to the student's account. **The student is responsible for sharing billing information with parents.**

Access MyBLUE - The interactive web interface that contains the official student information for all UNK students is called MyBLUE. The system allows students to obtain information on registration, grades, class schedules, billing, payment options, account balances, transcripts and financial aid. All admitted students have access to MyBLUE and are required to log in to view student information and final grades with the NU ID number assigned at the time of admission and a password that is created by the student. To access MyBLUE go to <http://myblue.unk.edu>. For assistance logging in, contact the UNK Technology Help Desk at 308-856-8363 or email [unkhelpdesk@unk.edu](mailto:unkhelpdesk@unk.edu).

Maintain complete and accurate student information including keeping track of your NUID and password. You can update your information in MyBLUE at <http://myblue.unk.edu>.

Access LOPER email - Once enrolled in classes, a student email account will be set up on the UNK email system in an overnight process. This is the student's LoperMail account. It is the sole source of communication between students and the university and should be accessed regularly. MyBLUE e-bill notifications will be sent to the student's LoperMail account. To set up LoperMail, contact the UNK Technology Help Desk at 308-865-8363 or email [unkhelpdesk@unk.edu](mailto:unkhelpdesk@unk.edu).

You are responsible for formally withdrawing from the college class if you do not want the UNK credit. Your parent, guardian, high school instructor or high school counselor cannot request the withdrawal on your behalf. A student failing to complete all course requirements and failing to officially withdraw from a class by the established deadline will receive a grade of F.

It is your responsibility to ensure the accuracy of the final grade on your academic transcript by accessing final grades on MyBLUE immediately following the conclusion of your course.

# UNK Dual Enrollment

## **Family Educational Rights and Privacy Act (FERPA) And Families of Dual Enrollment Students**

### **Postsecondary Records**

Students who are enrolled in courses at both a high school and a postsecondary institution provide a unique situation. While the rights under FERPA belong to the parents with respect to high school records, these rights belong to the student with respect to the postsecondary records. The student can give express written permission to the parent to access his/her education record by contacting the Office of Student Records (Registrar's Office). Please note that there are separate release forms for each individual office. Students also have the ability to grant Guest Access under Profile in MyBLUE to allow a parent or guardian access to education records. UNK strongly encourages parents of Dual Enrollment students to respect the student's ownership of his or her education record at the college level and seek ways to gain information while safeguarding the student's rights and responsibility.

If you have questions, please contact:  
Office of Student Records (Registrar's Office)  
Founders Hall - UNK  
308-865-8527  
[unkregistrar@unk.edu](mailto:unkregistrar@unk.edu)

The complete FERPA policy can be reviewed below.

### **Family Educational Rights and Privacy Act (FERPA)**

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). Educational records, as defined by FERPA, include all records that schools or education agencies maintain about students. FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their records. Students should contact the Office of the Registrar to determine the location of appropriate records and the procedure for reviewing such records.
2. The right to request that records believed to be inaccurate or misleading be amended. The request should be submitted in writing to the University office responsible for maintaining the record. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, the University must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate educational interest in the record.

A school official is a person employed by UNK in an administrative, supervisory, academic, research or support staff position; a person or company with whom UNK has contracted, such as National Student Clearinghouse or Constant Contact; a person serving on the Board of Regents; a student serving on an official committee (such as grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she must review the educational record in order to fulfill his/her official responsibilities.

# UNK Dual Enrollment

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records- including Social Security Number, grades, or other private information- may be accessed without student consent. The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to education records and private information without consent to *any* third party designated by a Federal or State Authority for the purpose of evaluating federal- or state- support education programs. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Also, Federal and State Authorities may allow access to student education records and PII without specific consent to researchers performing certain types of studies, in certain cases *even when the university objects to or does not request such research*. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the Authorities need not maintain direct control over such entities. In connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from education records, and they may track student participation in education and other programs by linking such PII to personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Upon request, UNK will disclose education records without consent to officials of another school in which the student seeks or intends to enroll. UNK may also disclose "directory" information without the student's prior consent. Directory information has been defined as:

- Student Name
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent previous education institution or agency attended
- Current enrollment status

Students have the right to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a Request to Prevent Disclosure of Directory Information at the Office of the Registrar by the end of the first week of the semester/summer term. Directory information will be flagged as restricted until the student notifies the Registrar's Office in writing that the restriction should be lifted.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UNK to comply with the requirements of FERPA.

For additional information or to review the complete text of the UNK FERPA policy, contact the Office of the Registrar, Founders Hall (308) 865-8527.

# UNK Dual Enrollment

## Admission and Registration

### Gathering Information and Selecting Courses

Classes offered as dual credit through UNK are listed on the UNK Dual Enrollment website. Select **Cost and Courses** from the menu to review a list of courses and access a course description from the UNK Undergraduate Catalog. Discuss your course selection with your parent or guardian and high school counselor. Once you decide which course(s) you wish to take for college credit, it is important to determine how the course will transfer to the university or college you are planning to attend after high school. Acceptance of dual enrollment credit is subject to specific institutional policy for transfer credit so it is recommended that you contact that institution before you register.

#### 5 Important questions to ask colleges regarding dual enrollment credit:

1. Does this institution accept Dual Enrollment credit?
2. If yes, what course (course number and name) would I receive credit for and how would it apply to completion of my degree requirements?
3. If no, what score is needed on an AP exam to receive credit and what course would I receive credit for and how would the AP credit apply to completion of my degree requirements? Check with your high school to see if an AP exam is available for the high school course you are taking.
4. Will I be considered a freshman regardless of the number of credits I bring in? (Make sure you would still be eligible for all freshman scholarships).
5. How do the credits I bring to this institution affect the terms and amount of any scholarships I might receive?

Students who plan to attend UNK and need information on tuition assistance, may contact the Office of Financial Aid at 308-865-8520. For information on how Dual Enrollment credit will apply toward UNK degree requirements, contact the Office of Student Records and Registration at 308-865-8527.

### Admission

Students who are participating in the Dual Enrollment Program for the first time must apply for admission. An admissions representative from UNK will visit your high school to assist students with admission to UNK and the registration process. Please check with the high school dual credit instructor or the high school counselor for the exact date and time the representative will be present.

In order to complete the admission process, students must bring the following items on the date the UNK representative is present:

1. **\$45.00 application fee.** This is a non-refundable fee. This is a one-time fee if the student decides to attend UNK within a two year time frame.
2. **Social Security number.** The social security card is not required. However, students must know their social security number in order to apply for admission.

If a student has previously taken classes at UNK, the student will not apply for admission but must meet with the admission representative and submit a request for registration with parental approval.

# UNK Dual Enrollment

## **Registration**

Once you submit your application for admission, you are eligible to request registration. The UNK admission representative will assist you with this process. The student must submit a request for registration with parental consent. The UNK Registrar's Office will enroll students in the college class(es).

## **Billing and Payment**

Upon enrollment, the appropriate tuition and fees will be charged to the student's account. An eBill will be generated to the student's UNK LoperMail. Billing information can be viewed on at <http://myblue.unk.edu>. A paper billing statement will also be mailed to the student's current address. This is a courtesy only available to high school students. It is the student's responsibility to share billing information with the parent or guardian. Additional payment and billing information can be found on the Student Accounts webpage at [www.unk.edu](http://www.unk.edu).

# UNK Dual Enrollment

## MyBLUE and LOPER Mail

### MyBLUE

The interactive web interface that contains the official student information for all UNK students is called MyBLUE. This system allows students to obtain information on registration, grades, class schedules, account balances, transcripts and financial aid. All admitted students have access to MyBLUE and are required to log in to view student information and final grades with the NU ID number assigned at the time of admission and a password that is created by the student. To access MyBLUE, go to <http://myblue.unk.edu>

**First Time Dual Enrollment Students.** The UNK Admission representative will assist you with setting up your credentials to access MyBLUE. You should keep your NUID and password secure but available to use when logging into MyBLUE.

**Returning Dual Enrollment Students.** You will continue to use the same NUID and password that was set up when you were first admitted to the UNK Dual Enrollment Program.

**Forgot NUID and/or Password.** If you have forgotten your NUID, you may contact the UNK Information Technology Help Desk at 308-865-8363.

**Guest Access** - Inside MyBLUE, the student has the option to allow others to view their academic records stored in the student information system. Access "Profile" from the menu and proceed with the "Guest Access" process.

### LoperMAIL

Once enrolled in a college class, a student email account will be set up on the UNK email system in an overnight process. This is the student's LoperMail account. **It is the sole source of communication between students and the university and should be accessed regularly. MyBLUE e-bill notifications will be sent to the LoperMail account.** Please allow at least 24 hours after enrollment before setting up your LoperMail.

Read the information below carefully to learn how to:

- Find your 'LoperMail' address
- Set up your 'EASI' password
- Access your account

#### 1. To find your email address:

- Log onto **MyBlue** with your *NUID* and *password*. <http://myblue.unk.edu>.  
(You received your NUID and password when you completed your application for admission)
- In the left column under 'Profile' there will be a link for 'email addresses.'
- Click on this link and your UNK LoperMail address will be listed.

**Please note:** An email address will NOT be assigned until enrollment has been processed by the Registrar's Office. Creating an email address is an overnight to process.

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## 2. Setup the 'EASI' password.

- Once you have found your email address, go back to “Profile”.
- At the lower right hand side, select “Change Email Password”. This takes you directly to the password reset process.
- On this page, click on "**Don't Know Your Password**" to set a password. (nothing is pre-assigned)

## 3. Click on “Student Password Reset” and go thru the process of setting up a password. Note - Even though you are not "just beginning" but are re-setting, you must go through this process.

## 4. Fill in:

- your **full email address**
- the **Captcha Verification**
- click **Continue**

## 5. Fill in your NUID and MyBLUE password and create your EASI password.

Make sure you select a password that meets the following criteria:

- Must be at least **10** characters
- Must have at least **3** of the following 4 categories:
- Uppercase
- Lowercase
- Numbers
- Symbol

## 6. Click the “Reset Password” button.

**7. To Access LoperMail**, go to the **UNK Homepage** at [www.unk.edu](http://www.unk.edu) and scroll to the bottom of the page. Under Resources you will find a link to **EASI** where you can log in and access **Office 265 LoperMail**.

If you have any questions concerning your username, password, or the setup of your email, please contact the UNK Information Technology Services Help Desk at 308-865-8636 or email [unkhelpdesk@unk.edu](mailto:unkhelpdesk@unk.edu).



# UNK Dual Enrollment

## Cost, E-Bill and Payment

### Cost

All students must complete an application for admission and pay a one-time \$45.00 application fee. Dual Enrollment tuition is \$75.00 per credit hour, plus applicable course fees (Based on the 2016-2017 rate and is subject to change). **For Example: Tuition for a 3.0 credit hour course would be charged at \$225.00. Some classes will carry additional course fees that are charged in addition to the tuition. Tuition and course fees are subject to change without notice.** The appropriate tuition and fees will be charged to the student's account upon enrollment. It is the student's responsibility to share billing information with parents. Tuition and fees are due in full the 5<sup>th</sup> week of the semester.

For more information, access Student Accounts at [http://www.unk.edu/offices/student\\_accounts/#Student%20Accounts](http://www.unk.edu/offices/student_accounts/#Student%20Accounts).

### E-Bill and Payment Information

**Upon enrollment, the appropriate tuition and fees will be charged to the student's account.**

**MyBLUE** e-Bill is an online billing and payment system that allows students to view bills, print bills and make payments online with e-Check (no fee), Visa, MasterCard, American Express or Discover (convenience fee applies). All billing email notifications will be sent to the **student's LoperMail** when a billing statement is available in **MyBLUE**. Students are encouraged to check their LoperMail regularly. The payment system is convenient, easy to use, and secure. A paper billing statement will also be mailed to the student's current address. This is a courtesy only available to high school students. **It is the student's responsibility to share billing information with parents.**

For more information, access Student Accounts at [http://www.unk.edu/offices/student\\_accounts/#Student%20Accounts](http://www.unk.edu/offices/student_accounts/#Student%20Accounts).

### Non-Payment

Failure to pay a student financial obligation owing to the University or to any department, division or agency thereof, will result in denial of readmission, denial of transcripts, denial of registration for future terms and withholding of diplomas until such debt is paid. Students may not be withdrawn from classes for non-payment of tuition and fees. If you register and do not plan to attend, you are responsible for withdrawing from classes. If you do not attend and do not withdraw, you will still be responsible for the payment of tuition and fees and may receive a failing grade.

### Returned Check/eCheck Policy

Registration for a term is complete only after the check/eCheck payment of tuition and fees has cleared the bank. If a check/eCheck is returned unpaid from the bank, UNK reserves the right to cancel the registration and/or submit the noncollectable check to the County Attorney for prosecution. A \$30 service fee will be charged on all returned checks/eChecks. A late fee payment surcharge will also be assessed and payment will be required by cash or money order.

# UNK Dual Enrollment

## **Late Fees**

Tuition and fees not paid by the due date will be assessed late charges.

## **Holds**

All students with outstanding balances after the due date will have holds placed on their accounts. This hold will prevent registration for future semesters and receipt of transcripts.

# UNK Dual Enrollment

## Financial Aid and Scholarships

Federal Financial Aid is not available to students who are taking college credit while attending high school. Contact your school counselor for information on scholarship or financial aid opportunities for high school students participating in Dual Enrollment courses.

Authorized by the Nebraska Legislature in 2007, the Access College Early (ACE) Scholarship Program pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska colleges or universities, either through dual-enrollment or early enrollment agreements with these institutions. High school students may apply for funding under this program by completing the ACE Student Application, which is reviewed by the Coordinating Commission for Postsecondary Education for award.

To qualify for the scholarship, the student or student's family must be approved to participate in one of the federal need-based government programs listed below, have experienced an extreme hardship that affects family income, or be participating in a designated Career Education program as established by the Nebraska Department of Education.

- Free or Reduced Price Lunch Program
- Supplemental Security Income
- Temporary Assistance to Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Special Supplemental Assistance Program (WIC)

The student must provide documentation verifying approval to participate in the program or of the hardship.

Students that do not have legal status in the United States, including those that have been granted DACA status, are not eligible to apply for the ACE Scholarship based on state law.

Go to <https://ccpe.nebraska.gov/ACE> for more information.

# UNK Dual Enrollment

## **DATES TO REMEMBER FALL / SPRING SEMESTER 2017-2018**

**Note – UNK class dismissals may not coincide with the high school calendar. Students are held to attendance set by the high school. Dismissal information for UNK is provided for informational purposes only.**

AUG 21	UNK Fall 2017 classes begin
AUG 22	<b>Dual Enrollment admissions application/registration requests due</b> <b>NOTE - No registrations allowed after this date</b>
AUG 30	Fall billing – eBill notifications sent to student’s LoperMail
SEPT 4	Labor Day-All UNK classes dismissed; UNK offices closed
SEPT 5	UNK Classes reconvene
SEPT 15	<b>Last day to withdraw from full semester Dual Enrollment class with 100% refund</b> Student must contact the UNK Registrar’s Office to initiate withdrawal. <b>Last day to withdraw from a class meeting the 1<sup>st</sup> 8 weeks (August-October)</b> Student must contact the UNK Registrar’s Office to initiate withdrawal <b>NOTE – Withdrawal is not allowed after this date and a final grade will be recorded on the transcript</b>
SEPT 18	Spring 2018 Class Schedule available on MyBLUE
SEPT 20	Tuition due for Fall 2017 classes
OCT 16-17	Fall Break - All UNK classes dismissed UNK Offices open
OCT 20	<b>Last day to withdraw from full semester class via MyBLUE (0% refund)</b> <b>NOTE – Withdrawal is not allowed after this date and a final grade will be recorded on the transcript.</b>
NOV 10	<b>Last day to withdraw from a class meeting the 2<sup>nd</sup> 8 weeks (October-December)</b> Student must contact the UNK Registrar’s Office to initiate withdrawal <b>NOTE – Withdrawal is not allowed after this date and a final grade will be recorded on the transcript</b>
NOV 22-26	Thanksgiving Break-UNK classes dismissed Nov 22-26; UNK Offices closed Nov 23 and 24
NOV 27	UNK classes reconvene
DEC 6	MyBLUE opens for final grading
DEC 11-14	UNK Finals Week
DEC 14	Last day of Fall 2017 classes
DEC 19	Final grades due by 5:00PM via MyBLUE
DEC 25-JAN 1	All UNK offices closed

# UNK Dual Enrollment

JAN 8	UNK Spring 2018 classes begin
JAN 15	Martin Luther King Holiday-All UNK classes dismissed; UNK Offices closed
JAN 17	<b>Dual Enrollment Early Registration ends</b>
JAN 18	Spring billing – eBill notifications sent to student’s LoperMail
JAN 26	Summer 2018 Class Schedule available on MyBLUE
FEB 2	<b>Dual Enrollment</b> registration process finalized – no adjustments after this date <b>Last day to withdraw from full semester Dual Enrollment class with 100% refund</b> Student must contact the UNK Registrar’s Office to initiate withdrawal <b>Last day to withdraw from a class meeting the 1<sup>st</sup> 8 weeks (January-March)</b> Student must contact the UNK Registrar’s Office to initiate withdrawal <b>NOTE – Withdrawal is not allowed after this date and a final grade will be recorded on the transcript</b>
FEB 8	Tuition due for Spring 2018 classes
FEB 26	Fall 2018 Class Schedule available on MyBLUE
MARCH 9	<b>Last day to withdraw from full semester class via MyBLUE (0% refund)</b> <b>NOTE – Withdrawal is not allowed after this date and a final grade will be recorded on the transcript.</b>
MARCH 18-25	Spring Break-All UNK classes dismissed; UNK Offices open
MARCH 30	<b>Last day to withdraw from a class meeting the 2<sup>nd</sup> 8 weeks (March-May)</b> Student must contact the UNK Registrar’s Office to initiate withdrawal <b>NOTE – Withdrawal is not allowed after this date and a final grade will be recorded on the transcript</b>
APRIL 25	MyBLUE opens for final grading
APR 30-MAY 3	UNK Finals Week
MAY 3	Last day of Spring 2018 classes
MAY 8	Final grades due by 5:00pm via MyBLUE

**Note: Academic calendars are subject to change without notice. The University reserves the right to revise or change rules, charges, fees, schedules, courses, requirements for degrees, and other regulations affecting students including, but not limited to, evaluations standards, whenever considered necessary or desirable. The University reserves the right to cancel any course for insufficient registration and to phase out any program. Registration by a student signifies an agreement to comply with all regulations of the University.**

# UNK Dual Enrollment

## Attendance; Final Grades; Withdrawal Policy

### Final Grades

Final grade reports are not produced in a paper format. At the end of the semester, Students may access final grades at <http://myblue.unk.edu>.

### Withdrawal Policy

If you withdraw from your high school class or change high schools after you have registered for college credit, you must also drop or withdraw from the UNK Dual Enrollment course according to the timeline and policies set out below. High school records and UNK records are not linked and you are responsible for your Dual Enrollment registration and courses.

It is the student's responsibility to request registration or withdraw from Dual Enrollment classes at the University of Nebraska at Kearney in accordance with university policies and timelines. If you do not attend class(es), the class(es) will remain on your record and you are responsible for all tuition and fees. **No high school staff member or parent or guardian can withdraw you from class(es). Students withdrawing during the 100% refund period must contact the Registrar's Office at 308-865-8527 during regular office hours to initiate a withdrawal.**

#### Fall 2017

##### **Withdrawal Deadline for classes meeting the Full Semester (August-December):**

**September 15 – Last day to withdraw with a full refund and a “W” on the transcript.** The student must contact the Registrar's Office during regular office hours at 308-865-8527 to initiate the withdrawal.

**October 20 – Last day to withdraw with 0% refund and a “W” on the transcript.** No withdrawals are allowed after this date. Processes the withdrawal (drop) via MyBLUE (<http://www.myblue.edu>).

##### **Withdrawal Deadline for classes meeting in an 8 Week Block:**

###### **1<sup>st</sup> 8 weeks (August-October):**

**September 15 – Last day to withdraw-full refund and a “W” on the transcript.** The student must contact the Registrar's Office during regular office hours at 308-865-8527 to initiate the withdrawal. No withdrawals are allowed after this date.

###### **2<sup>nd</sup> 8 weeks (October-December):**

**November 10 – Last day to withdraw-full refund and a “W” on the transcript.** The student must contact the Registrar's Office during regular office hours at 308-865-8527 to initiate the withdrawal. No withdrawals are allowed after this date.

#### Spring 2018

##### **Withdrawal Deadline for classes meeting the Full Semester (January-May):**

**February 2 – Last day to withdraw with a full refund and a “W” on the transcript.** The student must contact the Registrar's Office during regular office hours at 308-865-8527 to initiate the withdrawal

**March 9 – Last day to withdraw with 0% refund and a “W” on the transcript.** No withdrawals are allowed after this date. Processes the withdrawal (drop) via MyBLUE (<http://www.myblue.edu>).

# UNK Dual Enrollment

## **Withdrawal Deadline for classes meeting in an 8 Week Block:**

### **1<sup>st</sup> 8 weeks (January-March):**

**February 2 – Last day to withdraw-full refund and a “W” on the transcript.** The student must contact the Registrar's Office during regular office hours at 308-865-8527 to initiate the withdrawal. No withdrawals are allowed after this date.

### **2<sup>nd</sup> 8 weeks (March-May):**

**March 30 – Last day to withdraw-full refund and a “W” on the transcript.** The student must contact the Registrar's Office during regular office hours at 308-865-8527 to initiate the withdrawal. No withdrawals are allowed after this date.

**A student failing to complete all course requirements and failing to officially withdraw from a class by the established deadline will receive a grade of F.**

# UNK Dual Enrollment

## Transferring Dual Enrollment Credit

UNK credit hours may be transferred to other colleges and universities and may apply toward degree requirements or elective credit. However, UNK does not guarantee course recognition on behalf of another university. Students are advised to plan ahead and contact each university or college the student may be planning to attend to determine specific institutional policy regarding dual enrollment credit before registering. The University of Nebraska at Kearney is fully accredited by the North Central Association of Colleges and Schools and generally, course credits are accepted by other member colleges and universities accredited by this agency. Some universities may have a general statement on their website regarding transfer of credit.

Typically, only official sealed transcripts from each college/university previously attended will be accepted for awarding transfer credit.

**TRANSCRIPTS ARE NOT ISSUED UNTIL ALL OUTSTANDING ACCOUNTS WITH THE UNIVERSITY OF NEBRASKA AT KEARNEY ARE PAID.**

Typically, transcripts requested in a paper format are processed within three day. At the close of a semester (December, May and July) more time will be required. During peak times, please allow up to 2-4 weeks for processing.

Transcripts requested in an electronic format are typically sent the same day as requested.

### **3 options are available for requesting a paper Transcript.**

1. Send a signed request to the Registrar's Office via mail or fax.
2. Send a signed request that is scanned into an email as an attachment.
3. Log on to [myblue.nebraska.edu](http://myblue.nebraska.edu) and submit a request (requires NUID and password)

The Transcript Request Form for mail, fax or email attachment is included in this handbook. The form must be filled out in its entirety in order to receive a transcript. There is no fee for requesting a paper transcript

Transcripts cannot be faxed. Students needing a transcript immediately are advised to request an electronic transcript.

**To request an electronic transcript, log on to [myblue.nebraska.edu](http://myblue.nebraska.edu)** and submit a request to receive an electronic transcript. There is a \$5.00 fee for an electronic transcript.



# UNK Dual Enrollment

## ACADEMIC INTEGRITY

The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found in violation of the standards of academic integrity may be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following:

1. Cheating: Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination or exercise.
2. Fabrication and falsification: Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.
3. Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.
4. Abuse of academic materials and/or equipment: Destroying, defacing, stealing, or making inaccessible library or other academic resource material.
5. Complicity in academic dishonesty: Helping or attempting to help another student to commit an act of academic dishonesty.
6. Falsifying grade reports: Changing or destroying grades, scores or markings on an examination or in an instructor's records.
7. Misrepresentation to avoid academic work: Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.
8. Other Acts of Academic Dishonesty: Academic units and members of the faculty may prescribe and give students prior written notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard shall constitute the Code.

Under Section 2.9 of the Bylaws of the Board of Regents of the University of Nebraska, the respective colleges of the University have responsibility for addressing student conduct solely affecting the college. Just as the task of inculcating values of academic honesty resides with the faculty, the college faculty are entrusted with the discretionary authority to decide how incidents of academic dishonesty are to be resolved. For more information please refer to the undergraduate catalog at <http://aaunk.unk.edu/catalogs/current/ac/acregIntegrity.asp#Undergrad%20Catalog> or contact the Division of Student Affairs, 180 Memorial Student Affairs Building, 2510 11<sup>th</sup> Avenue, Kearney, NE 68849; phone 308-865-8528; email [studentaffairs@unk.edu](mailto:studentaffairs@unk.edu).

# UNK Dual Enrollment

## CONTACT INFORMATION

### **UNK Dual Enrollment Program**

General Questions

[unkdualenrollment@unk.edu](mailto:unkdualenrollment@unk.edu)

Phone 308-865-8527

Fax: 308-865-8484

### **Student Accounts/Finance Office**

Billing and Payments

[unkfinance@unk.edu](mailto:unkfinance@unk.edu)

Phone: 308-865-8524

### **UNK Information Technology Help Desk**

Technology Difficulties

[unkhelpdesk@unk.edu](mailto:unkhelpdesk@unk.edu)

Live chat is available at [unk.edu/offices/its/help\\_desk/index.php](http://unk.edu/offices/its/help_desk/index.php)

Phone: 308-865-8363

### **Office of Student Records and Registration**

Registration, Transcript, Student Records

[unkregistrar@unk.edu](mailto:unkregistrar@unk.edu)

Phone: 308-865-8527

Fax: 308-865-8484

### **Office of Admissions**

Admission and High School Visits

[unkadmissions@unk.edu](mailto:unkadmissions@unk.edu)

Phone: 308-865-8526

# UNK Dual Enrollment



Please print this form and mail, fax, or email to:

Office of the Registrar  
University of Nebraska at Kearney  
2504 9<sup>th</sup> Ave.  
Kearney, NE 68849-1225  
Fax: (308) 865-8484  
Email: [unkregistrar@unk.edu](mailto:unkregistrar@unk.edu)  
Phone: (308) 865-8527

**If sending in an email** – please print this form, fill out completely (including signature), scan into a computer & create as an attachment in the email. **DO NOT include your Social Security Number if emailing.**

## TRANSCRIPT REQUEST

Please provide complete address, including Individual Title and/or Department

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Date of Request

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Nebraska University ID (NUID)

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Birthdate

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Maiden or Former Name(s)

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## Processing Instructions (Please Check)

- Send Immediately As Is
- Hold Until Current Grades are Recorded
- Send After Degree is Recorded
- Hold for Change of Grade
- Will Pick Up in Registrar's Office

## STUDENT NAME & ADDRESS

Please Print Clearly

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Phone Number

---

Number of Transcripts Requested

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Enrolled in the current term at UNK?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, the last term you were enrolled at UNK/KSC

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**Transcripts are provided at no charge**

**I authorize the release of my transcript to the above:**

**Signature** \_\_\_\_\_

**We cannot process your request without your hand written signature.**