Admissions

unk.edu/admissions

In order to enroll for any UNK course, you must be actively admitted to UNK. Applications for Admission (both undergraduate and graduate) are available online at unk.edu/admissions.

First-time students of UNK who enroll for classes will pay a non-refundable application fee of $45 prior to registration for any UNK class.

Undergraduate: (UG) students who have not enrolled at UNK for two years (since Spring 2016) must complete an application for readmission. There is no readmission fee. For an online application, go to unk.edu/admissions/apply or call 1-800-532-7639 or 308-865-8526.

Graduate: (G) students who have not enrolled within the last two years, as well as those seeking admission to a second degree program, will need to reapply for admission and pay a readmission fee of $45. To apply, go to unk.edu/admissions/apply or call 1-800-717-7881 or 308-865-8500. Application deadlines for graduate degree seeking students are as follows unless stated differently by the department:

- June 15 for Fall admission;
- October 15 for Spring admission;
- March 15 for Summer admission.

Application deadlines for graduate non-degree seeking students is one week prior to term beginning.

International: For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken online or through distance education and does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class. An online or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student’s course of study is in a language study program, no online or distance education classes may be considered to count toward a student’s full course of study requirement.

Non-U.S. citizens outside the U.S. are not held to this regulation and can enroll in more than 3 credit hours of online classes.

Academic & Career Services

unk.edu/offices/acs/academic_advising

All undergraduate students are required to contact their academic advisors every semester prior to Early Registration. MyBLUE will NOT allow students to register for classes until they visit with their undergraduate advisor. The advisor will release an advising flag on MyBLUE once the advising session is complete. All undergraduate students, regardless of classification, should contact an academic advisor to discuss course prerequisites, course offerings and their specific degree requirements prior to registration. If you do not contact your advisor, you will not be able to register during Early Registration. A student who has not decided on a specific academic major or endorsement should contact the Academic & Career Services at 308-865-8501 or email careerserv@unk.edu for assistance.

Registration

myblue.unk.edu

Spring Early Registration begins October 23

If you have been admitted to UNK, and know your NUID & password, follow the directions below:

Step 1: Use one of the supported browsers: Internet Explorer 9, Firefox 18.0.2+ or Safari 4.0.

Step 2: For registration times, go to myblue.unk.edu and choose Registration Appt Times.

Step 3: To access MyBLUE, go to myblue.unk.edu, or go to the UNK home page at www.unk.edu and choose the “MyBLUE” link at the bottom of the page.

Step 4: Login with your NUID number and password. (You created these two identifiers when you filled out your online admission form.)

Step 5: Once on your Student Center MyBLUE page:
   a) Find the Enrollment Section and select “Enroll”
   b) The student will read a statement regarding their responsibility to pay for tuition & fees for the class they are about to register. Unless they follow proper procedures to drop or withdraw from the course, the student is obligated to pay their bill.
   c) Click the continue button
   d) Select a term (Spring 2018) then click continue
   e) Enter the class number (can be 4 or 5 digits) click enter
   f) Click the finishing enrollment button - look for a green check mark which will indicate successful enrollment.

Other options available on MyBLUE include grades, account balance, financial aid, address information, degree audit, and transcripts.

It is important to register early as classes fill up quickly. Students must be admitted to UNK before they can register. Students may register for any UNK class that has been officially added to the schedule and has a class number. A late fee of $15 will be assessed for any student who registers after the first meeting day of the class in the summer or after the first meeting week in the fall or spring.

I’ve Registered for Classes - Now What?

After registering for your class(es), you need to access your Loper email account and login to Canvas. For instructions, go to ecampus.unk.edu and click on Student Resources > I’ve Registered - Now What?

Grades on the Web

myblue.unk.edu

Students may access final grades online by accessing myblue.unk.edu and clicking on “Grades.” If you must have a printed copy of your grades that has your name and ID number included, you may request an official transcript by using the transcript request form on MyBLUE.

There is no additional charge for transcripts.
Spring 2018

MyBLUE Early Registration .................. October 23 - November 10
Only open to students who are enrolled at UNK for Fall 2017.
Register according to class standing and NUID number. (see page 7)

MyBLUE General Registration Begins .......... November 13 - January 12
Open to anyone who is fully admitted to UNK. Students may register for any available class through the first week of the semester.

Spring Tuition/Fee Payment Due ................. February 8

Spring Tuition & Fees

Online Courses

RESIDENT STUDENTS

IN-GRADE TUITION:
Undergraduate Tuition per credit hour ........................................ $247.00
Criminal Justice Undergraduate Tuition per credit hour ............ $272.00
Graduate Tuition per credit hour .............................................. $293.00
Biology Graduate Tuition per credit hour ............................... $293.00

FEES:
Distance Ed Fee per credit hour ........................................... $35.00
Technology Fee per credit hour ............................................ $11.00
Library Fee per credit hour ................................................ $6.25
UG Research Fellows Program per credit hour ...................... $2.00
UG Academic Success Fee per credit hour .............................. $3.00

Online Courses

NON-RESIDENT STUDENTS

OUT-OF-STATE TUITION:
Undergraduate Tuition per credit hour ...................................... $375.00
Criminal Justice Undergraduate Tuition per credit hour ............ $395.00
Graduate Tuition per credit hour .............................................. $467.00
Biology Graduate Tuition per credit hour ............................... $522.00
College of Education Graduate Tuition per credit hour .............. $425.00

FEES:
Distance Ed Fee per credit hour ........................................... $35.00
Technology Fee per credit hour ............................................ $11.00
Library Fee per credit hour ................................................ $6.25
UG Research Fellows Program per credit hour ...................... $2.00
UG Academic Success Fee per credit hour .............................. $3.00

Face-to-Face Courses

RESIDENT STUDENTS/OFF-CAMPUS

IN-GRADE TUITION:
Undergraduate Tuition per credit hour ...................................... $191.75
Graduate Tuition per credit hour .............................................. $238.00

FEES:
Distance Ed Fee per credit hour ........................................... $35.00
Technology Fee per credit hour ............................................ $11.00
Library Fee per credit hour ................................................ $6.25
UG Research Fellows Program per credit hour ...................... $2.00
UG Academic Success Fee per credit hour .............................. $3.00

NOTE: A $4.00 student records fee will be assessed each semester for both resident and non-resident students.

Billing & Payments

Students will receive an email in their Lopermail Student Email Account notifying them when a bill is available. This email will direct you to log into MyBLUE to access your bill. Under Student Accounts choose “Billing Statements” and you will see all current and past billing statements. Every effort is made to inform you of the due date. failure to receive a billing email notification will NOT be an acceptable excuse for missing the payment deadline. Also, students failing to attend class meetings does not constitute withdrawal from the class and does NOT eliminate the obligation to pay all tuition and related fees. Please contact the UNK Finance Office if you have questions, phone 308-865-8524 or email unkfinance@unk.edu. All students are reminded to notify the Registrar’s Office of any address change or update their address information on MyBLUE. Payment may be either mailed directly to the Finance Office, paid in person, or paid by credit card or electronic check via MyBLUE. Students not paying by the bill due date will be assessed late charges.

Important Credit Card Information

The ONLY means of paying student account charges (tuition, room & board, or other fees) with a credit card is online through MyBLUE. UNK will no longer accept credit card payments for student account charges in person, by mail, or by fax. Also, students choosing the credit card option of payment will be charged a 2.75% non-refundable convenience fee based on the payment amount. MasterCard, Discover, American Express and VISA credit cards are acceptable for credit card payment.

If you wish to pay by credit card, follow the steps below:
1) sign-in on MyBLUE
2) enter your NUID Number
3) enter your Password
4) on the left menu under Student Accounts click on “Make a Payment”

UNK still offers several easy payment options with no additional cost to you: An electronic check/ACH (automatic check handling) payment option through MyBLUE. This is an online request to debit your checking account or savings account. By check or money order mailed to the University of Nebraska Kearney, Finance Office/ FDH/Student Accounts, 2504 9th Avenue, Kearney, NE 68849. In person by check, money order or cash at the UNK Finance Office, Founders Hall, 8:00 am-5:00 pm, Monday - Friday.

UNK Student Health Care for Distance Students
unk.edu/offices/counseling_healthcare

New students attempting to enroll for courses may discover they are not able to register if the Pre-Enrollment Health Requirement form and documentation of immunizations have not been completed. However, if you are planning to take only online courses from UNK, this requirement is not necessary. Instead, please contact the UNK Health Care Office at 308-865-8218 to let them know you are a distance student and they can release your hold for immunizations.

Online Student Support Services
unk.edu/academics/ecampus/resources-info/students/requirements

To help you get started with your online distance courses, a set of online tutorials are available. Other services include 24/7 library
For more information, go to ecampus.unk.edu

services, discounted software and hardware, a writing center, 24/7 technology help desk, online bookstore and more. You may find these at ecampus.unk.edu and click on “Student Resources.”

**Student ID Cards for Distance Students**

As a Distance Education student, you can request a non-picture UNK Distance ID Card through eCampus. A $10 fee will be assessed per card. This card may be used as a second form of identification. Distance students are not required to get a Distance ID card. If you are interested in getting the ID card, please contact Heather by email at rhinehartj@unk.edu to have a form mailed to you. Include your mailing address and Student NUID number when requesting a form.

**Software & Hardware**

[unk.edu/academics/ecampus/resources-info/students](unk.edu/academics/ecampus/resources-info/students)

Software and hardware are available to UNK students at an educational price through the UNK Technology Store. To check it out, log on to ecampus.unk.edu and click on “Student Resources,” “Technology Resources,” and “Required Hardware and Software.”

**24/7 Help Desk**

Assistance is available 24 hours a day/7 days a week to employees and students for Blackboard, Microsoft Outlook, and other computer related issues. Many problems can be solved over the phone. Contact the Helpdesk at 308-865-8363 or by email at unkhelpdesk@unk.edu.

**Calvin T. Ryan Library Services**

[library.unk.edu](library.unk.edu)

Calvin T. Ryan Library provides access to information and research materials for the UNK community. Reference service is available during scheduled hours through the Ask a Librarian link on the Library’s home page, while email and reference tickets are checked outside of regular hours. The library provides reference service on a number of platforms, including scheduled chat, e-mail, phone, and now SMS text. Access to Library resources and services such as journal articles, e-books, and interlibrary loan & document delivery is available in the Library tab at: [unk.edu/academics/ecampus/resources-info/students](unk.edu/academics/ecampus/resources-info/students/)

**On-Campus Schedule**

**Day & Evening Classes**

For the most accurate up-to-date schedule, log on to: myblue.unk.edu and click on UNK Class Search.

---

**Spring 2018 Calendar**

**December 1**  Application for Spring Graduation open through February 1, 2018. Apply via MyBLUE

**January 1-7**  Spring 2018 General Registration continues via MyBLUE. Open to all interested persons admitted to UNK.

**January 8**  Spring 2018 classes begin

**January 8-12**  OPEN DROP/ADD AND REGISTRATION: Students adjust their schedules via MyBLUE

**January 15**  Martin Luther King, Jr. Holiday. All classes dismissed and UNK offices closed.

**January 18**  E-bill notifications will be sent to student’s Lopermail account.

**February 1**  Last day to apply for Spring 2018 graduation. Graduation application available via MyBLUE.

**February 8**  Tuition and fees are due in full for Spring 2018 classes

**March 9**  Last Day to drop a full semester class with a “W” in lieu of a grade. All drops processed by student via MyBLUE.

**March 18-25**  Spring Break - All classes dismissed. UNK offices open.

**March 26**  Monday, classes reconvene. Begin Academic Advising for Summer 2018 and Fall 2018 registration. Students meet with assigned faculty advisors.

**April 2**  Early Registration for Summer and Fall 2018 begins. Available to all students currently enrolled in spring classes. Registration opens according to class standing and the last 4 digits of the NUID number.

**April 15**  Application for Summer Graduation open through June 15. Apply via MyBLUE.

**April 20**  Transfer Day. Open to new transfer students who have been admitted to UNK for Summer and Fall 2018. Reservation required. Contact UNK Admissions Office for information.

**April 23**  General Registration begins for Summer 2018 and Fall 2018 via MyBLUE. Available to all interested persons admitted to UNK.

**April 30-May 3**  Finals Week: Classes rescheduled according to Final Exam Schedule.

**May 3**  3:00 p.m. Spring Commencement Rehearsal, Health & Sports Center.

**May 4**  10:00 a.m. Spring Commencement Ceremony, Health & Sports Center
Summer 2018 Calendar

May 7  Summer 2018 Term Begins - Classes will periodically convene and conclude according to dates and times shown on the class schedule on MyBLUE. All students must complete their registration by the first class day.

May 10  E-bill notifications will be sent to student’s Lopermail account.

May 17  Transfer Day. Open to new transfer students who have been admitted to UNK for Fall 2018. Reservation required. Contact UNK Admissions Office for more information.

May 28  Memorial Day. All classes dismissed and UNK offices closed.

May 29  Classes reconvene and UNK offices open.

May 30  Tuition and fees due in full for Summer 2018 classes.

June 15  Last day to apply for Summer Graduation. Graduation application available via MyBLUE.

June 21  Transfer Day. Open to new transfer students who have been admitted to UNK for Fall 2018. Reservation required. Contact UNK Admissions Office for more information.

July 4  All classes dismissed and UNK offices closed in observance of Independence Day.

July 5  Classes reconvene and UNK offices open.

July 15 Application for Fall Graduation open through September 15. Apply via MYBLUE.

July 19 Transfer Day. Open to new transfer students who have been admitted to UNK for Fall 2018. Reservation required. Contact UNK Admissions Office for more information.

July 26  3:00 p.m. Summer Commencement Rehearsal, Health & Sports Center.

July 27  10:00 a.m. Summer Commencement Ceremony, Health & Sports Center.

August 20  Fall 2018 classes begin.