Spring 2020

According to UNK's records, you are registered for an online or blended course for the Spring 2020 semester. Please be sure to review the contents of this letter to obtain the most recent information on UNK's academic policies and available student resources. If you have decided to withdraw from one or more of your classes, you must complete the drop process by logging in to your MyBLUE account. Your MyBLUE account may be accessed at myblue.unk.edu using your NUID and password. Failure to attend class meetings does NOT constitute a drop and does NOT cancel a student's registration or obligation to pay all tuition and related fees for the course.

All students are reminded to update their address information on MyBLUE. Please contact the UNK Registrar's Office at 308-865-8527 or by email at unkregistrar@unk.edu with address-related questions or concerns.

You may find the following information helpful:

- **Online Courses** – If you are enrolled in an online course, these courses are instructor-led with a specific start and end date. Online courses are NOT self-paced. Courses run throughout the fall beginning August 26 and concluding December 19. Please check your schedule for the start date(s) of your course(s).

- **Blended Courses** – If you are enrolled in a blended course, please note that mandatory meeting times will be scheduled. For those dates/times, either contact your instructor or go to unk.edu and visit MyBLUE and select “Web Based” courses.

- **Billing & Payment Information** – You will receive a notification in your LoperMail student email account when your bill is available. (Paper billing statements are not mailed and personal/preferred email accounts are not used.) This email will direct you to log in to MyBLUE to access your bill. Under Student Accounts, click the link under "Most Recent Bill/Invoice." All current and past billing statements are available under "Invoice History." 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. **All tuition and fees for the Spring 2020 semester are due Thursday, February 13, 2020.** The Loper Payment Plan (3 payments and $20 fee) enrollment and initial payment deadline is February 13, with automatic payments on March 10 and April 10. Other payment options and additional information are available on the UNK Student Accounts website: [http://www.unk.edu/offices/student_accounts/](http://www.unk.edu/offices/student_accounts/). Not paying by the bill due date will result in late fees and a NU registration/transcript hold at all NU campuses. If you have questions, please contact the UNK Finance Office at 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.

**Please Note:** You are considered officially enrolled in an online or blended course, unless you complete the procedure to drop or withdraw. You are responsible to pay for all tuition and related fees. Failure to attend class meetings does NOT constitute withdrawal from the class and does NOT eliminate the obligation to pay all tuition and related fees.

- **eCampus Blog** - The eCampus blog offers readers an inside look at UNK resources and services for online students. The blog, located at unk.edu/ecampus/blog, also highlights programs and student stories, as well as tips for getting through the application process and studying recommendations. Have a story you want to share? Contact us at ecampus@unk.edu.
• **Distance ID Card** – As a Distance Education student, you may 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. 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.

• **SmarterMeasure** – This is a tool that helps you identify your level of readiness for online learning. It measures several areas, including learning style, technical competency, and typing speed and accuracy. When the process is complete, SmarterMeasure will show you the results and also provide you with a list of resources that may assist you with online learning. To take the SmarterMeasure assessment, log on to unk.smartermeasure.com and choose the username “xxx.” The password is “xxx”.

• **eCampus Student Orientation** – This orientation will give you information on subjects like Canvas, UNK’s email system (LoperMail), registration, library services, and more. This information will assist you in your studies and make it easier for you to find what you need, when you need it. This orientation also provides tips on best practices for being a successful learner, time management, and the support services available to you at UNK and eCampus. The orientation is located at https://canvas.unk.edu/courses/8267.

• **Canvas** – UNK uses Canvas for our learning management system. Canvas can be accessed via your UNK Account username and password. Refer to UNK Account login instructions on the attached sheet. If you log in to Canvas and you do not see your course, it is possible that the instructor may not have made the course available to students yet. To check if you are registered, go to MyBLUE and see your enrolled courses. If you are registered for the course, check Canvas in a few days. If the course is not available on the specified start date, please contact your instructor. If you have questions about your course, contact your instructor by using Canvas or email.

• **Bookstore** – You can find out what books are required for your classes and purchase them from The Antelope Bookstore at unk.bncollege.com or 308-865-8555.

• **24/7 Help Desk** – The UNK Help Desk is available anytime 24/7 to assist you with technology issues. To contact the Help Desk, call 308-865-8363 or email unkhelpdesk@nebraska.edu. For a full list of services or to access their online chat, go to http://www.unk.edu/offices/its/help_desk/index.php.

• **Video Training Tutorials** – Video tutorials on Canvas, VoiceThread, iPad, Office for Windows or Mac, and many more programs along with a large skill developing section are available to you through the Hoonuit website. You may find these to be helpful as you are taking your online or blended courses.

To access these tutorials, go to https://www.atomiclearning.com/signin

1. Click the “Log in” button (top of the page).
2. Type in the username “xxx” and click Next.
3. Type in the password “xxx” and click Log in.
4. For specific training, type the program or topic you would like to see in the search box at the top of the page.

xxx – Contact Heather Rhinehart at rhinehartj@unk.edu for the username and password.

For a complete list of resources available to you or to follow us on social media, refer to the eCampus website at ecampus.unk.edu. Good luck in the upcoming semester.

UNK eCampus