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308.865.8211 / 308.865.8927 / FAX 308.865.8090 / 800.865.6388

Summer 2018

According to UNK’s records, you are registered for a summer online or blended course. If you have taken an online or blended course in the past, you may have received this letter. If so, please review it as information changes and new resources may be available. If you have decided to withdraw from one or more of your classes, you must drop these class(es). Failure to attend class meetings does NOT constitute withdrawal from the class. To do this, go to myblue.unk.edu and log in with your NUID and password. To keep informed of important deadlines and resources, please make sure your permanent mailing address is correct on MyBLUE.

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 date and end date. Online courses are NOT self-paced. Courses run throughout the summer, beginning May 7 and concluding July 27, unless noted otherwise in the course description or the schedule.

- **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 ecampus.unk.edu and click on the eCampus Schedule.

- **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 Summer 2018 semester are due Thursday, May 31, 2018.** The Loper Payment Plan (3 payments &$20) enrollment deadline is May 31st with automatic payments on June 15th and July 15th. Other payment options and additional information is 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 assessed late charges. 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 was launched in Spring of 2017, offering 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. 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 rhineharthj@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”.

• **Canvas** – UNK uses Canvas for our learning management system. Canvas can be accessed via your EASI username and password. Refer to EASI 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 have not 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@unk.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 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.hoonuit.com/home

  1. Click the “Log in” button (in the upper right corner of page), type in the username “xxx,” type in the password “xxx”.
  2. Click the “sign in” button.
  3. For specific training, click the “search” tab and use key words like: Canvas, Excel, Facebook, then click the “search” button.
  4. A list of trainings will be available, and you can click on the title to access the training page and watch specific videos.

xxx – Contact Heather Rhinehart at rhineharthj@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 this Summer.