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 Summer 2015) must complete an application for readmission. There is no readmission fee. For an online application, go to www.unk.edu/admissions/apply.php 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 www.unk.edu/admissions/apply.php 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.php

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

http://myblue.unk.edu

Summer/Fall Early Registration begins April 3

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 http://myblue.unk.edu and choose Registration Appt Times.
Step 3: To access MyBLUE go to https://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 (Summer or Fall 2017) 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 Blackboard. For instructions, go to ecampus.unk.edu and click on Student Resources > I’ve Registered - Now What?

Grades on the Web

http://myblue.unk.edu

Students may access final grades online by accessing http://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.
Summer 2017

MyBLUE Early Registration…………………April 3-21
Only open to students who are enrolled at UNK for Spring 2017. Register according to class standing and NUID number. (see page 7)

MyBLUE General Registration Begins …… April 24-August 25
Open to anyone who is fully admitted to UNK. Students may register for any available class through the first meeting day of the class.

Summer Tuition/Fee Payment Due……………….. May 25

MyBLUE Early Registration…………………April 3-21
Only open to students who are enrolled at UNK for Spring 2017. Register according to class standing and NUID number. (see page 7)

MyBLUE General Registration Begins …… April 24-August 25
Open to anyone who is fully admitted to UNK. Students may register for any available class through the first meeting day of the class.

Summer & Fall* Tuition & Fees

Online Courses
RESIDENT STUDENTS
IN-STATE TUITION:
Undergraduate Tuition per credit hour .............................................. $240.00
Masters Biology Tuition per credit hour ............................................. $388.00
Graduate Tuition per credit hour ......................................................... $425.00
Scientific Writing per credit hour ....................................................... $325.00

FEES:
Distance Ed Fee per credit hour ......................................................... $25.00
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

NON-RESIDENT STUDENTS
OUT-OF-STATE TUITION:
Undergraduate Tuition per credit hour .............................................. $364.00
Masters Biology Tuition per credit hour ............................................. $507.00
Graduate Tuition per credit hour ......................................................... $454.00
Scientific Writing per credit hour ....................................................... $325.00

FEES:
Distance Ed Fee per credit hour ......................................................... $25.00
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/OF-CAMPUS
IN-STATE TUITION:
Undergraduate Tuition per credit hour .............................................. $182.00
Graduate Tuition per credit hour ......................................................... $225.75

FEES:
Distance Ed Fee per credit hour ......................................................... $25.00
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.

*Subject to Change in Fall 2017

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/FDHL/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**
http://www.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**
http://www.unk.edu/academics/ecampus/resources-info/students/requirements.php

To help you get started with your online distance courses, a set of online tutorials are available. Other services include 24/7 library services, discounted software and hardware, a writing center, 24/7 technology help desk, online bookstore and more. You may find these at http://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 rhineharthj@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

Software and hardware are available to UNK students at an educational price through the UNK Technology Store. To check it out, log on to http://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**

http://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: http://www.unk.edu/academics/ecampus/resources-info/students/

**Online Student Orientation**

UNK’s Online Student Orientation is available to all students enrolled in online courses to help them succeed in their online studies. This orientation is set up in Blackboard and will give students information on subjects like Blackboard, UNK’s email system (LoperMail), library services and other valuable resources.

**On-Campus Schedule**

Day & Evening Classes

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

**Summer 2017 Calendar**

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

May 8  Classes Begin - Classes will periodically convene and terminate according to dates and times shown on the class schedule on MyBLUE. All students must complete their registration by the first class day.

May 11  E-bill notifications will be sent to student’s Loper mail account

May 25  Tuition & Fees due in full for Summer 2017 classes

May 29  Memorial Day - No Classes & Offices Closed

May 30  Classes Reconvene & Offices Open

June 15  Deadline to apply for Summer 2017 Graduation - Graduation Application available via MyBLUE

July 4  Independence Day - No Classes & Offices Closed

July 5  Classes Reconvene & Offices Open

July 27  Summer Commencement Rehearsal, Thursday 3 p.m. in the Health & Sports Center

July 28  Summer Session ends. Summer Commencement, Friday - 10 a.m. in the Health & Sports Center

**Fall 2017 Calendar**

August 21  Fall 2017 Classes Begin

August 21 -25  OPEN DROP/ADD AND REGISTRATION: Students may adjust their schedules at this time using MyBLUE

August 28  Written approval of instructor or department chairperson or dean required for late registration and change of schedule
General Information

For more information, go to ecampus.unk.edu

August 30  E-bill notifications will be sent to student’s Lopermail account
September 4  Labor Day - No Classes & Offices Closed
September 5  Classes Reconvene & Offices Open
September 14  Deadline to apply for Fall 2017 Graduation - Graduation Application available via MyBLUE
September 20  Tuition & Fees due in full for Fall 2017 classes
Oct. 16 & 17  Fall Break - No Classes & Offices Open
October 18  Academic Advising for Spring 2018 registration begins
October 20  Last day to drop a full semester class with a W in Lieu of a grade. All drops processed by student via MyBLUE
October 23- November 11  Registration for Spring 2018 opens according to Class Standing and the last four digits of the NUID number
Nov. 22-24  Thanksgiving Break - No Classes & Offices Closed November 23-24
November 27  Classes Reconvnue & Offices Open
November 30  Application for Spring 2018 Graduation open through January 31. Apply via MyBLUE
Dec. 11-14  Finals Week: Classes rescheduled according to final exam schedule
December 14  Fall Term Ends - Winter Commencement Rehearsal, Thursday, 3 p.m. in the Health & Sports Center
December 15  Winter Commencement, Friday - 10 a.m. in the Health & Sports Center
December 19  Final Grades due via MyBLUE - 5 p.m.
Dec. 25-Jan. 1  UNK Offices closed for holidays