

Student Handbook 2016-2017

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2016-2017 Campus Calendar

Aug.	19	Residence Halls open
Aug.	19	Fall Orientation Events: <u>Required</u> Freshman attendance
Aug.	20	Saturday Welcome Week Events
Aug.	21	Sunday Welcome Week Events
Aug.	22	Fall classes begin
Aug.	22-26	Open drop and add for Fall classes on MyBLUE
Aug.	31	Tuition payment billing notifications e-mailed to students
Sept.	5	Labor Day Break - classes dismissed
Sept.	15	Deadline – Fall Graduation Application, Registrar’s Office
Sept.	21	Tuition Payment due in full at Finance Office
Sept.	24	UNK Homecoming, Band Day & Family Day
Oct.	17-18	Fall Break - classes dismissed
Oct.	19	Academic Advising begins
Oct.	21	Last day to drop a class through MyBlue System.
Oct. 24 - Nov.	13	Early Registration for Spring Semester through MyBlue system, check Schedule of Classes for registration dates and times.
Nov.	23-25	Thanksgiving Break - classes reconvene Monday
Dec.	12-15	Finals Week – Monday-Thursday
Dec.	16	Winter Commencement, Friday, 10:00 am
Dec. 26 - Jan.	2	All UNK offices closed for holidays
Jan.	10	Open registration for Second semester 1:00-3:00 pm
Jan.	6	Residence Halls Open, 10:00 am
Jan.	9	Spring classes begin
Jan.	16	Martin Luther King, Jr. Day – classes dismissed
Jan.	19	Tuition payment billing notifications e-mailed to students
Feb.	1	Deadline – Spring Graduation Application; Registrar’s Office
Feb.	9	Tuition Payment due in full at Finance Office
Mar.	10	Last day to drop a class through MyBLUE system.
Mar.	19-26	Spring Break begins. Classes reconvene Monday, March 28
May	1-4	Finals Week – Monday-Thursday
May	5	Spring Commencement, Friday, 10:00 am

Acknowledgments:

Printing - Around Campus Group
Cover Design - AroundCampus Design Team
Editing - Office of Student Life
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The University of Nebraska is an affirmative
action/equal opportunity institution.

University Departments Telephone Numbers

Alphabetical Directory of Departments

All telephone numbers are 308-865- prefix unless otherwise noted.

ACADEMIC & CAREER SERVICES	8501
ACADEMIC & STUDENT AFFAIRS, SR VICE CHANCELLOR	8209
ACADEMIC SUCCESS	8988
ACCOUNTING & FINANCE, DEPT OF	8112
ACCOUNTS PAYABLE	8419
ADMISSIONS, OFFICE OF	8526
ADMISSIONS (GRADUATE).....	8500
ADVANCED DRIVING TECHNIQUES	8256
ADVISING (Academic & Career)	8501
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY DIRECTOR	8655
ALUMNI ASSOCIATION	8474
ALUMNI HOUSE	8474
ANTELOPE BOOKSTORE	8555
ANTELOPE NEWSPAPER	8488/8487
ART & ART HISTORY, DEPT OF	8353
ASSESSMENT & ACADEMIC PUBLICATIONS	8255
ATHLETICS	8514
AVIATION SYSTEMS MANAGEMENT	8622
BIOLOGY, DEPT OF	8548
BOOKSTORE-ANTELOPE	8555
BROADCASTING	8412/8249
BUDGET OFFICE	8213
BUSINESS AND FINANCE, VICE CHANCELLOR	8205
BUSINESS AND TECHNOLOGY, COLLEGE OF, DEAN'S OFFICE	8342
BUSINESS SERVICES	8525
CAMPUS INFORMATION/UNK SWITCHBOARD	8441
CAMPUS MINISTRIES	234-1828
CAREER SERVICES (Academic & Career Services).....	8501
CAMPUS EVENTS & RESERVATIONS	8469
CENTRAL SUPPLY	8581
CHANCELLOR'S OFFICE	8208
CHEMISTRY, DEPT OF	8490
CHILD DEVELOPMENT CENTER, UNK	1576
COMMUNICATION DISORDERS	8300
COMMUNICATIONS, DEPT OF	8249
COMPUTER LAB (COE).....	8795
COMPUTER HELP DESK	8363
COMPUTER SCIENCE & INFORMATION SYSTEMS, DEPT OF	8370
INFORMATION TECHNOLOGY SERVICES	8950
COMPUTER STORE (UNK Connections).....	8137
CONSTRUCTION MANAGEMENT PROG.	8504
COPY CENTER	8432
COUNSELING & SCHOOL PSYCHOLOGY, DEPT OF	8508
COUNSELING	8248
CREDIT UNION, KEARNEY FEDERAL	234-9311/237-9993
CRIMINAL JUSTICE, DEPT OF	8510
DEAN, DIVISION OF STUDENT AFFAIRS	8528
DEFENSIVE DRIVING.....	8256
DINING SERVICES - UNK	8428
DISABILITY SERVICES FOR STUDENTS.....	8214
DIVERSITY STUDENT PROGRAMMING.....	8127
DUAL CAREER PROGRAM.....	8404
ECAMPUS	8211
ECONOMICS, DEPT OF.....	8530
EDUCATION, COLLEGE OF	8502
EDUCATIONAL ADMIN, DEPT OF	8512
ELDERHOSTEL	8212
EMERGENCIES	
POLICE & PARKING SERVICES	8517
If no answer after 5:00 pm, weekends and holidays, call	627-4811
Safe Walk 9:00 pm-1:00 am	224-0853
Kearney Police Department, emergencies only.....	911
EMPLOYMENT.....	8655
EMPLOYMENT (STUDENT).....	8389
ENGLISH, DEPT OF	8299
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION DIRECTOR	8655
ETHNIC STUDIES	8956
FACILITIES	1700
FAMILY STUDIES & INTERIOR DESIGN DEPARTMENT	8228
FINANCE OFFICE	8524
FINANCIAL AID, OFFICE OF	8520
FINE ARTS & HUMANITIES, COLLEGE OF	8521
FIRST YEAR PROGRAM	8291
FOOD SERVICES - UNK DINING SERVICES.....	8428
FOUNDATION OFFICE.....	698-5270
FRANK HOUSE	8284
GENERAL STUDIES	8209
GEOGRAPHY AND EARTH SCIENCE.....	8355
GRADUATE ADMISSIONS	8500
GRADUATE STUDIES AND RESEARCH	8843
GRANTS ACCOUNTING	8808
GRANTS OFFICE (SPONSORED PROGRAMS)	8496
GREEK LIFE	8523
HEALTH SCIENCE PROGRAMS	8260
HEALTH CARE	8218
HISTORY, DEPT OF	8509
HONORS PROGRAM	8702
HOUSING	8519
HUMAN RESOURCES	8655
IDENTIFICATION CARD OFFICE.....	8154
INDUSTRIAL TECHNOLOGY, DEPT OF	8504
INFORMATION TECHNOLOGY SERVICES	8363
INSTITUTIONAL RESEARCH	8204
INTERNATIONAL EDUCATION.....	8246
INTERNATIONAL STUDENT ADVISING	8946
INTERNATIONAL STUDENT SERVICES.....	8946
INTRAMURALS	8676
KINESIOLOGY & SPORTS SCIENCES, DEPT OF	8331
LEARNING COMMONS (Tutors & Writing Center)	8905
LEARNING STRATEGIES (Academic Success).....	8214
LIBRARY	8535

LOPER PROGRAMMING & ACTIVITIES COUNCIL.....	8523	SAFETY CENTER.....	8256
LOST & FOUND	8517	SOCIAL WORK PROGRAM.....	8739
MAIL ROOM.....	8433	SOCIOLOGY, DEPT OF.....	8505
MANAGEMENT/MARKETING, DEPT OF.....	8515	SPEECH COMMUNICATION, DEPT. OF.....	8249
MARKETING & CREATIVE SERVICES.....	8134	SPEECH, LANGUAGE AND HEARING CLINIC.....	8300
MARKETING & MANAGEMENT INFORMATION SYSTEMS, DEPT OF.....	8468	SPORTS INFORMATION.....	8334
MATH & STATISTICS, DEPT OF.....	8531	STUDENT ACCOUNTS.....	8524
MBA OFFICE (BUSINESS DEPT).....	8346	STUDENT AFFAIRS, DEAN, DIVISION OF.....	8528
MEETING FACILITIES.....	8469	STUDENT EMPLOYMENT SERVICES.....	8389
MILITARY SCIENCE.....	8093	STUDENT GOVERNMENT.....	8395
MODERN LANGUAGES, DEPT OF.....	8536	STUDENT HEALTH SERVICES.....	8218
MULTICULTURAL AFFAIRS, OFFICE OF.....	8127	STUDENT HOUSING.....	8519
MUSEUM OF NEBRASKA ART (MONA).....	8559	STUDENT LIFE (Activities).....	8523
MUSIC & PERFORMING ARTS, DEPT OF.....	8618	STUDENT RECORDS & REGISTRATION.....	8527
NATIONAL STUDENT EXCHANGE.....	8526	STUDENT SUPPORT SERVICES, OFFICE OF.....	8988
NATURAL & SOCIAL SCIENCES, COLLEGE OF.....	8518	STUDENT SERVICES (Academic & Career Services).....	8501
NE BUSINESS DEVELOPMENT CENTER.....	8344	STUDENT UNION.....	8523
NEBRASKA SAFETY CENTER.....	8256	TEACHER CERTIFICATION OFFICE.....	8937/8264
NEBRASKAN STUDENT UNION.....	8523	TEACHER EDUCATION, DEPT OF.....	8513
NURSING, UNMC COLLEGE OF.....	8323	TELECOMMUNICATIONS MANAGEMENT PROGRAM.....	8718
OMBUDSPERSON.....	8404	THEATRE BOX OFFICE.....	8417
PARKING SERVICES, POLICE &.....	8367	TICKET OFFICE, ATHLETICS.....	1563
PAYROLL.....	8182	UNIVERSITY COMMUNICATIONS, OFFICE OF.....	8454
PERSONNEL OFFICE.....	8426	UNIVERSITY DINING SERVICES.....	8428
PHILOSOPHY PROGRAM.....	8298	U OF NE FOUNDATION - KEARNEY OFFICE.....	698-5270
PHYSICAL ACTIVITY AND WELLNESS LAB.....	8336	UNIVERSITY RELATIONS, ASST. VICE CHANCELLOR.....	8529
PHYSICAL EDUCATION.....	8331	UNMC COLLEGE OF NURSING - KEARNEY DIVISION.....	8323
PHYSICS & PHYSICAL SCIENCE, DEPT OF.....	8277	UNK CONNECTIONS (Computer Store).....	8137
POLICE & PARKING SERVICES.....	8911	VETERANS AFFAIRS.....	8649
PARKING SERVICES.....	8367	VICE CHANCELLORS	
Safe Walk 9:00 pm to 1:00 am.....	224-0853	Senior Vice Chancellor for Academic & Student Affairs.....	8209
Kearney Police Department, emergencies only.....	911	Business and Finance.....	8205
POLITICAL SCIENCE, DEPT OF.....	8506	Communications & Community Relations.....	8455
POST OFFICE.....	8433	WOMEN'S CENTER.....	8279
POSTERS AND MORE.....	8523	WOMEN'S STUDIES.....	8772
PSYCHOLOGY, DEPT OF.....	8235	WORLD AFFAIRS.....	8944
PUBLIC RELATIONS.....	8529	WRITING CENTER (Learning Commons).....	8728
(See University Relations, Vice Chancellors)			
PURCHASING (See Business Services).....	8525		
RADIO, UNK.....	8412/8249		
REGISTRAR.....	8527		
RESEARCH SERVICES COUNCIL.....	8843		
RESIDENCE HALLS (For Administrative Office, See Residential Life and Greek Life)			
ANTELOPE.....	865-4619		
CENTENNIAL TOWERS EAST.....	865-4823		
CENTENNIAL TOWERS WEST.....	865-4826		
MANTOR.....	865-4832		
MEN'S.....	865-4836		
NESTER (North Wing).....	865-4842		
NESTER (South Wing).....	865-4831		
RANDALL.....	865-4837		
UNIV RESIDENCE NORTH (URN).....	865-4812		
UNIV RESIDENCE SOUTH (URS).....	865-4817		
UNIVERSITY HEIGHTS.....	865-4811		
RESIDENCE LIFE OFFICE.....	8519		
RURAL RESEARCH & DEVELOPMENT CENTER.....	8199		

Loper Fight Song!

University of Nebraska at Kearney

Music by: William Lynn
Words by: Harry Hoffman
Arrangement by: Brian Botsford

Come on and fight for U N K
March on to victory all the way,
keep up your fighting spirit
We'll always cheer it,
that's what we're here for,
That's what we'll cheer for.
Fight for the Blue and Gold,
Cheer for the Blue and the Gold,
and together we stand proud of the
best in the land we fight for U N K!

KEARNEY Go Lopers!

K-E-A-R-N-E, K-E-A-R-N-E,

KEARNEY!

Whom To See About What

If you have a question, check this listing for the office that can best assist you.

All telephone numbers are the **865-prefix** unless otherwise noted. If you call from a campus telephone (not including the residence halls), dial the last four digits. If you call from off campus and the residence halls, dial all seven digits. If you call off campus from a campus telephone (not including the residence halls), dial 9, then all seven digits.

Don't know whom to see about what?

Start with First Year Program and they will point you in the right direction.

First Year Program, Memorial Student Affairs Building (MSAB) 114, 865-8219.

Absences/Excuse due to:

Academic/Athletic Trip - instructor(s)

Car trouble/snowbound - instructor(s)

Family Emergency/Death - Student Affairs Office
Memorial Student Affairs Building, 8528
www.unk.edu/studentaffairs

Illness- 2 days or less - instructor(s)

Illness- 3 days or more - Student Health
Student Affairs Building, 8218
www.unk.edu/chc

Military - Student Affairs Office, 8528
www.unk.edu/studentaffairs

University Sponsored Field Trip - faculty sponsor
and instructor(s)

Vacation - instructor(s)

Academic Amnesty/Academic Policies

Office of Records & Registration, Founders Hall
First Floor, 8527, www.unk.edu/offices/registrar/

Academic & Career Services

Academic & Career Services, Memorial Student Affairs
Building, 8501, <http://careers.unk.edu>

Academic Records

Office of Records & Registration, Founders Hall
First Floor, 8527, www.unk.edu/offices/registrar

Academic Support

Academic Success and Learning Strategies, 8214
Memorial Student Affairs Building Room 163
www.unk.edu/offices/academic_success

Learning Commons, Library, 8905
www.unk.edu/lc/

Access to Buildings (when locked)

Police & Parking Services, General Services Building, 8517

(308-627-4811 - emergencies or after hours)
www.unk.edu/Police

Accidents

Police & Parking Services, General Services Building, 8517
or 308-627-4811 emergencies or after hours
www.unk.edu/Police

Accounts Receivable / Student Accounts Charges, Payments, and Refunds

Finance Office, Founders Hall, First Floor, 8524
www.unk.edu/offices/finance/

ACT Scores

Academic Advisor; Academic & Career Services, Memorial
Student Affairs Building, 8501, careerserv@unk.edu; Office of
Admissions, Memorial Student Affairs Building, 8526
<http://www.unk.edu/admissions>

Activity Authorization

Organizational advisor; Office of Student Life, 8523
www.unk.edu/nsu

Address Changes

Office of Records & Registration, Founders Hall
First Floor, 8527 for assistance. Student can make changes on
MyBLUE account online.

Administration

Chancellor

Douglas A. Kristensen, J.D., Founders Hall, 8208
www.unk.edu/about/administration/

Senior Vice Chancellor for Academic & Student Affairs

Charles J. Bicak, Ph.D., Founders Hall, 8209
www.unk.edu/about/administration/

Interim Vice Chancellor for Business and Finance

Jane E. Sheldon, Founders Hall, 8205
www.unk.edu/about/administration/

Dean, Division of Student Affairs

Gilbert Hinga, Ph.D., Memorial Student Affairs Building
8528, www.unk.edu/about/administration/

Admissions Office of; Applications, Requirements

Office of Undergraduate Recruitment and Admissions,
Memorial Student Affairs Building, 8526
www.unk.edu/admissions

Admissions Health and Immunization Requirements

Student Health and Counseling, Memorial Student Affairs
Building 8218, www.health.unk.edu

Admissions; Visitor Tours

Information for prospective students, Office of Undergraduate
Recruitment & Admissions, Memorial Student Affairs
Building, 8526, www.unk.edu/admissions

Advising (Academic)

Department of interested major; Academic and Career Services
Memorial Student Affairs Building, 8501
<http://careers.unk.edu>

Advisor/Major Changes

Academic & Career Services, Memorial Student Affairs
Building, 8501, <http://careers.unk.edu>

Affirmative Action

Affirmative Action/Equal Opportunity Director, Founders Hall
Room 1200, 8655, www.unk.edu/offices/human_resources/aaeo

Alcohol/Drug Education Programs and Resource Library

Student Health and Counseling, Memorial Student Affairs
Building 8248, www.health.unk.edu

Alumni Association

Alumni House, 8474, www.unkalumni.org

Antelope Newspaper

The Antelope Newspaper Office, 166 Mitchell Center
Advertising 8487, Newsroom, 8488
www.unkantelope.com/wordpress_antelope/

Athletic Incoming Freshmen Eligibility

Athletic Office, 8863, www.lopers.com

Birth Control Information and Counseling

Student Health and Counseling, Memorial Student Affairs
Building, 8218 www.health.unk.edu

Books & Supplies

Antelope Bookstore, Nebraskan Student Union, 8555
<http://unk.bnccollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=87923&catalogId=10001&langId=-1>

Calendar of Events

Communications and Community Relations -Webmaster, 8133
www.unk.edu/calendar/

Campus Maps

Police & Parking Services, General Services Building, 8367
www.unk.edu/map/

Campus Ministries

Cooperative Campus Ministries (see page 15)
Contact Person: Chris Hengge, chris@csfneb.org

Career Direction

Academic and Career Services, Memorial Student Affairs Building, 8501, <http://careers.unk.edu>

Catalogs, UNK (Undergraduate)

www.unk.edu/academic_affairs/academic_publications/catalogs.php

Certification of Attendance and Degrees

Office of Records & Registration, Founders Hall, 8527
www.unk.edu/offices/registrar/

Change of Schedule (Adding or dropping a course)

Schedule adjustments can be made using the **MyBLUE** internet system from the time of initial registration through the ninth week of the semester.

Class Schedules (Semester)

Office of Records & Registration, Founders Hall, 8527
Schedules available on MyBLUE account.

Commencement

Office of Records and Registration, Founders Hall, 8527
www.unk.edu/about/commencement/

Communications and Community Relations

Kelly Bartling, Assistant Vice Chancellor, Founders Hall, 8455
www.unk.edu/ccr/

Computer Labs

Please refer to Page 14 of this Handbook for a complete listing of all UNK Campus Computer Labs.

Copy Machines (coin operated)

Library, 8596, library.unk.edu;
Nebraskan Student Union, 8523, www.unk.edu/nsu

Counseling Services

Student Health and Counseling, Memorial Student Affairs Building 8248, www.health.unk.edu

Credit by Examination

Testing Center, College of Education, 8054
Office of Records & Registration, Founders Hall, 8527
www.unk.edu/offices/registrar/

Credit/No Credit Courses

Office of Records and Registration, Founders Hall, 8527
www.unk.edu/offices/registrar/

Credits Transferred

Office of Records and Registration, Founders Hall, 8527
www.unk.edu/offices/registrar/

Deans of Colleges:

Business & Technology - Tim Burkink, West Center, 8342
www.unk.edu/academics/bt/

Division of Student Affairs - Gilbert Hinga, Memorial Student Affairs Building, 8528
www.unk.edu/student_affairs/

ECAMPUS - Kenya Taylor, Associate Vice Chancellor for Academic and Student Affairs Comm. Center Building 8843, www.unk.edu/academics/ecampus/

Education - Sheryl Feinstein, Education Building, 8502,
www.unk.edu/academics/coe/

Fine Arts & Humanities - William Jurma, Fine Arts Building 8521, www.unk.edu/academics/fah/

Graduate Studies & Research - Kenya Taylor, Founders Hall 8843
<http://www.unk.edu/academics/gradstudies/>

Library - Janet Wilke, Calvin T. Ryan Library, 8535
library.unk.edu

Natural & Social Sciences - John La Duke, Copeland Hall 8518, www.unk.edu/academics/nss/

Dean's List

Dean's office of each college. "Deciding" majors are mailed out by Dean of Fine Arts & Humanities, Fine Arts, 8521
www.unk.edu/academics/fah/

Degree Planning

See your academic advisor or for "Deciding" students Academic & Career Services, Memorial Student Affairs Building, 8501
<http://careers.unk.edu>

Disability Services for Students

Disability Services for Students Office, Memorial Student Affairs Building Room 175, 8214, www.unk.edu/dss

Discrimination

Dean, Student Affairs, Memorial Student Affairs Building 8528, www.unk.edu/student_affairs/

Director of Affirmative Action/Equal Opportunity, Founders Hall, Room 1200, 8655, www.unk.edu/offices/human_resources/aaeo/

Domestic Violence/Abuse

Police & Parking Services, General Services Building, call: 8911, www.unk.edu/offices/police/

Kearney Police Department, 2025 Ave A, call: 237-2104 or 911
Kearney SAFE Center, 620 E. 25th St., Suite 14, Kearney, call: 237-2599

Student Health and Counseling, Memorial Student Affairs Building, call: 8248 or 8218, www.health.unk.edu

Women's Center, Memorial Student Affairs Building, Room 158, call: 8279, www.health.unk.edu

Dean, Division of Student Affairs, Memorial Student Affairs Building, call: 8528

Title IX Officer, Founders Hall 1200, call: 8655

www.unk.edu/respect

Dropping a Class(es)

See "Change of Schedule" or "Withdrawal from UNK"

Drug Information (Emergency)

Poison Control Center in Omaha, 800-222-1222

Drug/Alcohol Resource Library

Student Health and Counseling, Student Affairs Building, 8248
www.health.unk.edu

Emergencies (Personal/Family/Campus)

Student hospitalization - Student Health and Counseling,

Memorial Student Affairs Building, 8218

Death of student/family member - Student Affairs Office

Memorial Student Affairs Building, 8528

www.unk.edu/studentaffairs

Threat of explosive device - Police & Parking Services

General Services Building, 8517 or 627-4811

www.unk.edu/police

Employment

Part-time, work study- Student Employment Service
Memorial Student Affairs Building, 8380, www.unk.edu/offices/ses/

Facilities Scheduling

Campus Events & Reservations Coordinator,
Facilities, 8469; Nebraskan Student Union Reservations, 8392

FAX Service

Antelope Bookstore, Nebraskan Student Union, 8555
Nebraskan Student Union Welcome Desk, 8401
www.unk.edu/nsu

Finals Week Schedule

Semester Class Schedule; Office of Records & Registration
Founders Hall, 8527, www.unk.edu/offices/registrar/

M-W-F Classes

Beginning Between:

8:00- 8:59 MWF
9:00- 9:59 MWF
10:00-10:59 MWF
11:00-11:59 MWF
12:00-12:59 MWF
1:00-1:59 MWF
2:00-2:59 MWF
3:00-3:59 MWF
4:00-4:59 MWF

Tu-Th Classes

Beginning Between:

8:00- 9:29 TT
9:30-10:59 TT
11:00-12:29 TT
12:30-1:59 TT
2:00-3:29 TT

Final Class

Period Meets at:

8:00-10:00 M
8:00-10:00 W
10:30-12:30 M
10:30-12:30 W
1:00-3:00 M
1:00-3:00 W
3:30-5:30 M
3:30-5:30 W
3:30-5:30 T

Final Class

Period Meets at:

8:00-10:00 T
8:00-10:00 Th
10:30-12:30 T
10:30-12:30 Th
1:00-3:00 T

3:30-4:29 TT

1:00-3:00 Th

Notes:

- A. Four or five hour courses will meet twice during the last week according to the above schedule.
- B. Laboratory classes will meet according to the above schedule.
- C. Night Classes will meet according to the regular semester schedule.
- D. 3:30 pm, Thursday is open for makeup examination or resolution of conflict.
- E. Any course not having an examination during the final week will meet under the direction of its instructor during the scheduled time period for a continuation of regular class work.

Financial Assistance and Counseling

Office of Financial Aid, Memorial Student Affairs Building
8520, www.unk.edu/financialaid/

First Year Program

Memorial Student Affairs Building, 8291
www.unk.edu/firstyear

Food Service Hours

UNK Dining Services, Nebraskan Student Union, Second
Floor, 8428 , www.dineoncampus.com/UNKearney/

Foreign Student Services & Study Abroad

International Admissions info, International Student Services
Welch Hall, 8946, www.unk.edu/international/

Frank House - Historical Museum

West Campus; 8284, www.unk.edu/offices/frankhouse/

Fraternities

Greek Life Office, Nebraskan Student Union, 8057
www.unk.edu/greeklife

Free Application for Federal Student Aid (FAFSA)

Office of Financial Aid, Memorial Student Affairs Building
8520, www.unk.edu/offices/financialaid/

Government of the Student Body

Student Senate Office, Nebraskan Student Union, 8395
www.unk.edu/offices/student_life/student_government/

Grades, Problems with

See your instructor; Office of Records and Registration
Founders Hall, 8527, www.unk.edu/offices/registrar/

Graduate School, Admission, Catalogs and Information

Office of Graduate Studies & Research, Founders Hall, 8500
www.unk.edu/academics/gradstudies/

Graduation Evaluation

Office of Records & Registration, Founders Hall, 8527
<http://www.unk.edu/offices/registrar/>

Greek Life

Greek Life Office, Nebraskan Student Union, 8057
www.unk.edu/greeklife

Grievances, Student

Class-instructor, department chairperson, dean of that college;
an office, director of that office, vice chancellor of that
division; in that order.

Harrassment/Stalking

Police & Parking Services, General Services Building, call:

8911, www.unk.edu/offices/police/

Kearney Police Department, 2025 Ave A, call: 237-2104 or 911

Kearney SAFE Center, 620 E. 25th St., Suite 14, Kearney, call:
237-2599

Student Health and Counseling, Memorial Student Affairs

Building call: 8218 or 8248, www.health.unk.edu

Women's Center, Memorial Student Affairs, Building, Room

158, call: 8279, www.health.unk.edu

Dean, Division of Student Affairs, Memorial Student Affairs

Building, call: 8528

Title IX Officer, Founders Hall 1200, 8655

www.unk.edu/respect

Handicapped Student (See Students with Disabilities)

Health Care; Insurance

Student Health and Counseling, Memorial Student Affairs

Building 8218, <http://www.health.unk.edu>

H.I.V. Testing

Student Health and Counseling, Memorial Student Affairs

Building, 8218, www.health.unk.edu

Honors Program

Honors Program Office, Conrad Hall, 8702

www.unk.edu/honors/

Housing

Office of Residence Life, Conrad Hall, 8519

www.unk.edu/reslife/

ID Card - University Card

UNK Card Office, Nebraskan Student Union, 8154

www.unk.edu/idcard/

Immigration Information

International Student Services, Welch Hall, 8953

www.unk.edu/international/

Immunization Requirements

Student Health and Counseling, Memorial Student Affairs

Building 8218, www.health.unk.edu

Information, Prospective Students

Office of Undergraduate Admissions and Recruitment,

Memorial Student Affairs Building, 8526

www.unk.edu/admissions/

International Admissions & I-20 Forms

International Admissions, Welch Hall, 8939

www.unk.edu/international/

International Educational Services and Study Abroad

International Education, Welch Hall, 8944

www.unk.edu/international/

International Student Services

Welch Hall, 8246, www.unk.edu/international/

Intramural Sports Programs

Intramurals Office, Cushing Complex, 8676

www.unk.edu/academics/campus-rec/intramural_goa.php

Job/Career Search, Workshops, Placement, and Vacancies

See "Academic & Career Services"

Learning Strategies/ Classes

Learning Strategies Office, Library Second Floor, 8997

www.unk.edu/offices/academic_success/learning-strategies/

Library Information/Hours

C.T. Ryan Library, 8596, library.unk.edu

Loper Dollars

Finance Office, Founders Hall, First Floor, 8524

www.unk.edu/offices/id_card/loper_dollars.php

Lost and Found

Police & Parking Services, General Services Building, 8517

www.unk.edu/police

Welcome Desk, Nebraskan Student Union, 8523

www.unk.edu/nsu

Major/ Advisor Changes

Academic and Career Services, Memorial Student Affairs

Building, 8501, <http://careers.unk.edu>

Medical Advice and Treatment

Student Health and Counseling, Memorial Student Affairs

Building 8218, www.health.unk.edu

Minority Student Affairs

Office of Multicultural Affairs, Nebraskan Student Union, 8127
www.unk.edu/oma/

Multicultural Programs and Services

Office of Multicultural Affairs, Nebraskan Student Union
8127, www.unk.edu/oma/

Name, Address, Telephone Changes

Office of Records & Registration, Founders Hall, 8527 for
assistance. Student can make changes through MyBLUE
account.

National Student Exchange Program

Office of Admissions, Memorial Student Affairs Building
8526, www.unk.edu/admissions/

Nebraskan Student Union

Office of Student Life, Lower Level, 8523
Services include Greek Life, Student Conduct, UNK ID Card
Office, University Dining Services, the Antelope Bookstore,
Conference Facilities, Welcome Desk, Boost Technology
Store, Wells Fargo ATM, and Posters & More.

Network Access

Information Technology Services, Otto Olson Building, 8363
www.unk.edu/offices/its/help_desk/

New Student Enrollment

Office of Admissions, Memorial Student Affairs Building
8526, www.unk.edu/admissions/

First Year Program, Memorial Student Affairs Building 8291,
www.unk.edu/firstyear

News Services: External Media Relations, Publicity Releases and University Communications

Communications and Marketing, Founders Hall 8445; Creative
Design, Print and Video Production (Copy Center, Graphic
Design), CMCT 8134, Web Services, CMCT 8133

Notary Public

In Founders Hall: Finance Office, 8524
Human Resources Office 8522
Office of Records & Registration, 8527
In NSU: Office of Student Life, 8909

Ombudsperson

For unresolved academic, administrative or personal
problems, Founders Hall 1200, 8404
www.unk.edu/offices/human_resources/ombudsperson/

Online Courses

eCAMPUS, Communications Center Building, 8211
<http://ecampus.unk.edu>

Organizations, Student

Office of Student Life, 8523
www.unk.edu/nsu

Orientation

Office of Undergraduate Recruitment and Admissions,
Memorial Student Affairs Building, 8526
www.unk.edu/admissions/
(See New Student Enrollment)

Parking Information

Police and Parking Services, General Services Building, 8367
www.unk.edu/police

Parking Permit

Police & Parking Services, General Services Building, 8367,
www.unk.edu/police

Passport Information

International Student Services, Welch Hall, 8246
www.unk.edu/international/

Placement

See "Academic & Career Services"

Police, Campus

Police & Parking Services, General Services Building, 8517
Emergencies or after hours, 627-4811
Safe Walk on campus, 224-0853
www.unk.edu/police

Police, Kearney

City Police Department, Non-Emergency, 237-2104
Emergency 911

Post Office

Mail Room, Memorial Student Affairs Building
West end, 8433

Posters (posting for UNK Sponsored Events)

1. Posters must be signed by organization advisor, and
2. Secure a signature on the posters from **one** of the following:
Director of Student Life (Nebraskan Student Union),
Director of Police & Parking Services, or Facilities
Director, then
3. See Building Supervisor(s)

Pregnancy Concerns

Student Health and Counseling, Student Affairs Building
8248, www.health.unk.edu

Printing (posters/flyers)

Posters & More, Nebraskan Student Union, 8523
www.unk.edu/nsu

Privacy of Academic Records

Office of Records & Registration, Founders Hall, 8527
www.unk.edu/offices/registrar/

Rape/Sexual Misconduct

Police & Parking Services, General Services Building, call:

8911, www.unk.edu/offices/police/

Kearney Police Department, 2025 Ave A, call: 237-2104 or 911

Kearney SAFE Center, 620 E. 25th St., Suite 14, Kearney, call:

237-2599

Student Health and Counseling, Memorial Student Affairs

Building call: 8218 or 8248, www.health.unk.edu

Women's Center, Memorial Student Affairs, Building, Room

158, call: 8279, www.health.unk.edu

Dean, Division of Student Affairs, Memorial Student Affairs

Building, call: 8528

Title IX Officer, Founders Hall 1200, 8655

www.unk.edu/respect

Recruitment Jobs

Academic and Career Services, Memorial Student Affairs
Building, 8501 <http://careers.unk.edu>

Registration

Office of Records & Registration, Founders Hall, 8527

www.unk.edu/offices/registrar/

Religious Concerns

Cooperative Campus Ministries (see page 15)

Contact Person: Chris Hengge, chris@csfneb.org

Reservations - Meeting Rooms

Campus Events & Reservations Coordinator, Facilities, 8469

Residency Status/Change

Office of Admissions, Memorial Student Affairs Building

8526, www.unk.edu/admissions/

Respect Website

www.unk.edu/respect

Safety Concerns

Police & Parking Services, General Services Building, 8911

www.unk.edu/police

Safe Walk on campus call 224-0853

Scholarships

Office of Financial Aid, Memorial Student Affairs Building

8520, www.unk.edu/financialaid/

Office of Admissions, Memorial Student Affairs Building

8526, www.unk.edu/admissions/

School Closing Information-Weather Related

Announcement will be made by 6:00-7:00 am; for night classes by 3:00 pm. Electronic notifications (calls, e-mails, and texts) will be sent via the **UNKAlert System**, also refer to all Kearney Radio Stations, NTV channel 13 TV Station. www.unk.edu/offices/emergency_management/unk_alert.php

Sexual Harassment

Dean, Division of Student Affairs, Memorial Student Affairs Building, 8528, www.unk.edu/student_affairs/

Director Affirmative Action/Equal Opportunity, Founders Hall, Room 1200, 8655, http://www.unk.edu/offices/human_resources/aaeo/

Title IX Officer, 8655 or **(308) 708-0335** for after hours.

Sororities

Greek Life Office, Office of Student Life, 8523

www.unk.edu/greeklife

Special Students, Admission and Information

Office of Admissions, Memorial Student Affairs Building 8526, www.unk.edu/admissions/

Disabilities Services for Students, Memorial Student Affairs Building, 8214, www.unk.edu/offices/dss

Student Support Services, Memorial Student Affairs Building 8988, www.unk.edu/sss

Speech and Hearing Clinic

Education Building, 8300

www.unk.edu/academics/cdis/speech-language_hearing-clinic.php

Student Accounts: Charges, Payments, and Refunds

Finance Office, Founders Hall, First Floor, 8524

www.unk.edu/offices/student_accounts/

Student Activities

Student Life, Nebraskan Student Union, 8523

www.unk.edu/offices/nsu

Student Class Schedules

Office of Records & Registration, Founders Hall, 8527

www.unk.edu/offices/registrar/

Student Conduct

Student Conduct Office, Nebraskan Student Union, 1619

Student Employment

Student Employment Services, Memorial Student Affairs

Building, 8389, www.unk.edu/offices/ses/

Student Government

Student Senate Office, Nebraskan Student Union, 8395

www.unk.edu/offices/student_life/student_government/

Student Handbook

Director's Office, Nebraskan Student Union, 8523
www.unk.edu/studentaffairs

Student Health Services

Student Health and Counseling, Student Affairs Building, 8218
www.health.unk.edu

Student Information, Prospective

Office of Undergraduate Recruitment and Admissions,
Memorial Student Affairs Building, 8526, www.unk.edu/admissions/

Student Life

Student Life is a group of departments that includes: the Nebraskan Student Union, Multicultural Affairs, Student Organizations and Activities, Greek Life, Student Conduct, and the UNK ID Card Office.

Student Organizations

Office of Student Life, Nebraskan Student Union, First Floor
8523, www.unk.edu/nsu

Student Services

Student Services is a collaboration of offices that provide resources for student success. Among the services provided are academic advising, career planning, academic subject tutors, services for students with disabilities, and on-campus counseling and health care.

Students with Disabilities

Academic Success, Memorial Student Affairs Building, 8214
www.unk.edu/dss

Student Support Services, Memorial Student Affairs Building
8988, www.unk.edu/offices/academic_success/sss/

Student Support

Academic Success, Memorial Student Affairs Building, 8988
www.unk.edu/offices/academic_success/sss/
Learning Commons & Writing Center, Second Floor, Library,
8905, www.unk.edu/lc
Student Health and Counseling, Memorial Student Affairs
Building 8248, www.health.unk.edu

Study Abroad

International Education, Welch Hall, 8944
www.unk.edu/international/studyabroad/

Study Skills and Test Anxiety

Academic Success, Memorial Student Affairs Building, North
Hallway, 8214, www.unk.edu/offices/academic_success/learning-strategies/

Teacher Certification

College of Education Building, 8264
www.unk.edu/academics/coe/

Teacher Job Services

Academic and Career Services, Memorial Student Affairs
Building, 8501, <http://careers.unk.edu>

Telephones - Residence Halls (problems with)

Business Services, Founders Hall, 8430

Testing Programs:

Residual ACT - Office of Admissions, Memorial Student
Affairs Building, 8526, www.unk.edu/admissions/

Career Search/Interests - Academic & Career Services,
Memorial Student Affairs Building, 8501, <http://careers.unk.edu>

Computer Tests offered through UNK Testing Site
College of Education, C106, 8054,
www.unk.edu/academics/testing-center/

CLEP - College-Level Examination Program

DANTES - (DSST)

GRE - Graduate Record Examination

iBT TOEFL - Test of English as a Foreign Language

MAT - Miller Analogies Test

PRAXIS - Prof. Assessments for Beginning Teachers (PPST)

PRAXIS II - Elementary Education

NEINS - Nebraska Insurance

FINRA - Regular and Continuing Education

AAMC - Association of American Medical Colleges
(MCAT)

Many other Prometric Tests - To view a full list of Prometric
tests given at our site go to: www.prometric.com

Paper/Pencil Tests offered at UNK Testing Center, COE, C106
8054, www.unk.edu/academics/testing-center/

ACT Residual - ACT Assessment

GRE - Subject Test

LSAT - Law School Admission Test

PRAXIS II - Subject Assessments

Ticket Information

Athletic Events - Ticket Office, Health & Sports Center, 1563
www.lopers.com/

Fine Arts Events - Ticket Office, Fine Arts Building, 8417
www.unk.edu/academics/theatre/box-office.php

Student Activity Events - Nebraskan Student Union, 8523

Transcript Requests

Office of Records & Registration, Founders Hall, 8527
www.unk.edu/offices/registrar/

Transition to College

Academic Success, 8214
www.unk.edu/offices/academic_success/

Student Support Services, Student Affairs Building, 8988
www.unk.edu/sss

Travel, Work-Study Abroad Information

International Education, Ockinga Center, 8246
www.unk.edu/international/studyabroad/index.php

Tutoring

Learning Commons, C. T. Ryan Library, 8905
<http://www.unk.edu/lc>

Undergraduate Students, Freshmen Admission

Office of Undergraduate Recruitment and Admissions,
Memorial Student Affairs Building, 8526, www.unk.edu/admissions/

U. P. S. (United Parcel Service)

Antelope Bookstore, Nebraskan Student Union, 8555
www.unk.edu/nsu

University Card - (ID Card)

UNK Card Office, Student Life Office, Nebraskan Student
Union, 8154, www.unk.edu/idcard/

Veterans Information

Veterans Office , c/o Office of Financial Aid, Memorial Student
Affairs Building, 8649, www.unk.edu/financialaid/

Visits and Tours

Office of Undergraduate Recruitment and Admissions,
Memorial Student Affairs Building, 8526,
www.unk.edu/admissions/

Weather Related School Closing Information

Announcement will be made by 6:00-7:00 am; for night classes
by 3:00 pm. Refer to UNK Homepage Website; all Kearney
Radio Stations, or NTV channel 13 TV Station

WiFi Access

Information Technology Services, Otto Olson Building, 8363
<http://wireless.unk.edu>

Withdrawal from UNK

Undergraduate - Office of Records and Registration, Founders
Hall, 8527, www.unk.edu/offices/registrar/

Graduate - Office of Graduate Studies and Research, Founders
Hall, 8500, www.unk.edu/academics/gradstudies/

Writing Center

Learning Commons, C.T. Ryan Library
Second Floor, Room 223, 8728, www.unk.edu/lc

Resources and Services

Academic and Career Services

Student Services Office, Memorial Student Affairs Building
(MSAB), Room 140, 308-865-8501, <http://careers.unk.edu>

Undergraduate students have a variety of needs as they
progress through their education.

- **Freshmen** often need assistance determining goals, selecting a major, and identifying the resources available for success.
- **Sophomores** are in the process of solidifying their choices and, in some cases questioning their original decisions. Classes may be more difficult therefore sophomores often need to utilize resources for academic success.
- **Juniors** need to start thinking about their future career plans as well as concentrating on academic excellence. During their junior year, students should start developing a professional resume, looking at internship opportunities and identifying potential employers and/or graduate schools.
- The **Senior** year requires students to initiate their job searches and finalize their plans after graduation.

The Academic and Career Services Office helps students at all steps of their progress.

- The office provides academic and career advising for students who have not yet selected a major or for those who are unsure of their initial choice.
- Assistance in goal setting, interest assessment and major/career exploration is provided for all students.
- Students who are having academic difficulty are helped through the Early Warning Referral system and personal contact for students who are on academic probation is offered.
- Student support systems are enriched with the P.A.S.S. program which allows students and their parents or guardians to partner with the University to build success.

When it comes time to search for a job, the Academic and Career Services Office:

- Provides assistance with resume development and practice interviews.
- Sponsors three annual Career and Internship fairs with over 200 employers participating.
- Website offers a free on-line job listing site called LoperCareers with over 1000 listings daily.
- Provides numerous workshops and class presentations to help students prepare for the transition from college to the workplace.

Academic Success Offices

Student Services Offices, Memorial Student Affairs Building (MSAB), Room 163, Monday through Friday, 8:00 am to 5:00 pm, 308-865-8214, www.unk.edu/offices/academic_success/

Committed to the retention of UNK students by providing resources to assist in achieving academic success and gaining access to key services at the University of Nebraska Kearney.

Information and Referral

Memorial Student Affairs Building, Room 163
Stop by with your questions or needs, and we'll connect you to the right office. 308-865-8214

The Learning Commons (LC)

Calvin T. Ryan Library — Second Floor

A collaborative department consisting of Language Tables, Subject Tutoring, Supplemental Instruction, the Writing Center and Library support. Contact the Learning Commons at 308-865-8728 or Library Reference Support at 308-865-8586

- **Language Tables**
Calvin T. Ryan Library — Second Floor
Language Tables are offered in Spanish, French, German, Chinese, and Japanese. Students improve pronunciation, vocabulary, and grammar as they engage in fun games and activities. Locate the schedule online or in The Learning Commons.
- **Subject Tutoring**
Calvin T. Ryan Library — Second Floor
Subject Tutors provide walk-in assistance for general studies classes with a focus on math, science, language and business. To get the most out of tutoring, students should start accessing help early. Access the Tutoring Schedule online or in the Learning Commons.
- **Writing Center**
Calvin T. Ryan Library — Second Floor
Writing Center tutors assist UNK students, staff, and faculty at any stage of the writing process. Make an appointment by calling 308-865-8905, in person at the Welcome Desk or online by visiting the Writing Center. Walk-ins are accommodated as the appointment schedule allows.
- **Supplemental Instruction (SI)**
Calvin T. Ryan Library — Second Floor
SI Leaders work directly with instructors to offer review sessions in selected general studies classes. Contact the Learning Commons at 308-865-8905 for a list of current SI courses.

Classes

- **University Foundations (UF) Classes/ LNSK 103**
This three-credit transition class is strongly recommended for first year and transfer students. Students learn how to approach new ideas, study effectively, perform better in class discussions and on tests, and become familiar with campus opportunities and resources. For class listings contact 308-865-8997 or visit www.unk.edu/offices/academic_success/learning-strategies/university-foundation-class.php

Disability Services for Students (DSS)

The University of Nebraska at Kearney is committed to ensuring equal access to curricular and co-curricular opportunities for students with disabilities. Disability Services for Students (DSS) at the University of Nebraska at Kearney coordinates reasonable accommodations to afford equal opportunity and full participation in University programs for undergraduate and graduate students with disabilities.

Students with disabilities are provided accommodations on an individualized, collaborative, and flexible basis. However, it is the responsibility of students with disabilities to request accommodations. We cooperate through partnerships with students, faculty and staff to promote students' independence and to ensure recognition of their abilities, not disabilities.

DSS strives to increase awareness of disability issues and envisions opportunities for students with disabilities to fully integrate into a UNK community that values disability culture.

To register with DSS and/or inquiries,

Contact Disability Services for Students (DSS):
Memorial Student Affairs Building (MSAB) 163
Ph: 308-865-8214
Online at www.unk.edu/dss
mailto:unkdso@unk.edu

Student Support Services (SSS)

Memorial Student Affairs Building, Room 172

This federally-funded TRIO program offers comprehensive, individualized academic support for students who are first generation, income eligible, or who have a documented disability. Academic and peer mentors provide guidance to freshmen using a structured mentoring program. Advisors provide academic advising, financial aid counseling, financial literacy, scholarship assistance, and graduate school exploration. For more information contact SSS at 308-865-8988 or visit online.

Kearney Bound Program

Memorial Student Affairs Building Room 169

Kearney Bound is a cooperative program between selective high schools and UNK. The program is an opportunity for first generation high school students to earn a four year comprehensive scholarship to attend UNK as well as receive academic support services. Contact 308-865-1593

Computer Access

Two Locations:

Calvin T. Ryan Library — Second Floor
Memorial Student Affairs Building, Room 163

We provide computers with internet access as well as coaching for common computer applications. Testing for students with accommodations is available in the Memorial Student Affairs Building computer lab.

Academic Success: Helpful Tips

Academic Success (8214) knows there is no “one size fits all” for students when it comes to an academic success strategy. We'll work with you to develop a plan that fits your learning style. Find additional information at: www.unk.edu/offices/academic_success/ or make an appointment with an Academic Success advisor.

Successful UNK students recommend the following success tips for all students:

1. Manage your time.
 - √ Make sure your planning calendar has classes, study time, exams, time for personal care, organization, and time for family and friends.
2. Help yourself
 - √ Access online information, review the syllabus for each class, work with your advisor, improve your computer skills, use common sense, and good manners.
 - √ Know your resources. This Handbook is a good place to start.
3. Establish credibility with faculty.
 - √ Read the text or other references, attempt assignments, review your notes, and talk with other students in the class **before** you see the instructor for assistance.
4. Take control of your study patterns.
 - √ Use several ways to absorb material: read, write, speak, do activities, repeat, and remember to take breaks.
5. Master test strategies.
 - √ Study for the test—Write out the answers to study guides and your own questions from readings, materials, and notes.
 - √ Take the test—Arrive on time with the paper, pencils, and other supplies you need for the test.
 - √ Essay tests—Answer exactly what is asked and make a list of details you remember before writing your essay.
 - √ Multiple Choice Exams—Read the question and answer it before reading the choices. Read carefully and avoid second guessing the instructor.
 - √ True/False Tests—Look for key words. True answers often contain words like most, might, sometimes, often, usually. False answers frequently contain words like always, never, must, the most, the least.
 - √ After the test—Plan your study for the next exam.

Classes That Help With the Transition to College

- » First Year classes are general studies courses that emphasize the importance of getting connected at UNK and taking advantage of student services. Website: www.unk.edu/firstyear
- » University Foundations and Learning Skills classes are focused on the transition to college. The classes target solutions for meeting faculty expectations including time management, study skills, test anxiety, and examining values. Website: www.unk.edu/lso .
- » Many departments have introductory classes that demonstrate what a major would be like and career expectations.
- » Students can ask their advisors for assistance in enrolling for these classes.

- » Students who elect not to enroll in transition classes should ask about Supplemental Instruction (SI) that targets selected courses by offering out-of-class, peer-assisted, formalized study groups where students talk about the information in their classes, compare notes, discuss readings, develop study skills, and predict test items.

Campus Computer Labs

For Guidelines For The Use of Information Technology Resources at UNK please refer to the UNK Catalog or see "Policies" at <http://its.unk.edu>.

Residence Halls

Antelope Hall

Open to all Antelope Hall residents 24 hours/day.

CTE

Open to all CTE residents 24 hours/day

CTW

Open to all CTW residents 24 hours/day.

Mantor Hall/Randall Hall

Open to all Mantor/Randall Hall residents 24 hour/day.

Men's Hall

Open to all Men's Hall residents 24 hours/day.

Nester North

Open to all Nester North residents 24 hours/day.

Nester South

Open to all Nester South residents 24 hours/day.

Library

Library-Main Floor

Open to all students during regular library hours.

Library-Basement

Open to all students during regular library hours.

Academic Success

MSAB 163

Open to all students.
Monday-Friday, 8:00 am-5:00 pm

College of Business and Technology

West Center 254W

Open to all students. Hours posted.

West Center 232C

Open to all students. Hours posted.

Industrial Technology (OTOL 127/138B)

CAD/Construction Estimating and Scheduling Labs (OTOL 127/138B) Available to Industrial Technology students. Hours posted.

Industrial Distribution Lab (OTOL 135)

Available to Industrial Technology students.
Hours posted.

Electronics/Telecommunications Lab (OTOL 131)

Available to Industrial Technology students.
Hours posted.

Family Studies Lab (OTOL 212)

Available to Family Studies students. Hours posted.

Interior Design Studios (OTOL 203, 208)

Open to Interior Design students. Hours posted.

College of Education

COE C104 and C112

Open to all students.
Monday-Wednesday 8:00 am-7:00 pm;
Thursday 8:00 am-9:00 pm; Friday 8:00 am -5:00 pm.
Summer hours: Monday-Friday 8:00 am-5:00 pm.

Cushing Room 122A

Open to all students Monday-Friday 8:00 am -5:00 pm.

College of Fine Arts and Humanities

Art Lab/Classroom (FAB 311)

Open to Art & Art History and Multimedia students.
Hours posted.

Design Practicum (FAB 303)

Open to Design Practicum students only.

General Art Lab (FAB 310)

Open to Art & Art History and Multimedia students.
Hours posted.

Senior Art Lab (FAB 311A)

Open to Senior Visual Communication and
Design students.

Communication (Mitchell Center 150 and 152)

Open to students enrolled in Communication courses.
Hours posted.

Antelope Student Newspaper (Mitchell Center 166)

Open to Antelope Newspaper staff only.

Music & Performing Arts (FAB 223)

Open to students enrolled in Music courses.
Hours posted.

Modern Languages (THMS 221)

Open to students enrolled in Modern Language courses.
Hours posted.

English Lab (THMS 104)

Open to students enrolled in select English
Composition courses.

Theatre (FAB 106)

Open to students enrolled in Theatre courses.

College of Natural and Social Sciences

Computer Science Lab (OTOL 110)

Open to students enrolled in Computer Science courses.
Hours posted.

Computer Science Special Projects Lab (OTOL 117)

Open to students enrolled in Computer Science and
Information Technology courses. Hours posted.

Political Science/Criminal Justice Lab (FNDH 2200)

Open to students enrolled in Political Science and
Criminal Justice courses. Hours posted.

Founders Hall Lab (FNDH 2010)

Open to all students. Hours posted.

Geography & Earth Science GIS & Cartography Lab (COPH 220)

Open to students enrolled in Geography courses.
Hours posted.

Physics Labs (BHS 102/103/106/107)

Open to students enrolled in Physics courses.
Hours posted.

Psychology Lab (COPH 321)

Open to all students with preference to Psychology
students. Hours posted.

Cooperative Campus Ministries

Cooperative Campus Ministries is composed of the full-time campus ministries listed below. Each ministry provides a wide variety of spiritual and personal growth opportunities for all students. Please feel free to contact any of the ministries if you need any information.

Phone: 308-234-1828 - Campus Lutheran (ELCA)

www.csfneb.org - Christian Student Fellowship

unkfca@gmail.com - Fellowship of Christian Athletes

308-234-1539 - Newman Center (Roman Catholic)

308-999-9304 - The Navigators

308- 627-6225 - United Campus Ministry (United
Methodist, Presbyterian, U.C.C.,
and Disciples of Christ)

308-236-8253 - Holy Cross Campus Ministry

Student Health and Counseling

Student Health and Counseling includes: Counseling, Student Health, Peer Health Education and the Women's Center. Student Health and Counseling (SHC) is located in the Memorial Student Affairs Building (MSAB). SHC provides counseling and medical care to students. Medical and mental health records are confidential and we conform to laws and policies regarding your personal information. Services at SHC are available for all UNK students. Students who are enrolled in seven or more on campus credit hours per semester automatically pay the SHC fee, making them eligible for Student Health and Counseling visits. Students enrolled in less than seven credit hours can "opt-in" by paying the SHC fee. **Students are required to present a photo ID to access the services of SHC.**

Counseling

Phone: 865-8248

Hours: Monday – Friday 8:00 am to 5:00 pm

Location: MSAB, South Hallway, Room 144

Website: www.health.unk.edu

Counseling is a center that offers confidential personal counseling to UNK students. Students are given an opportunity to discuss thoughts, feelings, and concerns with professional, licensed counselors in a non-threatening environment.

The college experience is exciting, yet sometimes stressful. Personal counseling is a chance to talk over what is on your mind with an objective, professional person within a caring and safe environment.

Counseling may involve exploring relationship issues, stress, academic pressures, homesickness, depression, eating disorders, drug/alcohol abuse, anxiety, grief, sexuality issues (choices, pregnancy, and assault), addictions, and more. Sessions may include a nominal fee.

Crisis Care: Emergency 24-hour on-call counselors available - call 308-865-8248. If no answer, dial UNK Police at 308-627-4811.

Student Health

Phone: 865-8218

Walk-in Clinic Hours:

Monday and Tuesday 8:15 am – 4:15 pm

Wednesday 9:00 am – 4:00 pm

Thursday 8:30 am – 4:00 pm

Friday 8:30 am – 4:00 pm

Location: MSAB, North Hallway, Room 184

Website: www.health.unk.edu

Student Health is an on-campus medical clinic for students. Students can schedule appointments with a nurse or nurse practitioner as needed, or come in as a walk-in. Students are not charged for office visits in the Student Health clinic. Other services include: laboratory testing, allergy injections, vaccinations, burn and wound care, gynecological exams and testing, contraception counseling, health education, and more (**additional fees may apply**).

Life Threatening Illness or Injury: If an ambulance is needed, call 911. Students will be transported to the emergency department at Good Samaritan Hospital, 31st and Central Avenue, Kearney, phone 308-865-7100.

On-Campus, Residential Students Requiring Non-Emergent Illness or Injury Service when Student Health is Closed: Students living in the residence halls should notify their Resident Advisor (RA), or Graduate Hall Director (GHD).

Health Insurance: All UNK students are encouraged to have health and accident insurance coverage. International students are required to have health insurance and will be charged for the cost of the insurance plan. A health insurance plan is available to all students enrolled at UNK. UNK offers a student health insurance plan through Blue Cross Blue Shield of Nebraska. For more information and details about the StudentBlue plan visit: www.nebraskablue.com/studentblue.

UNK Student Health may not be a PPO Provider with your insurance.

Health Education Office

Phone: 865-8092

Location: MSAB, South Hallway, Room 130

Website: www.healthedu4UNK.org

The Health Education Office oversees Peer Health Education (PHE), which is a student organization dedicated to creating a healthier student body at UNK through programming and educational presentations. Its four core areas of focus are alcohol, body image, sexual health, and tobacco. PHE is focused on the enhancement of a healthy decision-making campus by supporting and encouraging individual students who, in turn, embark upon a health campaign by interacting with other students in their daily lives.

Women's Center

Phone: 865-8279

Hours: Monday – Friday 8:00 am to 5:00 pm

Location: MSAB, Room 158

Website: www.health.unk.edu

The mission of the Women's Center is to foster a campus community in which women and men can collaborate in a mutually respectful environment. The Women's Center offers personal confidential counseling by a licensed professional counselor for issues involving sexual assault, dating violence, stalking, healthy relationships, and body image. The Center also offers campus wide safety prevention education addressing sexual assault, dating violence and stalking. The Center provides a safe space for students to meet, study, and access resources designed to empower full and healthy lives.

Dropping a Class

A student may drop a full semester course any time prior to the end of the ninth week of the semester. **October 21, 2016**, is the withdrawal deadline for the fall semester and **March 10, 2017**, for the spring semester. Please refer to the UNK website for summer session withdrawal deadlines. A grade of "W" will be given for classes dropped after the first week of the fall and spring semester. For courses of duration other than a semester, a student dropping a course after the first day of the class and any time prior to the end of the mid-point of the class duration (e.g., the end of the fourth week of an eight week summer course) will be awarded a "W." **THE "W" WILL APPEAR ON THE STUDENT'S GRADE REPORT AND TRANSCRIPT. Failure to attend class does NOT constitute a drop and does NOT cancel the student's registration, or his/her obligation to pay all tuition and related fees for the course.** A grade of "F" will result for failure to officially drop a course. Withdrawing/dropping a class(es) anytime after the start of the semester does not relinquish payment of any financial obligations to the university.

Students may not drop a class or withdraw from all classes after the ninth week of the semester (or the midpoint of the class) unless extenuating circumstances (defined as circumstances beyond the control of the student) have been found to exist by the Senior Vice Chancellor for Academic & Student Affairs. If extenuating circumstances are found to exist, a "W" may be given and the instructor of the course will be notified.

Students withdrawing from ALL, or the last, or only course for which they are enrolled must follow the same ninth week deadline as that for dropping a course. Failure to officially withdraw from the University will result in a grade of failure, "F" for all registered classes. A student may not withdraw from a class(es) after the class has ended, or semester, or session in which the class(es) was taken has ended. **Note:** Please refer to the **Registration Cancellation** section of this handbook for cancellation of classes through MyBLUE.

Emergency Response Plan & UNK Alert!

The University has established an emergency operation team that responds to campus crisis, coordinates emergency preparedness and reviews and updates policies and programs. Through the work of this team a campus emergency operation plan has been developed. To view this document go to: www.unk.edu

unk.edu/offices/emergency_management/basic_plan.php

To view Emergency Preparedness information, go to www.unk.edu/offices/police/unk_alert/emergency_preparedness/emergency_event.php

www.unk.edu/unkalert

Finance Office

Phone: 865-8524

Location: Founders Hall - SW Corner of First Floor

Website: www.unk.edu/offices/finance/index.php

This office is responsible for processing all financial transactions involving university income and expenditures. This includes the distribution of Financial Aid checks and the receipting of all payments on student accounts. Departments of the Finance Office include: Cashiering, Student Accounts, Perkins Loans, and Accounting.

Financial Obligations

All students who register for classes from early registration through the first week of the semester **will be issued an email billing statement notification**. This email will be sent to the student's UNK email account at the beginning of the second week of the term with the balance due in full on September 21, 2016, for Fall 2016 and February 9, 2017, for Spring 2017. **Paper billing statements will not be mailed.** Students will access their billing statement on <https://MyBLUE.nebraska.edu>. For more information please check the Student Accounts homepage at: www.unk.edu/offices/student_accounts. It is the responsibility of students to satisfy all financial obligations to UNK before enrollment registration can be completed, records can be released, or application for a degree can be processed. All fees and other charges may be changed at any time by the Board of Regents of the University of Nebraska.

Financial Aid

Phone: 865-8520

Location: Memorial Student Affairs Building

Website: www.unk.edu/finaid

The University of Nebraska at Kearney provides financial assistance to qualified students. Financial assistance consists of scholarships, grants, loans, and part-time employment which may be offered to students in various combinations, depending on the degree of need. Need is determined by comparing the support which can be expected from the income, assets and other resources of the family with the total average cost of attendance for the academic year. Financial aid received from UNK is intended to supplement student and family resources.

In order to uniformly determine the level of need of students applying for financial assistance, all applicants should complete a Free Application for Federal Student Aid (FAFSA). This application is an annual process and can be completed online at www.fafsa.gov. Financial aid awarding begins in mid-March and students are notified via UNK email that their award is ready to be viewed and accepted on MyBLUE. All of our Campus-Based Aid (Federal Supplemental Education

Opportunity Grant, Nebraska Opportunity Grant, Institutional Grants, Perkins Loan and Federal Work Study) is awarded on a first-come, first-served basis.

Students who have fulfilled at least one semester of classes at UNK are eligible to complete the Continuing Student Scholarship Application online through MyBLUE. The application is available during the month of February and must be submitted by March 1st. These scholarships are awarded for the upcoming academic year.

Eligible students should check the availability of funds through the Veterans Administration, Vocational Rehabilitation and other outside agencies. It is also recommended that students check the availability of business, civic, service and professional scholarships within their community. Students can also contact the Kearney EducationQuest Foundation at 308-234-6310 for additional information on scholarships.

Financial Aid Satisfactory Academic Progress

In order to be eligible to receive financial aid, students must be making satisfactory academic progress toward a degree. Maintaining satisfactory progress at UNK requires students to meet the University's minimum academic standards. Failure to meet these standards for two consecutive semesters (fall, spring, summer) means the student is no longer eligible to receive financial aid.

Satisfactory Academic Progress is measured quantitatively by looking at attempted hours versus earned hours and qualitatively by looking at the student's cumulative GPA. This policy applies to all students who are presently receiving financial aid or hope to do so in the future.

For the most up-to-date policy, go to:

www.unk.edu/undergrad_sap

First Year Program

Phone: 865-8291

Location: Memorial Student Affairs Building

Website: http://www.unk.edu/student_affairs/firstyear/

The office of First Year Program is your number one resource as first year incoming students. If you're not sure where to turn at first, we are here to point you in the right direction! You can find us in the Memorial Student Affairs Building in room 114, just across from Counseling Care. Feel free to email us at firstyear@unk.edu, or follow us on Facebook at UNK First Year Program for great tips and campus information.

First Year Program is dedicated to making sure that you get the most out of your time here at UNK, which is why we offer some great experiences to help with your introduction to college:

- * **New Student Enrollment Days**
- * **Transfer Day**
- * **Blue and Gold Welcome Week**
- * **Jan Jam**
- * **First Leaders**
- * **First Adventure**

Contact our office for more information or visit or email us at firstyear@unk.edu.

Library and Learning Commons

The Calvin T. Ryan Library (<http://library.unk.edu/>) has many online resources available to students, including more than 96,747 full-text e-journal titles, 169,901 full-text cataloged electronic books, and 228 databases. Databases include such major resources as the online counterpart of Dissertations Abstracts International, with complete full text of 2 million dissertations and theses and citations for more than 3.8 million dissertations published since 1861. Another major database, 18th Century Collections Online, includes more than 32 million pages of every important work published in the United Kingdom in the 18th Century, along with thousands of important works from the Americas. These online resources are available 24/7 to students both on- and off-campus.

Answers to questions and assistance in finding information are available through the Ask a Librarian link on the Library's home page, or at (<http://library.unk.edu/ask/>). Questions may be submitted by SMS Text from smartphones, by telephone (308/865-8586), email (<http://answers.library.unk.edu/q.php>), online chat, or in person on either a "walk-in" or appointment basis.

The Library is a popular and comfortable place for quiet study, working in groups, using computers equipped with MS Office productivity tools, "surfing the Web" from the Library's coffee shop, or using a student-owned laptop or tablet connected to the University's secure wireless network.

Library faculty members provide group or individualized instruction in the use of both print and electronic resources, including both graded and ungraded versions of an online information literacy tutorial (<http://bit.ly/kQZ3NN>). In addition, the Library's Research Guides provide links to numerous self-paced lessons or online tutorials from database vendors on how to search for reliable information. The Library's goal is to help students succeed in their academic endeavors.

The Library's book collection includes more than 406,000 books (including quality juvenile literature titles), 102,000 U.S. and Nebraska government documents, 586,000 microforms, a special collection on the history of Nebraska and the Western Frontier, a selection of K-12 textbooks, and thousands of DVDs and CDs. The Library also maintains the Archives of the University. Materials not available in the UNK Library often may be obtained from another institution via Interlibrary Loan at no charge to the student.

The Learning Commons, located on the second floor of the Library, houses Subject Tutoring, the Writing Center, Supplemental Instruction, and Language Tables for Spanish, Chinese, Japanese, French and German. Learning Commons training is certified through the College Reading and Learning Association (CRLA). Subject tutors are available for walk-in or appointment-based assistance for general studies classes with a focus on math, science, language, and business. To get the most out of subject tutoring, students should access help early. Access the tutoring schedule online or in the Learning Commons.

Writing tutors are available via scheduled appointments;

Writing Center tutors assist UNK students, staff, and faculty at any stage of the writing process. Make an appointment by calling 308-865-8905, in person at the Learning Commons Welcome Desk, or online by visiting the Writing Center. Walk-ins are accommodated as the appointment schedule allows. Supplemental Instruction leaders hold office and study session hours as advertised in their Supplemental Instruction course (SI courses are selected and noted as such in the appropriate professor's syllabi and course; if you are looking for an SI course, please contact the Learning Commons). Writing tutoring is also available online by visiting the Writing Center website.

The Learning Commons is an open space; any student can come to study in The LC.

Main Floor

Library Dean	8535
Library Hours	8596
Circulation & Reserves	8598 / 8599
Reference Help	8586
Access Services Head	8597
Coord. Collection Services	8853
Coord. User Services & Assessment	8592
Electronic Resources	8585
Library IT & Systems	8313 / 8274
Acquisitions	8589
Computer Lab Reservations	8592
LIITS computer Lab (27 units), Coffee Shop, Library Conference Room, Newspapers	
Photocopiers / Scanners / Microform digitizers / Public Computers / Networked Printers	

Second Floor

Learning Commons	
Subject Tutoring	8905
Writing Center	8905
Office Associate	8728
LC Welcome Desk	8905
Learning Strategies Office	8997
Library Instruction & Government Documents	8542
Interlibrary Loan	8594 / 8721
Special Collections	8593
University Archives	8593
Book Collection / Reference Collection	
Student Media Production & Practice Room	
Jennings Class and Conference Room	
Group Study Rooms & Open Study Areas	
Computers & Networked Printers	

Lower Floor

Curriculum Collection & Curriculum Classroom Reservations	8276 / 8819
Juvenile Literature	
Group Study Room	
Listening / Viewing Rooms	
Magazines & Periodicals (Current & Bound)	
Microforms, Indexes, Abstracts	
Non-book Collection (DVD, CD, VHS, etc.)	
Regional Instructional Materials Center	
Adaptive Technology Room	
LCLL Computer Lab (23 units & electronic whiteboard)	

WLCLL Computer Lab (11 units with specialized statistical and math software)
Computers (PC & Mac) & Networked Printers

Mail Service

The United States Postal Service has a Contract Station in the west end of the Memorial Student Affairs Building. It is open Monday through Friday from 1:00 pm to 3:00 pm. The Front Desk in the Nebraskan Student Union sells postage stamps. Please refer to the Residence Hall section of this handbook for information on sending and receiving mail in the residence halls.

In addition, both U.S. and campus mail can be dropped off at residence hall information desks. Campus mail is a free service provided by the University for mail which goes from one on-campus location to another. Offices on campus utilize campus mail and students may also use this convenient service.

Multicultural Affairs

Phone: 865-8127

Location: Nebraskan Student Union, First Floor, East End

Website: www.unk.edu/oma/

Part of the Office of Student Life, Multicultural Affairs is located in the Nebraskan Student Union Multicultural Center. The Office of Multicultural Affairs administers programs and services that foster a supportive environment for students of American Ethnic heritage, promote a multicultural climate conducive to educational achievement, provide leadership opportunities, scholarship opportunities, and encourage a global perspective of learning.

The office assists currently enrolled and prospective students in defining and fulfilling personal and educational goals. Educational, cultural, and social programs are open to all students, faculty, and staff at UNK.

Our student organizations plan events to celebrate various social and educational cultural events throughout the year. OMA week highlights a wide range of cultures and is held each November.

Police and Parking Services

Phone: 865-8911

Location: General Services Building

Website: www.unk.edu/police/

E-mail: UNKPD@unk.edu

Police and Parking Services partners with students, faculty, staff and visitors to provide a safe, protected and orderly environment. This includes but is not limited to enforcing all University policies, state, federal and local laws, providing security, crime prevention resources, the safe walk service, and monitoring campus parking. For more parking information see Page 27. Officers are trained through the Nebraska Law Enforcement Training academy and are commissioned as State Deputy Sheriffs giving them full arrest powers. For more detailed information concerning Police and Parking Services go to their website.

A copy of the University of Nebraska Kearney Annual Campus Security, Crime Awareness and Fire Safety Report is available upon request at the Police and Parking Services Office or via the Department of Police and Parking Services website at www.unk.edu/annual_security_report

The Drug Free Schools and Campus Regulations Report can be found at:

www.unk.edu/student_affairs/_files/drug_free_statement.pdf

The Sex Offenders Registry Listing can be found at <https://sor.nebraska.gov>

Recreational Facilities

The Cushing Facility is the indoor home of physical activity at UNK. Students may use the equipment and facilities at Cushing when they are not in scheduled use by physical education classes, athletics, intramurals, or special events. A valid UNK I.D. must be presented at the Control Center for recreational equipment use and facility use. Racquetball Courts are available by appointment. During the winter months (December to March) the space for recreational use becomes limited during afternoon hours. Questions regarding facilities can be directed to 308-865-8849.

Pool hours can be obtained by calling the phone number noted above.

General facility hours during school year are:

Monday-Thursday: 6:00 am to 11:00 pm

Friday: 6:00 am to 7:00 pm

Saturday: 1:00 pm to 5:00 pm

Sunday: 1:00 pm to 10:00 pm

Hours are subject to change.

Registration Cancellation

Students who have registered for classes and who wish to cancel their registration for Fall or Spring may do so until 5:00 pm on **Friday of the first week of the semester** by using MyBLUE. Registrations cancelled by this date will not incur any fee charges. **After the first week**, students may still process schedule adjustments on MyBLUE, however, they will not receive a full refund. See Withdrawal from UNK section of this handbook for complete details and deadlines.

Students may adjust their schedules for Fall or Spring (drop classes) on MyBLUE **through the 9th week of the semester**. Refer to Change of Schedule section on the UNK website.

NOTE: At the point that the Registration System confirms registration into a course, the student is considered **officially enrolled**. Failure to attend class meetings does not, in itself, constitute withdrawal from the class, nor does it absolve the student from **making complete payment** for all tuition and related fees associated with that course. Students who choose not to attend **MUST** follow the appropriate withdrawal procedures in order to terminate their enrollment.

Reservations for Campus Facilities

The University of Nebraska at Kearney is pleased to make its facilities available to responsible groups and organizations when, in the judgement of the University, such use will not interfere with the academic programs of the University or provide an undue risk to personnel or property. All groups should complete a reservation form well in advance of the event or activity. Reservations for campus facilities may be made at the General Services Building 308-865-8692.

Student Organizations

Student organizations are an integral part of campus life at the University of Nebraska at Kearney. By participating in student organizations, students have the opportunity to:

- Make friends
- Become informally acquainted with faculty and staff
- Develop leadership and public speaking skills
- Prepare for future civic leadership
- Acquire valuable experience and employment skills

Significant contributions to the intellectual, cultural, recreational, and spiritual life of the University are provided by student organizations. The University reserves the right to recognize student organizations and requires that they function in accordance with their constitutions; abide by federal, state, and local laws; and observe University regulations. Recognition does not imply University endorsement of the purposes of an organization, nor does the University assume sponsorship of, or responsibility for activities of the group. Organizations should:

- A. Keep a list of organization advisors and officers is on file in the Office of Student Life, Nebraskan Student Union.
- B. Make sure an updated constitution is submitted to the Office of Student Life.
- C. Create and regularly update an Organization OrgSync page.

Administration of Student Organizations

Within the Division of Student Affairs, the Office of Student Life is responsible for the administration of student groups and organizations, student programming and Greek Life.

Recognized Student Organizations

Student organizations should be registered and recognized in order to receive the maximum benefits from the University of Nebraska at Kearney.

A recognized student organization is an unincorporated group of students which receives no academic class credit, has a UNK faculty or staff advisor, and has a current, approved constitution on file with the Office of Student Life and Student Government.

Recognized student organizations must follow the "Procedures for Recognition" in the following section. Student Government reviews organizations constitutions and these procedures need to be repeated at least every four years. Recognized student groups may be eligible to reserve University facilities, post

advertising, and to apply for University Program and Facility Fee allocations.

Policies for Student Organizations

- A. Each organization should keep the Office of Student Life informed of its officers. Changes of officers during the year should be given to the Student Life Office.
- B. A student organization should have at least five currently enrolled, full-time UNK students who actively participate in the group. At least 80 percent of those who regularly attend group meetings should be UNK students.
- C. Each organization should be approved for recognition by Student Government. Constitutions and bylaws should be reviewed by Student Government at least every four years.
- D. Proposed changes in an organization's constitution and/or bylaws must be approved by Student Government. A revised copy should be on file in the Office of Student Life.
- E. Each student organization must have an advisor who is a member of the UNK staff or faculty. Officers of the group must be in good academic standing at the University of Nebraska at Kearney.
- F. Each student organization should develop a program that is consistent with its stated purpose to meet the interests and needs of its members.
- G. Recognized student organizations are eligible to apply for an allocation of University Program and Facility Fees.
- H. University facilities, when available, may be used by recognized student organizations without charge. Reservations may be made through the Reservations Office. If a student organization uses a facility for financial gain, a fee may be required.
- I. On-campus news conferences should be scheduled and coordinated with the Office of Student Life.
- J. Organizations must adhere to policies governing posting and advertising on campus.
- K. Student organizations are expected to conduct themselves in a manner that will not discredit the University of Nebraska at Kearney.

Poster Approval for UNK Organizations

- A. Events sponsored by recognized UNK student groups and/or campus departments, or an event taking place on campus may be advertised by displaying posters. Advertising for other university or community events may be posted as space allows with permission from the Approver. Posters must list all organizations sponsoring the event. Advertising for events sponsored by recognized student organizations must also be signed by the group's advisor.
- B. Posters may be 11" x 17" or smaller. Due to the number of campus visitors, posters should be suitable for all ages,

and should not suggest, promote or illustrate the use of alcohol, drugs, tobacco, profanity or imply sexual, racial, or any other form of discrimination. Posters not meeting the above criteria or posters without signature approval will be removed from bulletin boards.

- C. Organizations wanting approval to hang a poster on public bulletin boards should receive signature approval from the advisor of the group and one of the following approvers:
1. Dean, Division of Student Affairs or Designee (Memorial Student Affairs Building)
 2. Director of Student Life or Designee (Nebraskan Student Union)
 3. Director of Police and Parking Services or Designee (General Services Building)
 4. Facilities Director or Designee (General Service Building)
 5. Director of Residence Life, Conrad Hall (to hang posters in Residence Halls)
- D. Approver will place a date near signature indicating when the item must be removed from bulletin boards.
- E. If possible, Approver will scan the poster and email the image to building supervisor(s) and other approvers to alert them that this is a valid signature and to expect appearance of the poster in their buildings.
- F. Approved and signed poster will be returned to requester, who may then make copies and hang the posters on public bulletin boards. Note that some bulletin boards are departmental and not public. Approval is for public bulletin boards only. Posters advertising specific events may remain up until the event is concluded, but not more than a total of 30 days. Persons hanging posters will be asked to remove them at the conclusion of the event. Building Supervisors will also be asked to regularly monitor bulletin boards to remove outdated items.

Sidewalk Advertising

Events advertised with sidewalk chalk must be held on campus and sponsored by an officially recognized UNK student organization. Recognized student organizations wanting to advertise an event on sidewalks may do so by sending the following information by email or letter to one of the above approvers:

- A. A sketch of the advertising/announcement as it will appear on the sidewalk. The design must incorporate the student organization's name. The sketch must be approved by the organization's advisor.
- B. A list of materials to be used. All materials must be water-soluble.

Organizations are encouraged to limit advertising to the Courtyard of the Nebraskan Student Union; however, sidewalk advertising may be approved for other areas of campus. Organizations will be subject to clean-up charges for advertising in unauthorized areas.

Advertising may appear on sidewalks for four (4) days prior to an activity. Organizations are encouraged to wash off advertising upon completion of the activity. Advertising can remain for three (3) days after an event. If advertising remains after three (3) days, clean-up charges may be assessed to the organization.

Sandwich Boards

Use of sandwich boards is approved through the Office of Student Life in the Nebraskan Student Union. Sandwich boards are subject to the other requirements of this policy.

Procedures for Recognition

Student Government grants recognition to student organizations. It also reviews the constitutions of approved student organizations. The following steps should be followed to become recognized:

- A. Select an advisor, hold organizational meetings, and prepare a constitution. The Office of Student Life has sample constitutions to assist student groups.
- B. Submit the names of at least five full-time UNK students who are active members, the officers and the advisor to the Office of Student Life. This allows access to campus facilities for organizational meetings.
- C. If a campus meeting place is desired, complete a reservation form through the Office of Student Life.
- D. After a constitution has been completed, schedule a meeting with the Student Government Screening and Constitutional Review Committee. This committee reviews constitutions before they are presented to Student Government. The committee is composed of appointed students who may suggest changes. Copies of the proposed constitution should be made available to the committee prior to the meeting. At least two members and an advisor from the organization should be present.
- E. After the constitution is approved by the Screening Committee, it is presented at a regularly scheduled Student Government meeting. Two student members and one advisor should be present.
- F. A copy of the approved constitution should be sent to the Office of Student Life.

University Program and Facility Fee Fund

Recognized student organizations may be eligible to apply for an allotment of University Program and Facility Fees to present a program to UNK students. Allocation of the U.P.F.F. Fund is delegated to the Student Activities Budget Commission. Allocation procedures are available from the Office of Student Life.

Hazing

The University of Nebraska at Kearney maintains the autonomy of student organizations within the constraints

of the established rules and regulations as outlined in this Student Handbook and in the Student Organization Handbook. Initiation into student organizations, and other activities undertaken by such organizations or by individuals, must be consistent with the stated purposes of the organization. Any activities that may be construed as hazing on the part of any individual, group of individuals, or organizations are prohibited and are subject to civil and University disciplinary actions.

Hazing is defined as any planned action or created situation, on- or off-campus, that is demeaning to an individual; produces mental or physical duress, harassment, embarrassment, or ridicule; or which recklessly endangers the health or safety of any person. Actions and activities which are explicitly prohibited include, but are not limited to, the following:

- A. Forcing, requiring, or endorsing pledges/associate members to drink alcohol, or any other substance.
- B. Unauthorized or illegal use of alcohol, or any other illegal substance, in any form or quantity.
- C. Eating anything an individual refuses to eat.
- D. Calisthenics such as sit-ups, push-ups and runs.
- E. Chairings, "pollings," pledge walks, lineups, or other similar "traditional" activities.
- F. Paddle swats of any nature.
- G. Pushing, shoving, tackling, or any other physical abuse.
- H. Throwing anything (whipped cream, garbage, water, paint, etc.) at an individual.
- I. Theft of property under any circumstances.
- J. Assigning or endorsing "pranks," such as stealing, panty raids, or harassing another organization.
- K. Conducting new-member related activity between the hours of 1:00 am and 7:00 am, or awakening individuals during these hours.
- L. Permitting less than six continuous hours of sleep for associates/pledges each night.
- M. Conducting unauthorized quests, treasure hunts, scavenger hunts, paddle hunts, big sister or little sister hunts.
- N. Conducting activities which do not allow adequate time for study during pre-initiation or initiation periods.
- O. Expecting participation in an activity that the full members will not do.
- P. Deceiving new members as to the purposes or consequences of any activity.
- Q. Requiring pledges/associate members to "march" in formation.
- R. Carrying of items such as coconuts, helmets, burlap bags, shields, paddles, rocks, dog collars, bricks, etc..
- S. Publicly wearing apparel which is conspicuous and not "normally" in good taste.
- T. Yelling and screaming at associates/pledges.
- U. Calling associates/pledges demeaning names (scum, etc.).
- V. Not permitting pledges/associate members to talk for extended periods of time.
- W. Holding or transporting an associate/pledge under physical restraints.
- X. Nudity at any time.
- Y. Running personal errands (servitude).
- Z. Forcing, requiring or endorsing pledges/associate

members to violate any University or national policy or any local, state or federal law.

Any student organization, sorority, or fraternity found in violation of this hazing policy shall be subject to indefinite suspension from the University.

UNK Student Organizations

At the University of Nebraska at Kearney the possibilities for involvement outside the classroom are almost endless. The following is a list of campus student organizations and opportunities for involvement. Review the names and select those organizations that interest you. For more information, contact the Office of Student Life at 865-8523 or www.unk.edu/student_affairs/student_org/

Academic / Professional Organizations

Agriculture Business Association at UNK
 American Marketing Association
 Association for Computing Machinery Professionals
 Biology Club
 Chemistry Club
 Construction Management Organization
 Criminal Justice Club
 Elementary Education Majors Club
 ENACTUS
 Exercise Science Club
 Family Studies Organization
 Fine Arts and Humanities Graduate Student Association
 Health Science Club
 History Club
 Industrial Distribution Organization
 Kearney Student Speech, Language and Hearing Association
 Locke and Key
 Math Club
 Model United Nations
 National Association for Music Education
 Psychology Club
 Recreation Majors Club
 Science Club - Sigma Xi
 Society for Human Resource Management
 Society of Physics Students
 Sports Administration Major's Club
 Student Athlete Advisory Committee
 Student Athletic Trainers
 Student Social Work Organization
 Supply Chain Management Organization
 Thompson Scholars Learning Community
 Thompson Scholars United
 Travel and Tourism Club
 UNK Physical Education Health Majors Club
 UNK Sociology Club
 UNK Student Education Association of Nebraska
 Wildlife Society

Campus Ministries

CRU - Campus Crusade for Christ International
Campus Lutheran (ELCA)
Christian Student Fellowship
Cooperative Campus Ministries
Fellowship of Christian Athletes
The Navigators
Newman Center
Overflow
Reasonable Faith
United Campus Ministry
University Lutheran (LCMS)

Campus Recreation

UNK Club Soccer
UNK Shooting Club
Yoga Community

Greek Organizations

Greek Governance

Inter-Fraternity Council
Multicultural Greek Council
Panhellenic Council

Fraternities:

Phi Delta Theta
Phi Gamma Delta
Pi Kappa Alpha
Sigma Phi Epsilon
Sigma Lambda Beta
Sigma Tau Gamma

Sororities:

Alpha Omicron Pi
Alpha Phi
Alpha Xi Delta
Gamma Phi Beta
Lambda Theta Nu
Sigma Lambda Gamma

Honorary / Honor Societies

Alpha Phi Sigma - Criminal Justice Honorary
Alpha Psi Omega - Theatre Honorary
Beta Alpha Psi
Chi Sigma Iota - Graduate Counseling Honorary
Delta Omicron - International Music Honorary
Epsilon Pi Tau - Industrial Technology Honorary
Gamma Theta Upsilon - Geography Honorary
Honors Student Activities Board Committee
Iota Iota Iota - Women's Studies Honor Society
Kappa Delta Pi - Education Honorary
Kappa Kappa Psi - Marching Band Fraternity
Kappa Mu Epsilon - Math Honorary
Lambda Pi Eta - Communication Honorary
Mortar Board - Senior Honor Society
National Residence Hall Honorary
Omicron Delta Epsilon - Economics Honorary
Order of Omega - Greek Honorary
Phi Alpha - Social Work Honorary
Phi Alpha Theta - History Honorary
Phi Beta Delta - Honor Society for International Students
Phi Beta Lambda Business Honorary
Phi Eta Sigma - National Honor Society
Phi Kappa Phi - Honor Society
Pi Kappa Delta - Debate Honorary
Psi Chi - Psychology Honorary

Sigma Tau Delta - English Honorary
Tau Beta Sigma - Marching Band Sorority

International and Multicultural

African Student Association
Asian American Student Association
Chinese Students & Scholars Association (CSSA)
Hispanic Student Association
International Student Association
Japanese Association of Kearney (JAK)
Korean Student Association of Kearney (KSAK)
Nepalese Student Assoc. of Kearney (NESAK)
Office of Multicultural Affairs Council
Sister to Sister
Young Arab Leaders Association

Musical Groups

International Trombone Assoc.
International Tuba Euphonium Assoc.

Political Organizations

College Republicans
UNK Young Democrats

Residential Organizations

Resident Assistant Council
Residence Hall Association
Residence Hall Governments and Councils
Antelope / Nester Hall Council
Centennial Towers East Hall Council
Centennial Towers West Hall Council
Mantor Hall Council
Men's Hall Council
Randall Hall Council
University Heights Council
University Residence North and South Councils

Service Organization

Americorps
Amnesty International
Campus Kitchen
Chancellor's Student Ambassadors
Circle K
Collegians for Integration and Accessibility
Cornerstone UNK
International Justice Mission
Peer Health Education
Social Justice League
UNK Rotoract

Special Interest

Association of Gamers
Blue & Gold Brigade
Forensics (Speech & Debate)
First Leaders
Glass & Sculpture Club
Loper Liaisons

QSA
S.O. College Club (Special Olympics)
St. Jude Up Til Dawn
Students for Life
The Guild
UNK Study Abroad Organization

Student Activities

Loper Programming and Activities Council (LPAC)

Student Government

Student Court
Student Senate
Student Executives

Other Opportunities for Involvement

KLPR-FM (radio station)
UNK Spirit Squad (Cheer & Dance)
Antelope Newspaper
Undergraduate Research & Creative Activity
Choral Groups
Choraleers
Men's Chorus
Music Theatre
Nebraskats
University Vocal Collegium
Women's Chorus
Instrumental Groups
Jazz-Rock Ensemble
Kearney Area Symphony Orchestra
Marching Band
Pep Band
Small Ensemble
Symphonic Band
Wind Ensemble

UNK Dining Services

Phone: 308-865-8428

Location: Nebraskan Student Union, Second Floor

Websites: www.dineoncampus.com/UNKearney

UNK Dining Services offers a wide variety of dining options for on and off campus students, faculty and staff. Those students who live on-campus may select from three All Access meal plan options and off campus students, faculty and staff may go to our website to purchase one of our Convenience Meal Plans. Students may choose to eat at any of our dining locations. UNK Dining Services also offers catering services through Loper Catering for special on and off campus events. Please contact our Catering Director at 308-865-8637 to make your event an outstanding success.

UNK Identification Card

The non-transferable UNK ID Card is issued by the University of Nebraska at Kearney to the Cardholder only and is the property of UNK. It is the cardholder's responsibility to protect and maintain the condition of his/her card. The card is used for identification and transaction of UNK business. It should be carried when you are on University property and be presented

upon request. Your card may be cancelled or revoked by the University at any time and must be returned to the UNK Card Office (located in the Nebraskan Student Union) upon request.

The cardholder is responsible for immediately reporting a lost or stolen card. To deactivate a card for on-campus services visit www.unk.edu/idcard.

A non-refundable \$10 fee is charged to replace damaged, lost or stolen cards. The University is not responsible for the use of a lost or stolen card.

Your UNK ID Card is used for access to residence halls, meal plans, printing, and Loper Dollars. See www.unk.edu/loperdollars for more information.

Withdrawal from UNK

A student wishing to withdraw from the University and all classes for Fall or Spring may do so via the MyBLUE registration system **prior to 5:00 pm** on Friday of the first week of the term. Registrations cancelled by this date will **not** incur any fee charges. After the first week, the student **may still withdraw** from all classes using MyBLUE, but there will not be a full refund.

A student may withdraw from the university and all classes any time prior to the end of the ninth week of the semester. **October 21, 2016**, is the withdrawal deadline for the fall semester and **March 10, 2017** for the spring semester. Please refer to the UNK website for summer session withdrawal deadlines. Failure to officially withdraw from the University will result in a grade of failure, "F" for all registered classes. **Failure to attend class does NOT constitute a drop/ withdrawal and does NOT cancel the student's registration or his/her obligation to pay all tuition and related fees for the course(s).** If a student is **living on campus**, checkout procedures must be followed or improper checkout charges will be added and billed directly to the student. Withdrawing/ dropping a class(es) anytime after the start of the semester does not relinquish payment of any financial obligations to the university.

Students may **NOT** withdraw after the ninth week of the semester (or mid-point of the class) unless extenuating circumstances (defined as circumstances beyond the control of the student) have been found to exist by the Senior Vice Chancellor for Academic & Student Affairs. If extenuating circumstances are found to exist, a "W" may be awarded and the instructor of the course(s) will be notified.

Policies and Procedures

Academic Integrity Policy

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 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 acknowledgement 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.

The complete policy for Procedures and Sanctions for Academic Integrity are available in the Student Code of Conduct, Article III: Academic Integrity.

Academic Requirements

All students should maintain a 2.0 cumulative GPA for work taken at this institution. Students are placed on academic probation at the end of any semester in which their cumulative GPA falls below 2.0.

Unless special permission is granted by the student's academic advisor, students on academic probation must carry less than 16 hours. Offices of [Academic and Career Services](#), [Academic Success](#), [Counseling Care](#) and [Multicultural Affairs](#) work individually with probationary students to help them meet their individual needs.

Students who are placed on academic probation are suspended for one academic year when the following conditions exist:

1. Credit Hours Attempted 1 – 24: cumulative GPA is below 2.0 during the prior semester (academic probation) and **both** the semester and cumulative GPA are below 1.80
2. Credit Hours Attempted 25 – 45: cumulative GPA is below 2.0 during the prior semester (academic probation) and **both** the semester and cumulative GPA are below 1.90

3. Credit Hours Attempted 46 and above: cumulative GPA is below 2.0 during the prior semester (academic probation) and **both** the semester and cumulative GPA are below 2.0

Students who are suspended may enroll for classes during the summer term.

Graduation is dependent upon a minimum GPA of 2.0, utilizing earned grades of all courses taken while pursuing an undergraduate degree. This minimum GPA must also be earned in all courses needed to fulfill competency requirements within a comprehensive major, or within the major and minor programs of study, or within the endorsement areas in teacher education programs. Individual departments, however, may establish higher minimum standards. Students entering any teaching program of study within the College of Education must be accepted for Teacher Education. A minimum GPA of 2.75 is required before admission to Teacher Education may be granted. To graduate from any teacher education program and be recommended for a teaching certificate, a candidate must have met the scholarship requirements and maintain a 2.5 GPA.

Financial Aid Satisfactory Academic Progress

The University of Nebraska at Kearney is required to establish minimum academic standards that students must meet to be eligible or maintain eligibility for federal and state financial aid. Students who are receiving financial aid or who seek financial aid in the future are required to meet these minimum standards. Failure to meet these standards for two consecutive semesters (fall, spring, summer) means the student is no longer eligible to receive financial aid.

Quantitative Requirement

The quantitative requirements for undergraduate students are based upon enrollment status (full-time, part-time, half-time) at the end of drop and add week at the start of each semester. Students must successfully complete the number of hours specified below according to enrollment status at the end of drop and add week.

Enrollment status & quantitative progress for undergraduate students is defined as follows:

- Fulltime = 12 or more Credit Hours. Minimum required Earned Hours must be 12 credit hours.
- Part-time = 9 to 11 Credit Hours. Minimum required Earned Hours must be 9 credit hours.
- Halftime = 6 to 8 Credit Hours. Minimum required Earned Hours must be 6 credit hours.
- Less than Halftime = 5 or less Credit Hours. Minimum required Earned Hours is 1 credit hour.

Qualitative Requirement

The qualitative requirements for undergraduate students are:

1. Credit Hours Earned 1 – 24: cumulative GPA is 1.80 or above
2. Credit Hours Earned 25 – 45: cumulative GPA is 1.90 or above
3. Credit Hours Earned 46 and above: cumulative GPA

is 2.0 or above

Students who already have a bachelor's degree and are admitted to a second bachelor's degree program must maintain a cumulative 2.0 GPA or above.

Students who are seeking their first teaching certificate or who are seeking an additional subject or field endorsement to their teaching certificate must maintain a cumulative 2.5 GPA or above.

Peaceful Demonstrations, Campus Disorders, and Administrative Response

1. Demonstrations:

Members of the academic community, including guests of the University, have the right to extensive latitude in making their opinions known. It is understood, however, that in exercising this right, the rights of others must not be jeopardized. The public exploration and resolution of differing views can be successful, only when groups and individuals discuss the issues in forums where the right to disagree, speak freely, and be heard is preserved. Within this context, the University community recognizes peaceful demonstrations as a legitimate means of expressing one's opinion.

The preservation of freedom of speech, and the recognition of the right to peaceful demonstrations as part of that freedom, is possible only in an orderly environment in which individuals are not endangered by force or violence and in which they are free from coercion and interference in the exercise of their rights or in carrying out their legitimate activities. Consequently, in the specific case of campus demonstrations, the University community may impose behavioral restrictions which are necessary to preserve the orderly functioning of the University and the right of all to be heard. Such restrictions fall into two categories:

a. Prevention of violence or the use of force:

Demonstrations which coerce individuals, constitute a hazard to the safety of any persons, or threaten destruction of property are not protected by freedom of speech provisions and will not be tolerated. Similarly, a hostile audience will not be allowed to interfere with a peaceful demonstration.

b. Protection from interference with University operations:

The University community may restrict conduct which interferes with the holding of classes, the carrying forward of University business, properly organized and scheduled University events, or the discharge of responsibility by any University officer, employee, or student. Although the mere presence of demonstrators in public areas within buildings does not necessarily constitute interference, demonstrators cannot be allowed physically to obstruct access to University facilities. Noise and boisterous activity is objectionable when it prevents others from exercising their rights and duties.

Persons engaging in disruptive action shall be subject to disciplinary measures, including separation from the University, and also to charges of violation of the law.

2. Response to Disruptive Action

The response of the University to disruptive behavior must ultimately depend on the judgment of the officials who are in charge. However, the following guidelines should be observed:

- a. Every effort will be made to end the disruption through reason and persuasion. These efforts shall include a clear indication of the willingness to discuss issues and to make clear the procedures for discussion and arbitration of the issues involved. Discussion of the issues will not be conducted under condition of duress.
- b. If the discussion methods fail, the individuals involved will be notified that they are in violation of University regulations, and they will be asked to cease the activity. In the event the alleged violators do not cease the activity within a reasonable length of time, temporary sanctions, which may include conduct probation and, if necessary, suspension, may be imposed on the scene. However, unless both the student and the University officials agree to a postponement, the University must hold disciplinary hearings within five (5) school days or the temporary sanctions will be dissolved. Such disciplinary hearing shall be held, as far as possible, in accordance with the established disciplinary procedures of the University. No temporary sanction shall be made part of a student's permanent record. If a student is found innocent of the action for which temporary sanctions were imposed, no record of the temporary sanction, or of the hearing shall become part of any of the student's files or records, and the student shall be given the opportunity to make up any work which was not completed because of the disciplinary action.
- c. If the use of institutional sanctions and discussion methods are not effective in ending the disruptions, or when alleged violators are not members of the University community, extra-institutional methods (including the invoking of police force) may be used. Nonmembers of the University community who are engaged in disruptive behavior may be referred to civil authorities for appropriate action.
- d. Evidence regarding the activity of non-student members of the University community who are alleged to have engaged in disruptive behavior may be referred to their supervisors for appropriate action.
The University community abhors the use of force as a method for settling disagreement and will always make exhaustive attempts to deal with issues by rational methods. When, however, such rational efforts prove ineffective or when imminent danger to life or property exists, more forceful methods shall be used to protect the rights and property of members

of the community.

Peer-to-Peer File Sharing Policy

Peer-to-peer (p2p) networking is a popular way of sharing files, but it is often used to download and share copyrighted materials which violates University of Nebraska at Kearney policy. Your computer may be removed from the UNK network for policy violations and there can be legal and/or University conduct consequences for downloading copyrighted materials. UNK recommends the removal of p2p applications from computers on the UNK network. For more information on peer-to-peer file sharing, see our web site at www.unk.edu/offices/its/services/peer_to_peer_file_sharing.php.

Police and Parking Services Safety Policies

Children On Campus Policy

Small children ages 12 and under must not be left unattended on any property controlled by the University of Nebraska at Kearney. Children of this age, left unsupervised, are susceptible to accidents and potential injury. In addition, this act may be viewed as a violation of Nebraska Statute 28-707. Anyone found in violation of this Policy is subject to University discipline.

Children in Classrooms or Labs: A professor may determine what constitutes disruptive behavior in his/her classroom. This includes bringing children to the classroom. If a professor determines that bringing a child to class is disruptive to the classroom setting and learning experience, he/she can ask the student not to bring the child to the classroom.

Pets In Buildings Policy

For health and safety reasons, pets/animals (other than “service/research animals”) are not allowed in buildings at the University of Nebraska at Kearney. Pets which are brought onto property controlled by the University must be kept on a leash or carrying container and not left unattended. Anyone found in violation of this policy is subject to University discipline. Notice of such is to be reported to the respective Building Supervisor or Police & Parking Services immediately.

Skateboards, Bicycles, and Rollerblades Policy

The use of skateboards, bicycles, scooters and roller blades will be allowed on the UNK campus by those associated with UNK, and then only as a means of transportation. Anyone using skateboards, bicycles, scooters or roller blades on UNK property shall give right of way to pedestrians and will travel at a reasonable and prudent speed. The use of skateboards, bicycles, scooters, and roller blades is prohibited within 25 feet of any building entrance and any sidewalk around the Nebraska Student Union, Fine Arts building and the Health and Sports Center and inside any building on campus. Recreational rollerblading, skateboarding, bicycling and riding scooters is prohibited. Recreational activities include performing acrobatic stunts of any type. It also includes using any bench, table, stair or similar object as a platform for these recreational vehicles.

While transportation on the hike-bike trail is encouraged, use of skateboards, scooters, bicycles, and roller blades for other transportation across the UNK campus by those not associated with UNK is considered trespassing.

Skateboarders, rollerbladers, scooter holders, and bicyclists are responsible for any damage or injury (including to themselves) they may cause on the UNK campus. This may include holding the parents of underage participants liable. The University will assume no responsibility for any injury or damage caused by skateboarders, rollerbladers, scooter holders, and bicyclists. UNK students violating this policy may be referred to the UNK Conduct System for appropriate action, in addition to being charged with a criminal offense if the situation warrants. Non-students causing damage to UNK property or injury may be dealt with through civil or criminal court. Any non student found skateboarding, rollerblading, bicycling, or riding a scooter in violation of this policy will be given a verbal warning to the rules and issued a trespassing warning. If the situation is warranted they may also be banned from all UNK property. Any future violations will result in the confiscation of the skateboard, rollerblades, bicycle or scooter, a ban being issued, or trespassing charges being issued.

Bicyclist and scooter operators are required to use the storage racks located throughout the UNK campus. Bicycles and scooters shall not be attached to trees, posts, signs, stairwells, railings, or handicapped ramps. Bicycles or scooters found secured to any object other than a bike rack or laying on the ground are subject to confiscation by UNK Police & Parking Services and Facilities. They will be held by UNK Police & Parking Services for a minimum of 60 days. If left unclaimed, bicycles and scooters will be sold at auction or given to charitable organizations.

For this policy the term “scooter” will refer to all push or pedal style scooters. Motorized scooters will be considered the same as a motorcycle and must follow all motor vehicle laws and UNK Parking Regulations.

Parking Regulations Summary

Parking Services: 308-865-8367
Department of Police & Parking Services: 308-865-8911
Location: General Services Building
Website: www.unk.edu/police/
Email: parking@unk.edu

For the benefit of students, employees and visitors, the University of Nebraska at Kearney provides parking on campus. UNK has established and will enforce parking regulations and levy penalties to control parking. In order to regulate parking, permits are sold for use in designated lots.

The laws of the State of Nebraska are applicable and enforced on campus 24 hours a day, seven days a week. Consistent violation of these laws and parking regulations may lead to revocation of your privilege to park on campus as well as be subject to towing and impoundment of your vehicle. For full regulations and policies regarding parking, go to: www.unk.edu/offices/police/parking_services.php

Points to Remember

1. A permit does not guarantee a parking space.

2. We must see the entire permit for it to be valid.
3. You must report the loss or theft of a permit to Police and Parking Services immediately.
4. Permits must be placed on the inside lower part of the driver's side of the windshield, above the VIN number on your dash.
5. Nebraska parking regulations are always enforced.
6. Parking citations double at the end of the 14th day of the date the citation was written.
7. Permits are enforced 7:30 am to 5:00 pm Monday through Friday.
8. Parking citations can be paid by check or cash at the Police & Parking Services Office. Payment may also be made by credit or debit card by accessing your MyBLUE account.
9. Snow Removal policies are enforced November 1 through April 1. You cannot park in Commuter Lots between Midnight and 6 am For more information on Snow Removal Policies go to: www.unk.edu/offices/police/parking_services.php

Citations may be appealed by going online at <http://unkpd.aimsparking.com>. All appeals must be submitted in full by the fourteenth (14) day from the date of the citation.

University Liability

The University of Nebraska at Kearney assumes no liability for vehicles parked or being operated on campus. Comments, concerns, or complaints regarding the University parking program, rules or policies should be addressed in writing to Parking for their review. The correspondence should be mailed to the Parking Services Office, Police & Parking Services, General Services Building, 2507 19th Avenue, Kearney, NE 68849.

UNK Student Code of Conduct

To view the most recent version of the Student Code of Conduct, please go to: www.unk.edu/conduct. To request a paper copy of the UNK Student Code of Conduct, please contact the Student Conduct Officer at 308-865-1619 and a copy can be sent to you by mail.

University of Nebraska Trespass Policy-RP-6.4.7

1. Persons Not Authorized in Non-Public Areas of University Buildings.

The areas of University academic, research, public service, and administrative buildings of the University used for classrooms, laboratories, faculty and staff offices, and the areas of University student residence buildings used for student living quarters are not open to the general public. Any person not authorized to be or remain in any such building area will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521.

2. Persons on University Property Between the Hours of 11:00 pm and 6:00 am

Persons who are not students, faculty, staff, tenants, licensees, agents or contractors of the University, or their employees, visitors or guests, shall not be permitted on University property between the hours of 11:00 pm and 6:00 am. Visitors and guests are expected to conduct themselves in a proper and lawful manner while on University property, and failure to do so may result in imposition of personal restrictions relating to their presence on University property.

Specifically, the right of a visitor or guest to be present on University property will be restricted when the visitor or guest has disrupted normal services, or has harmed or threatened to harm a member of the student body, faculty or staff. The right of a visitor or guest to be on University property will also be restricted when the visitor or guest has damaged or poses a risk of damage or loss to University property or to the property of others located on University property.

3. Persons in University Buildings After Closing to the Public.

Many University buildings are open to the public at designated times which are posted at building entrances. Some University buildings are closed and locked during the times they are not open to the public. Also, some University buildings, such as student unions, are closed to the public at designated times which are posted at building entrances, but remain unlocked for access and use by students, faculty, staff and other authorized persons. Persons who are not authorized by the University to be in a University building after the posted time of closing to the public will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521.

4. Ban and Bar Notices.

University law enforcement or security personnel may issue written notices to any person who has been contacted or observed on University property while engaged in any unlawful or unauthorized activity banning and barring such person from University property, except as may be specifically authorized in such notice. Violation of any such notice will be deemed to be trespassing on University property, and the offending party may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521. The term "unlawful or unauthorized activity" shall mean any conduct, act or omission by any person that is in violation of (i) any law, rule, regulation or order of the State of Nebraska or of the United States, or (ii) any policy, rule or regulation of the University of Nebraska.

Reference: BRUN, Minutes, 64, p. 78 (December 14, 2002)

UNK Family Educational Rights and Privacy Act

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). Education records, as defined by FERPA, includes all records that schools or education agencies maintain about students. FERPA affords students certain rights with respect to their education 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 an auditor, attorney or collection agent); a person serving on the Board of Regents; a student serving on an official committee (such as a 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 education record in order to fulfill his/her responsibilities.

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. 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 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
- Address
- Telephone Number
- 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. Students have 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.

UNK Missing Person Policy

Revised: 02/28/12

The purpose of this policy is to establish procedures the University of Nebraska at Kearney uses to respond to and assist with reports of missing students. This policy applies to students who reside in campus housing.

For purposes of this policy, a student may be deemed a "missing person" if the University is notified a person is missing for more than 24 hours without any known reason, or which is contrary to his/her usual behavioral

pattern, or within the 24 hour period if there is unusual circumstances.

A. Procedures for designation of an emergency contact

1. Students will be given the opportunity yearly during the housing registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. This individual will further be updated as to the progress of the investigation into the missing person. This designated emergency contact will remain in effect until changed or revoked by the student.

2. If a student decided to complete this form at a time other than housing registration or they need to make updates to this form they may contact Residence Life at 308-865-8519, or at their office located at 2615 11th Avenue, Conrad Hall.

3. Students under the age of 18 who are not emancipated will have their custodial parent or guardian notified no more than 24 hours after the student is determined to be missing in addition to notifying any emergency contacts they have listed.

B. Procedures for notification that a student is missing

1. Any individual who believes a residential student may be missing must notify either the Office of Residence Life at 308-865-8519, 2615 11th Avenue, Conrad Hall, or Police and Parking Services at 308- 627-8911, 2507 19th Avenue as soon as possible.

2. If an individual who lives off campus is believed to be missing, the reporting person will be immediately referred to their local police department. All University departments will work with these agencies to assist them in their investigation.

3. The Office of Residence Life or Police and Parking Services will work together to gather all essential information about the residential student to determine the validity and credibility of the report.

4. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction) Police and Parking Services will report the missing person to the National Crime Information Center of the Department of Justice and contact the appropriate law enforcement agency to report the student as a missing person and request their assistance as the lead investigating agency on the case.

5. No later than 24 hours after determining that a residential student is missing, the Office of Residence Life will notify the emergency contact for the students. In addition, the parent/guardian for the students under the age of 18 will be contacted.

6. The Universities Administrative and Emergency Operation Teams will also be notified at this time.

C. Campus communications about missing students

The lead investigating agency will be the contact point for the release of any information pertaining to the case. This agency may consult with the Universities Office of Communications. All inquiries to the University regarding the missing student's case, or information provided to any individual about a missing student, shall be referred to the Office of Police and Parking Services, who shall refer such inquiries and information to the lead investigating agency.

Prior to providing any information about a missing student, University employees shall consult with the Office of Police and Parking Services and investigating law enforcement authorities to ensure that communications do not hinder the investigation.

UNK Non-Discrimination Policy Statement

Website: <http://www.unk.edu/offices/aaeo/>
Click on Policies

The University of Nebraska at Kearney declares and affirms policy of equal educational and employment opportunities, affirmative action in employment, and nondiscrimination in providing its services to the public. Therefore, the University of Nebraska at Kearney shall not discriminate against anyone based on race, age, color, disability, religion, sex (including sexual harassment), sexual orientation, gender identity, national or ethnic origin, marital status, or veteran status.

The University of Nebraska at Kearney declares and reaffirms that all women and men--students, staff, faculty, and administrators--are to be treated fairly and equally with dignity and respect. Any form of discrimination, including sexual harassment, is prohibited. This policy is enforced by Federal Law and the University of Nebraska Board of Regents policies. The Director of Affirmative Action/Equal Opportunity monitors the University of Nebraska at Kearney's affirmative action and equal opportunity policies.

A work and academic environment free of discrimination is the responsibility of every member of the campus community. Students, faculty, staff, and administrators may assist parties in bringing forward inquiries or complaints of alleged prohibited discrimination. Inquiries about the Nondiscrimination or Sexual Harassment Policies and Grievance Procedures Relating to Alleged Prohibited Discrimination may be made to the Title IX officer. Grievance procedures relating to alleged prohibited discrimination are available to any employee, applicant for employment, student, candidate for admission, campus visitor or other invitee, licensee or university volunteer who believes he or she has not received the benefits of the Nondiscrimination or Sexual Harassment Policies. There shall be no retaliation against any person who in good faith participates in or takes advantage of these procedures. The University reserves the right to take appropriate action against prohibited discrimination affecting the academic or work

environment in the absence of a complaint from an individual. Some incidences are reportable as violations of the Clery Act.

UNK Sexual Harassment Policy

Website: http://www.unk.edu/offices/human_resources/aaeo/sexual_harassment/index.php

The University of Nebraska reaffirms that all women and men — students, staff, faculty and administrators — are to be treated fairly and equally with dignity and respect. Any form of sexual harassment is prohibited. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

Sexual harassment does not include personal compliments welcomed by the recipient and social interaction or relationships freely entered into by students, employees or prospective employees; however, the potential for sexual harassment even in consensual relationships must be recognized, especially in situations where a professional power differential exists (e.g., faculty/student, administrator/student, supervisor/employee, tenured/nontenured faculty.). Sexual harassment will not be tolerated in the work or academic environment, nor will acts of sexual harassment be permitted outside the work or academic environment if such acts affect the normal work or academic environment.

Inquiries or complaints about sexual harassment and this policy should be made to the Title IX officer. Some incidences are reportable as violations of the Clery Act and/or Title IX.

Sexual harassment does not include behavior which is considered to be appropriate to an academic discipline for the purpose of instruction or individual safety.

Sexual harassment will not be tolerated in the work or academic environment, nor will acts of sexual harassment be permitted outside the work or academic environment if such acts affect the normal work or academic environment.