

Parent's Handbook 2012-13

Welcome to the University of Nebraska at Kearney. This Parent's Handbook is your resource for supporting your student's growing independence as a member of the UNK community. You can find additional information about these and other resources at <http://new2unk.unk.edu> or by calling: 308-865-8441.

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Refer to the "Student" section of this handbook for the UNK Telephone Directory and 2012-13 Campus Calendar beginning on Page 1.

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EMERGENCIES

DIAL
911

Emergency

Non-Emergency

- Police & Parking Services
 - from on-campus 8517
 - from off-campus 308-865-8517
- After 5:00 pm, weekends and holidays call 308-627-4811

Student Absence

- Illness call Health Care 308-865-8218
- Family Emergency, Death, Military call Dean of Student Affairs 308-865-8528

UNKAlert Notification System - Opt in on MyBLUE

See "Whom To See About What" Section on page 4 for additional contact information.

Important Policies & Reminders

Privacy of Student Records

All student records are protected by The Family Educational Rights and Privacy Act (ferpa). A parent, guardian, or designated person may be given access to the student's records with written permission from the student. Additional information is available from the Office of Records & Registration by calling 308-865-8527 or by going to www.unk.edu.

UNK Health Care may not be a PPO Provider with your medical insurance company for charges not covered under the Health & Counseling Semester Fee.

Registration/Change of Schedule

Students may access the MyBlue Registration System anytime after meeting with their assigned academic advisor by going to the UNK home page on the internet and clicking on MyBlue. Refer to the Schedule of Classes for dates/times of MyBlue availability. If you have problems accessing the system, please contact the Office of Records & Registration immediately.

Withdrawing from UNK Before Semester Start

Students are responsible for canceling their schedule on MyBlue should they decide not to attend UNK but have already registered. Failure to properly withdraw before the term begins will result in tuition/fees being charged for classes in which the student remains enrolled.

Withdrawing from UNK/Dropping Classes After Semester Start

Withdrawing/dropping a class(es) anytime after the start of the semester does not relinquish the responsibility of payment of any financial obligations to the University. Procedures and deadlines are listed in the schedule of classes. Contact the Office of Records & Registration for details.

Failure to Attend UNK Classes

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 student will receive a grade for every class for which he or she is still registered at the end of the semester.

Dropping Classes-Extenuating Circumstances

A student wishing to drop a class(es) must do so prior to the end of the 9th week of the semester or mid-point of the class unless extenuating circumstances (beyond the student's control) are found to exist. Your student should contact the Office of Records & Registration immediately when extenuating circumstances arise.

If a student has a problem or question regarding a grade or an instructor, they should contact the Office of Records & Registration to follow appropriate academic procedures.

Tuition Billing

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 20, 2012 for Fall 2012 and February 7, 2013 for Spring 2013. **Paper billing statements will no longer be mailed**. Students will access their billing statement on **MyBLUE.nebraska.edu**. For more information please check the Student Accounts homepage at: http://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.

Dropping/Adding/Withdrawing & Effect Upon Financial Aid

A student's financial aid award is based upon their enrollment status as of the last day of drop and add (the first week of classes). **If a student drops a course/s** or changes from full-time to part-time during the first week of classes, the student may owe money back to the institution. **If a student adds a course/s** after the first week of classes, the financial aid will not be adjusted to cover the additional course/s. **If a student withdraws** (leaves UNK entirely) during the semester and receives federal student aid, federal statute requires that the institution determine if some of the federal aid must be returned to its original source. Questions regarding financial aid and fee payment can be directed to the Office of Financial Aid at 308-865-8520 or finaid1@unk.edu.

UNK Student Resources

All telephone numbers are the 308-865-prefix unless otherwise noted. If you are an internet user, refer to the A-Z website directory at www.unk.edu.

Absences/Excuse due to:

Illness – 2 days or less – instructor(s); Illness – 3 days or more – Counseling & Health Care, 8218;
Car trouble/snowbound – instructor(s);
Family Emergency/Death – Student Affairs Office, 8528;
Vacation – instructor(s); University Sponsored Field trip – faculty sponsor and instructor(s);
Athletic trip – instructor(s);
Military related – Student Affairs, 8528

Academic Support:

Academic Success, 8214;
Student Support Services, 8988;
Learning Commons (Tutoring & Writing Center), 8905

Address Changes

Office of Records & Registration, 8527

Admissions Immunization Requirements

Counseling & Health Care, 8218

Advising (Academic & Career)

Department of interested major; Academic & Career Services, 8501

Advisor/Major Changes

Academic & Career Services, 8501

Counseling (Confidential, Professional)

Counseling & Health Care, 8248

Disabilities or Special Needs (Accommodations)

Learning Strategies, 8214;

Student Support Services, 8988

Emergencies (Personal/Family/Campus)

Student hospitalization- Counseling & Health Care, 8218;

Death of student/family member- Student Affairs, 8528

Employment

Part-time, work study- Student Employment Service, 8389

Fees, Assessment and Refunds

Finance Office, 8524

Financial Assistance and Counseling

Financial Aid, 8520

Fraternities or Sororities

Greek Life, 8523

Free Application for Federal Student Aid (fafs)

Financial Aid, 8520

Health Care/Insurance

Counseling & Health Care, 8218

Honors Program

Honors Program Office, 8497

Housing

Residence Life, 8519

Immunization Requirements

Counseling & Health Care, 8218

International Admissions & I-20 Forms

International Education, Ockinga Center, 8157

Lost and Found

Police & Parking Services, 8517

Major/Advisor Changes

Academic & Career Services, 8501

Minority Student Affairs/Multicultural Programs and Services

Office of Multicultural Affairs, 8127

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Police & Parking Services, 8517

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Police & Parking Services, 8367

Privacy of Academic Records

Office of Records & Registration, 8527

Residency Fees

Finance Office, 8524

Residency Status/Change

Admissions, 8526

Safety Concerns

Police & Parking Services, 8517

Scholarships

Financial Aid, 8520;

Admissions, 8526

School Closing Information- Weather Related

Announcement will be made by 6:00-7:00 am; for night classes by 3:00 pm. **UNK Alert** Notification System -Opt in on **MyBLUE**. Kearney radio stations, NTV channel 13, or call Hub Info Line 308-234-4636 and select 4865

Sexual Harassment

Student Affairs –Dean of Students, 8528

Tutoring

Academic Success, Learning Commons, 8905

Veterans Information

Financial Aid, 8649

Withdrawal from Classes

Office of Records & Registration, 8527

Student Services

Student Services is a collaboration of offices that provide resources for student success at UNK and beyond. Among the many services provided by the department are academic advising for deciding students, assistance for students changing or deciding on a major, and help with career planning. The offices offer services to help students earn better grades, graduate on time and become life-long learners. Additionally, the department makes available on-campus counseling and health care for students who have paid the semester health fee.

Memorial Student Affairs Building (MSAB) Room 140,
Monday through Friday 8:00 am to 5:00 pm
Phone 308-865-8501
<http://www.unk.edu/ACS/academicadvising/>

Academic and Career Services

Academic & Career Services assists current and prospective students in a variety of ways:

- Advises deciding students (those without a major)
- Provides the Early Warning Referral system that allows faculty to notify students of poor academic performance
- Maintains the Partners Achieving Student Success (pass) program which allows students and parents or guardians to partner for academic success
- Students who want to change or declare their major, minor, or endorsement or change their advisor need to contact this office
- Guides students in determining goals, selecting a major, interest assessment, and identifying resources
- Helps students to solidify their choices and utilize resources for academic success
- Assists with career plans, resumé development, internship possibilities, development of interviewing skills
- Provides assistance for job searches and sponsors Career and Internship fairs, workshops and class presentations

All students at UNK are assigned an advisor to assist them throughout their academic careers. Academic advisors provide students with assistance for class selection and scheduling, information about careers and/or graduate school, and help students find UNK resources needed to succeed. All students are required to see their advisor before they can register each semester. Students are strongly encouraged to consult with their advisor any time there are questions or concerns. We are unable to provide confidential academic

information to anyone other than the student unless the student chooses to participate in the PASS program and returns a signed release form to Academic & Career Services.

Academic Requirements

All students should maintain a 2.0 cumulative GPA for classes 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. The 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 require a grade of at least a "C" for courses in their majors.

Students entering any teaching program of study within the College of Education must be accepted for Teacher Education. A minimum GPA of 2.5 is required before admission to Teacher Education may be granted. To be graduated 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 Progress Policy

The Financial Aid Satisfactory Academic Progress Policy at UNK applies to all students who are either presently receiving financial aid or hope to in the future. Federal regulations mandate that UNK have this policy. It is also established to encourage students to meet and maintain the University's minimum academic standard and to make progress toward a degree.

Satisfactory Academic Progress is measured quantitatively by looking at attempted hours versus earned hours and qualitatively by looking at the student's cumulative GPA. In addition, students are eligible to receive aid for only 187 credit hours. For the most up-to-date policy go to: http://www.unk.edu/financial_aid/.

Student Support Services (SSS)

Student Support Services, a federally-funded TRIO program, offers comprehensive, individualized academic support for students who meet one or more of the following eligibility criteria:

- Are first generation—neither parent nor guardian has earned a four-year degree
- Are income eligible—based on income levels and a completed Free Application for Student Aid (fafsa)
- Have a documented disability

Fall and spring SSS-sponsored activities include:

- Peer mentoring
- Cultural events and student leadership opportunities
- Supplemental advising and performance monitoring
- One-on-one success coaching; major and career explorations
- Three-credit college transition class
- Financial literacy programming, scholarship and financial aid information
- Networking to other campus offices

To apply, visit the www.unk.edu/offices/sss for an application or contact the office at 308-865-8988 in MSAB 172.

Disability Services (DS)

Disability Services assists students who have a documented disability with arranging accommodations both in and out of the classroom. It is vital that students register and begin the process for receiving accommodations before classes begin. For registration and/or all inquiries, contact David Brandt,

Assistant Director, at brandtdl@unk.edu, 308-865-8798 or 308-865-8214, MSAB 175 or 163.

University Foundations (UF) Class

University Foundations (UF) Class is a three-credit, graded, transition class strongly recommended for first year and transfer students. Credits earned may be counted as electives toward graduation. Course topics include:

- Studying at a college level
- Language skills and test taking
- Managing time effectively
- Exploring majors and careers
- Getting involved in campus life
- Financial literacy

Study Skills Classes

Study Skills Classes are one-credit, online classes (LNSK 075) open to all students seeking to develop specific skill sets. The classes are five weeks, graded credit/no credit, and completed through Blackboard which apply toward full-time enrollment but do not count toward graduation. Classes develop skills in the following areas:

- Study skills
- Time management
- Listening and note taking
- Test anxiety
- Reading improvement
- Critical thinking

Computer Lab

The Computer Lab is located in MSAB 163. This office is home to over a dozen computers with internet access and is open year-round, Monday through Friday, 8:00 am to 5:00 pm. On-site staff provide coaching and coordinate testing for students with accommodations.

The Supplemental Instruction (SI)

The Supplemental Instruction is a program that organizes group review sessions throughout the semester for students who want to improve their understanding of course material. The SI leader attends class with students and then leads review sessions outside of class.

Learning Commons (LC)

The Learning Commons (LC) is a new initiative that comprises **Tutoring and the Writing Center**. It is home to all one-on-one, face-to-face, online, and small group tutoring for the following subject areas: math, science, business, modern languages, writing, and other subjects as needed.

Approximately 35 qualified tutors—who are themselves undergraduate and graduate students—assist with homework, papers, speeches, take home exams, and other projects (e.g., undergraduate research, application essays). Students should stop by the LC on the top floor of C. T. Ryan Library, visit the LC's homepage, or call 308-865-8905 for tutor availability.

Counseling Care

Counseling Care is located in MSAB 144, and is an on-campus counseling center that offers confidential personal counseling for UNK students. Students are given an opportunity to discuss thoughts, feelings, and concerns with professional, licensed counselors in a non-threatening environment. Licensed personnel are available for drug and alcohol abuse concerns. **For Crisis Care, there is a 24-hour on-call counselor available by calling 308-865-8248.**

Health Care

Health Care is located in MSAB 184, and is an on-campus walk in medical clinic for students. Health Care's registered nurses assess all students and schedule appointments with a nurse practitioner or physician as needed. The number for Health Care Clinic is 308-865-8218.

Health Care contracts with physicians from a local primary care clinic for more complex procedures, laboratory and radiology services. Students evaluated at Health Care and referred to this off-site medical clinic with a referral memo will not be charged for the office visit.

All students must have a completed Pre-Enrollment Health Requirement Form on file. **Failure to return the completed form and required photocopies of immunization records will result in the student's inability to register for classes.**

All UNK students are encouraged to have health and accident insurance coverage. International students are required to have health insurance and will be responsible for the cost of the insurance plan. A health insurance plan is available to all students enrolled at UNK – contact Health Care for more information. **UNK Health Care may not be a PPO Provider for your insurance company.**

Peer Health Education

Peer Health Education is located in MSAB 170. Campus health education is coordinated and delivered by a health educator and certified peer health educators. Its areas of focus are alcohol, body image, sexual health and tobacco. Contact Peer Health Education at 308-865-8279.

Women's Center

The Women's Center is located in MSAB 158. The Women's Center's mission is to foster a campus community in which women and men live and work together in a mutually respectful environment. The Center provides a safe space for students to meet, study, and access resources designed to empower full and healthy lives. Contact the Women's Center at 308-865-8279.

Finance Office

The Finance Office is responsible for processing all financial transactions involving university income and expenditures. This includes the distribution of Financial Aid checks and the receiving of all payments on student accounts.

Pro-rated refunds will be made for any student withdrawing from school. If a student is eligible for a refund, the funds will be available by direct deposit or check. The student may contact the Finance Office to verify that the check has arrived and is available for pick up. The refund schedule for full semester on-campus classes is as follows:

Withdrawal Date	Tuition Refund
First week of semester.....	100%
During the second week.....	75%
During the third week.....	50%
During the fourth week.....	25%
After the fourth week.....	No Refund

The Finance Office cannot release student information without prior consent from the student.

All tuition and fee payments are due to the Finance Office. The Finance Office can also assist your student with estimating the bill, balance due, or figuring a refund amount, if applicable. Other questions regarding billing should be directed by your student to the Finance Office.

Financial Aid

The Office of Financial Aid administers federal, state, and institutional financial aid programs. This includes scholarships (based on merit), grants, student and parent loans, and work study (based on need).

In order to receive financial aid at UNK, students must complete the Free Application for Federal Student Aid (fasfa). This application is an annual process and can be completed online at www.fafsa.ed.gov or students can submit a paper FAFSA to the Office of Financial Aid any time after January 1st. Financial aid awarding begins in mid-March and students are notified via UNK e-mail that their award is ready to be viewed and accepted on MyBLUE (this is our online access system

for our students). All 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.

As long as students have fulfilled at least a semester of classes at UNK, they 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.

Important Financial Aid Notes:

- If your student has already applied for and been awarded financial aid (grants, loans, scholarships) these funds will directly apply to their student account.
- Awarded money will go first to pay your student's tuition, fees, and room and board (as applicable).
- If there is a credit balance on your student's account, your student can pick up a refund check in the Finance Office in Founders Hall or arrange to have the credit balance directly deposited into their personal savings or checking account. Direct deposit arrangements may be set up on MyBLUE or by contacting the Finance Office.
- Part-time student employment opportunities are posted in the Office of Financial Aid, and online at www.unk.edu/financialaid under "Student Employment Services."
- College is an expensive purchase. Talk to your student about money management before they leave home.
- Encourage your student to check their UNK e-mail as this is the most frequent way in which we communicate with our students.

Intramural Sports

Students can enhance their university experience by taking advantage of the intramural sports opportunities. A variety of recreational activities are offered through Intramural Sports, such as: basketball, flag football, soccer, racquetball, softball, tennis, volleyball, golf, disc golf, broomball, dodgeball, badminton, wrestling, and trap shooting. Champions receive the coveted Intramural Championship t-shirt.

Student Life Offices

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 Life provides programs, services, facilities and conveniences designed to meet the individual and collective needs of the University of Nebraska at Kearney. Services and programs are intentionally planned to foster out-of-class learning, leadership and social interaction for UNK students and the university community.

Nebraskan Student Union

The Nebraskan Student Union strives to broaden the academic experience of students by providing educational and co-curricular experiences outside the classroom with speakers, performing artists, and cultural programs. By creating meaningful experiences for students that support their academic endeavors and enrich the quality of campus life, the Nebraskan contributes to the excellence of the University.

The Nebraskan Student Union includes a Welcome Desk, Convenient E-mail Stations, Campus Cuts Hair Salon, Antelope Bookstore, The Living Room Coffee Shop, First Floor Food Court, Posters and More, Director's Office, UNK ID Card Office, Loper Express Convenience Store, Fitness Center, Wells Fargo ATM, Loper Dollar Deposit Station, and third story meeting suites overlooking Cope Stadium and Foster Field.

Greek Life

About 11% of the student population is involved in a fraternity or sorority at UNK. These organizations recruit new members during the fall and spring semesters. The Greek Affairs Office, within the Department of Student Life, is ready to answer any questions from student or parents regarding Greek Life at UNK. You can contact Erin Christensen, Assistant Director for Greek Affairs, at 308.865.8523, or christenseef@unk.edu.

UNK Dining Services

Student meal plans for on-campus students are purchased as part of the housing contract; off-campus students may purchase meal plans at the Finance Office in Founders Hall or online at the UNK Dining Services website. UNK offers these meal plans –a 21 meal, 7-days per week plan with 80 points per semester, a 15 meal, 7-days per week plan with 80 points per semester, and a 10 meal, 7-days per week plan with 80 points per semester. **The 10 meal plan is available for Junior or Senior standing as defined by the Registrar's Office.**

Additionally, UNK offers the Convenience Meal Plan

to faculty, staff, and all commuter students. This plan is 30 meals and \$100 in dining points and is purchased per semester online at www.dineoncampus.com/UNKearney or at the UNK Dining Services office. Points may be used like cash at any dining service facility on campus.

Multicultural Affairs

Located in the Nebraskan Student Union Multicultural Center, the Office of Multicultural Affairs administers programs and services that foster and develop a supportive environment for students of American Ethnic heritage. The office promotes a multicultural climate conducive to the educational achievement of all students, provides leadership opportunities and scholarship information and encourages a global perspective of learning for the UNK population.

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

Police and Parking Services

Police and Parking Services partners with students, faculty, staff, and visitors to provide a safe, protected and orderly environment. Officers are trained through the Nebraska Law Enforcement Training Center and are commissioned as State Deputy Sheriffs giving them full arrest powers.

- Officers enforce federal, state and local laws along with all University policy.
- Investigate all criminal incidents on campus.
- Provide security.
- Teach crime prevention classes on a variety of subjects to include personal safety, property theft and drug and alcohol awareness.
- Offer the SAFE WALK program, which escorts individuals from one location on campus to another location on campus.
- Locate members of the community in emergency situations.
- Parking permits may be purchased starting the last two weeks of the spring semester.
- **Free** visitor permits are available at Police & Parking Services, the Administration Office in Founders Hall, or at the front desk of each residence hall. Vehicles without a permit will be ticketed and charges will be assessed to the students account.
- Lost & Found for the campus is located in this office.

Residence Life

“Res Life” assigns student housing, maintains the physical aspects of the housing facilities, and coordinates a range of educational, cultural, recreational, and social programs.

- All full-time freshmen under the age of 19 on the first class day of fall semester are required by UNK to live on campus their entire freshman year.
- All students living on campus are also required to participate in the food service provided with their housing contracts, which are for the full academic year.
- All rooms include basic furnishings, local phone service, cable television, and high speed internet access through the UNK network.
- All UNK residence halls are alcohol and smoke free.
- All halls feature computer labs with access to the UNK network.
- Each housing facility is supervised by a live-in Hall/Complex Director and is staffed by live-in Resident Assistants on each floor.
- All residence facilities feature laundry, lounges, study and recreational areas.

Hall Front Desk/Greek Lounge Telephone #'s

Antelope	308-865-4819
CTE	308-865-4823
Conrad	308-865-4828
Mantor	308-865-4832
Martin	308-865-4835
Mens	308-865-4836
Nester (North Wing)	308-865-4842
Nester (South Wing)	308-865-4831
Randall	308-865-4837
University Heights	308-865-4811
URN Gamma Phi Beta	308-865-4814
URN Pi Kappa Alpha	308-865-4815
URN Sigma Phi Epsilon	308-865-4816
URS Alpha Omicron Pi	308-865-4818
URS Alpha Phi	308-865-4819
URS Delta Tau Delta	308-865-4821

Hall Addresses

Hall	Address	Zip code
Antelope1013 W 26 th ,	-4297
Conrad2615 11 th Ave,	-4221
CTE 1002 West 29 th ,	-3372
Mantor1203 West 26 th ,	-4230
Martin 904 West 27 th ,	-4231

Mens 1103 West 26 th ,	-4233
Nester (North)905 West 26 th ,	-4296
Nester (South)904 West 26 th ,	-4295
Randall1207 West 26 th ,	-4229
University Heights	...1701 West 35 th	
URN1601 University Drive,	-4258
URS1700 University Drive,	-4255

Please use the following format when sending mail to your UNK student:

Name of Student
Name of Residence Hall – Room Number
Street Address
Kearney, NE 68845-XXXX

Student Records & Registration

The Office of Records & Registration is responsible for a variety of academic records for the institution. The student’s permanent academic record (transcript) is housed in this office. Students may view their transcripts and academic files upon request.

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). **Parents and Guardians of students have no inherent rights to view education records and must obtain written authorization from the student in order to be granted access to non-directory information.** Questions regarding FERPA or UNK policies related to the release of education records should be directed to the Registrar.

Important Drop/Add/Withdraw Information:

Students may adjust their schedules using MyBlue during the first week open drop/add period (fall & spring semesters), without penalty.

After the first week, students must have written permission from the instructor to add a class. Beginning the third week of the semester, students adding a class must have written permission from the instructor, department chair and dean of the college for each class they plan to enroll. Students cannot add full semester classes after the fourth week of the term. All written permissions should be taken to the Registrar’s Office where the classes will be added to the student’s schedule.

Students may drop classes using MyBlue through the end of the 9th week of the semester or the mid-point of the class. No instructor permission is needed to drop a class.

Other functions of this office include: processing final grades for each term, evaluating transfer transcripts, completing General Studies evaluations, verifying enrollment status for student loan deferments, processing name & address changes, preparing degree audits, reviewing student files for graduation, publishing official class schedules, and conducting registration.

Tips for Parents Regarding Student Success

For most new college students the initial celebration of “getting to make all the decisions” eventually falls into “having to make all the decisions” frustration. Students contact parents for advice, encouragement, and support. Past students and Student Affairs staff advise that the occasional call, visit, note, some questions, and trust from parents really help students succeed, persist, and graduate. Students change during the college experience but you and your opinions still impact them a great deal. Remember that simply asking about homesickness may encourage homesickness. You can find additional information and parenting tips at www.unk.edu.

Start the Transition Before They Leave Home

- Teach self-sufficiency skills like doing laundry.
- Discuss your expectations for their grades.
- Talk about how you will handle medical and information privacy laws. Review the information under Counseling & Health Care section regarding exactly what medical costs are covered by the student fees and costs your student will have to pay. Remind your student to keep any receipts for extra services for insurance purposes.
- Work together to develop a plan for money management.
- Discuss credit cards, checking accounts, ATMs, etc.
- Talk about telephone/cell charges and who will pay them.
- Review the Student Handbook with your student.
- Make plans for an emergency or what the student should do if campus is closed. Be sure to sign-up for UNK Alert via MyBlue.
- Talk about college being an experience where students learn to become independent decision makers and self advocates.

Classes That Help With the Transition to College

- » University Foundations 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.
Website: www.unk.edu/offices/sss

Student Code of Conduct

The Student Code of Conduct is available in the back of this Student Handbook which is given to all students. Parents should know that students will be held accountable for their actions under the Student Code of Conduct.