

Parent's Handbook 2009-10

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: 1-308-865-8441.

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Refer to the "Student" section of this handbook for the UNK Telephone Directory and 2009-10 Campus Calendar beginning on Page 9.

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Emergencies

Dial

Emergency	911
Non-Emergency	
- Police & Parking Services	
- from on-campus	8517
- from off-campus	308-865-8517
- After 5:00 p.m., weekends and holidays call	308-627-4811
Student Absence	
- Illness call Health Care	308-865-8218
- Family Emergency, Death, Military call Dean of Student Life	308-865-8528

See "Whom To See About What" Section on page 12 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 WebEASI Registration System anytime after meeting with their assigned academic advisor by going to the UNK home page on the internet and clicking on WebEASI. Refer to the Schedule of Classes for dates/times of WebEASI 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 WebEASI 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 a complete withdrawal.

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

All classes must be dropped 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

Tuition billing statements will be mailed to students at their local address (unless otherwise instructed by having the student contact the Finance Office) on Sept. 2. The first half of payments are due Sept. 16 and the second half is due Oct. 14 for Fall term. Spring 2010 billings will be mailed Jan. 21st. The first half of payments are due Feb. 4 and the second half of tuition is due March 3.

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 Life Office, 8528; Vacation- instructor(s); University Sponsored Field trip- faculty sponsor and instructor(s); Athletic trip- instructor(s); Military related- Student Life, 8528

Academic Support:

Academic Success, 8214; Student Support Services, 8988; Writing Center, 8728

Address Changes

Office of Records & Registration, 8527

Admissions Immunization Requirements

Counseling & Health Care, 8218

Advising (Academic)

Department of interested major; Academic Advising, 8932

Advisor/Major Changes

Academic Advising, 8932

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 Life, 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

Residential & Greek Life, 8519

Free Application for Federal Student Aid (FAFSA)

Financial Aid, 8520

Health Care/Insurance

Counseling & Health Care, 8218

Honors Program

Honors Program Office, 8497

Housing

Residential & Greek Life, 8519

Immunization Requirements

Counseling & Health Care, 8218

International Admissions & I-20 Forms

International Education, Ockinga Ctr., 8157

Lost and Found

Public Safety, 8517

Major/Advisor Changes

Academic Advising, 8932

Minority Student Affairs/Multicultural Programs and Services

Office of Multicultural Affairs, 8127

Parking Information

Police & Parking Services, 8517

Parking Permits

Police & Parking Services, 8367 (must bring vehicle registration along)

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 6-7:00 a.m.; for night classes by 3:00 p.m. Refer to all Kearney radio stations, NTV channel 13, or call Hub Info Line 308-234-4636 and select 4865

Sexual Harassment

Student Life – Dean of Students, 8528

Tutoring

Academic Success, Learning Strategies, 8214

Veterans Information

Financial Aid, 8649

Withdrawal from Classes

Office of Records & Registration, 8527

Academic Advising

Academic Advising 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 (P.A.S.S.) 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

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 finding UNK resources needed to succeed.

All students are required to see their advisors 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 Advising.

Academic Progress Requirements

All students should maintain a 2.0 cumulative GPA. If

a student's cumulative GPA falls below the following limits, he/she will be placed on academic probation:

Credits Attempted	Minimum Cumulative GPA
0-16	1.00
17-32	1.50
33-48	1.65
49-64	1.80
65-80	1.90
81& Above	2.00

- Students who do unsatisfactory coursework (probation) for two consecutive semesters are suspended for one academic year.
- Graduation is dependent upon a minimum GPA of 2.0, utilizing grades earned in all University of Nebraska system courses taken while pursuing an undergraduate degree.
- During the spring and fall semesters, the **Dean's List** honors undergraduate students (with a 3.5 or better semester GPA who have completed at least 12 credit hours) for their academic achievements. Courses taken on a credit/no credit basis are not included among the necessary 12 credit hours.

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/offices/financial_aid/.

Academic Success

Students can take advantage of a computer lab, University Foundation classes, learning skills classes, tutoring, and one-on-one consultations for academic success strategies by contacting Academic Success

(MSAB 163, 865-8214 during the academic year) or go to www.unk.edu/cas.

Transition, Tutoring and Study Skills: Support for UNK students through a variety of services and instruction for academic enhancement including:

- Tutoring focused on helping students with introductory classes and networking assistance for upper level classes.
- University Foundation classes (recommended for freshmen and transfer students) designed to improve student performance, persistence, and managing the transition from high school to college.
- Study skills classes for students who wish to improve their learning techniques and study strategies.
- Workshops and classroom presentations on various aspects of effective study.
- Make-Up exam proctoring for faculty and testing accommodations.

Student Support Services: (SSS) is a federally funded TRIO program that works with eligible students towards persistence, academic performance and graduation. SSS offers a long-term academic support relationship for those students who want a custom-designed package of services.

Services for individual students may include:

- Peer, faculty, and professional staff mentoring
- Intense academic transition support for freshmen
- Supplemental Instruction (SI) in selected classes for out-of-class peer-assisted formalized study groups where students talk about the information from their classes, compare notes, discuss readings, develop study skills, and predict test items.
- Monitoring grades and enrollment
- Networking to other UNK services
- Information for Financial Aid assistance and links to scholarships
- One-on-one success planning
- Primary advising for Deciding students
- Supplemental advising for students who have declared majors
- Connections and coaching for students with disabilities in working with faculty, staff, students, and services.

Eligible students are first generation (neither parent has completed a four-year college degree), students with low income, students with disabilities, and

students with a combination of these criteria.

Applications for the program are available at the SSS office, on the SSS website: www.unk.edu/sss, or at new student enrollment.

Services for Students with Disabilities: Make an appointment at Academic Success to learn about accommodations and services at UNK. Students must register, provide appropriate documentation, work with Academic Success to develop an official accommodations letter, and will receive coaching and support for self-advocacy. Call 865-8214 or go to www.unk.edu/offices/disability/ for registration and other information.

Career Services

New students should schedule an appointment with a career advisor during their first year at UNK to assess career interests, personality, and work values. Later stages involve developing new skills, exploring career opportunities by participating in internships, career fairs, volunteer opportunities, and attending a full range of career workshops. Students should register early to take advantage of employment referral and interviews. Call 865-8501 or go to <http://careers.unk.edu> for further information.

Counseling & Health Care (CHC)

UNK's Counseling & Health Care's (CHC) mission is to educate, support, and empower optimum physical and mental wellness among the diverse student community in support of academic excellence.

On-campus counseling and health care is available for students who have paid the semester health fee.

Counseling Care:

Phone: (308) 865-8248

MSAB 144

Counseling Care is an on-campus counseling 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. Licensed personnel are available for drug and alcohol abuse concerns. For Crisis Care, there is a 24-hour on-call counselor available by calling UNK Police at 308-627-4811.

Health Care:

Phone: (308) 865-8218 MSAB 184
Health Care 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. Students paying the CHC fee are not charged for offices visits in the Health Care clinic.

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 written 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:

Phone (308) 865-8092 MSAB 170
Campus health education is coordinated and delivered by a health educator and certified peer health educators. Its four areas of focus are alcohol, body image, sexual health and tobacco.

Women's Center:

Phone (308) 865-8279 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.

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; the student must complete a withdrawal form from the Registrar's Office. If a student is eligible for a refund, the check may be picked up at the Finance Office approximately two weeks after the drop/withdraw has been submitted to the Registrar's Office. A student may call the Finance Office to verify that the check has arrived. 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

Tuition payment billings are mailed directly to the student unless otherwise specified by 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 (FAFSA). 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 followed up by a postcard that their award is ready to be viewed and accepted on WebEASI (this is our

online access system for our students). All Campus-Based Aid (Federal Supplemental Education Opportunity Grant, Nebraska State 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 Annual & Endowed scholarship application online through WebEASI. 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.
- √ Part-time student employment opportunities are posted in the Office of Financial Aid.
- √ 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 one 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.

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, promote a multicultural climate conducive to the educational achievement of all students, provide leadership opportunities for students, scholarship information and encourage 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.

Nebraskan Student Union

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

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, 24-hour Computer Lab, Convenient E-mail Stations, Campus Cuts Hair Salon, Antelope Bookstore, Union Coffee Shop, Coyote Jacks, Bamboo Asian Cuisine, Taco Bell, Posters and More, Union Director's Office, ID Card Office, Loper Express Convenience Store, Fitness Center, automatic teller machine, Loper Dollar Deposit Station, office space for student organizations, and third story meeting suites overlooking Foster Field.

Chartwells Dining Service: 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. UNK offers two meal plans - a 21 meals 7-days per week plan with 100 points per year and a 15 meal 5-days per week plan with 160 points per year. Points may be used like cash at any dining service facility on campus. **Food Court** facilities on the main floor in the Nebraskan include: Coyote Jack's Grill, Taco Bell Express, Bamboo Asian Cuisine, Loper Express C-Store, and the Union Coffee Shop. The Commons Meal plans may be changed the first week of classes each semester at the Office of Residential & Greek Life. Chartwells is the University's contracted dining service provider, providing all-you-can-eat meals at the Commons in the Nebraskan and at the University Residence South and North locations through the basic meal plans. Contact the Chartwells Office in the Union for additional information or go to their website at: www.unk.edu/offices/chartwells and click on *Chartwells Dining Website* in the center of the page.

Police & Parking Services

Poice 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 during orientation or any time thereafter.
- **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.

Residential & Greek Life

“Res & Greek 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 nineteen 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 Director and is staffed by live-in Resident Advisors 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
CTW	(308) 865-4826
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
Stout	(308) 865-4838
University Heights	(308) 865-4811
URN Chi Omega	(308) 865-4813
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
Antelope	1013 W 26th,	-4297
Conrad	2615 11 th Ave,	-4221
CTE	1002 West 29 th ,	-3372
CTW	1014 West 29 th ,	-3373
Mantor	1203 West 26 th ,	-4230
Martin	904 West 27 th ,	-4231
Mens	1103 West 26th,	-4233
Nester (North)	905 West 26th,	-4296
Nester (South)	904 West 26th,	-4295
Randall	1207 West 26 th ,	-4229
Stout	1107 West 26 th ,	-4236
University Heights	1701 West 35th	
URN	1601 University Drive,	-4258
URS	1700 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 in this office.

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:

- After the first week of the term, students initiate changes to their class schedules at the Office of Records & Registration.
- Drop/Add forms must be signed by the instructor and returned to the Office of Records & Registration to complete the transaction.
- Students wishing to completely withdraw from the University after the first week of the session/semester initiate the process at the Office of Records & Registration.

Other functions of this office include: processing final grades for each term, updating student accumulative average information, evaluating transfer transcripts, processing withdrawals, 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 Life 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 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.
- 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.