

## Detailed Registration Instructions

1. Enter the following URL: <https://myblue.unk.edu> OR click on the MyBLUE link found on the UNK home page: [www.unk.edu](http://www.unk.edu).
2. Enter your NUID and password to log in. For assistance with the NUID and/or Password, contact UNK IT Help Desk at 308-865-8363.

The screenshot shows the MyBLUE login interface. The 'Login' section includes a 'NUID' input field and a 'Password' input field. A yellow arrow points to the NUID field with a callout box stating: 'Your NUID is the 8-digit number that is assigned at the time of admission and can be found on the back of your UNK ID card if you have one.' Another yellow arrow points to the Password field with a callout box stating: 'Your password has been assigned. If you have misplaced or forgotten your password, use the Login Help or call the IT Help Desk at 308-865-8363.' Below the password field is a checkbox for 'Enable Accessibility Mode' and a 'Log In' button. A link for 'Forgot Password' is also present. The page features a 'Related Links' sidebar on the left with icons for UNK Class Search, College Catalogs, Transfer Student Info, Transcript Request Info, Registration Appt Times, Final Exam Schedule, and Academic Calendar. The main content area is divided into 'Academic Policies' and 'Class Offerings'. The 'Academic Policies' list includes items like Academic Advising, Academic Calendar, Attendance Policy, Auditing a Course, Building Codes, Change of Class Schedule (Drop/Add), Class Loads, Class Schedule Codes, Credit Hours- Maximum per Term, Credit/No Credit Grade Option, Dropping a Class, Early Registration, Fee Payment Procedure, Fees/Tuition- Undergraduate, Fees/Tuition - Graduate, Finals Week Schedule, Financial Information, General Registration, General Studies - Class Listing, Grades, Graduation Requirements, Incomplete Grades, Inter Campus Registration, Late Payment Surcharge, Late Registration Fee, Police and Parking Services, Prerequisite Listing, and Readmission of Former Students. The 'Class Offerings' list includes Accounting, Art, Biology, Business Administration & Education, Chemistry, Chinese, Communication Disorders, Computer Science & Information Technology, Counseling & School Psychology, Criminal Justice, Dance, Economics, Educational Administration, English, Ethnic Studies, Family Studies & Interior Design, Finance, French, Geography, German, Health Science, History, Industrial Technology, International Studies, Japanese, Journalism / Mass Communication, Learning Skills, Management, Management Information Systems, Marketing, Mathematics, Military Science, Modern Language, and Music.

**MyBLUE**

Login

NUID

Password

☐ Enable Accessibility Mode

Log In

[Forgot Password](#)

**Related Links**

- UNK Class Search
- College Catalogs
- Transfer Student Info
- Transcript Request Info
- Registration Appt Times
- Final Exam Schedule
- Academic Calendar

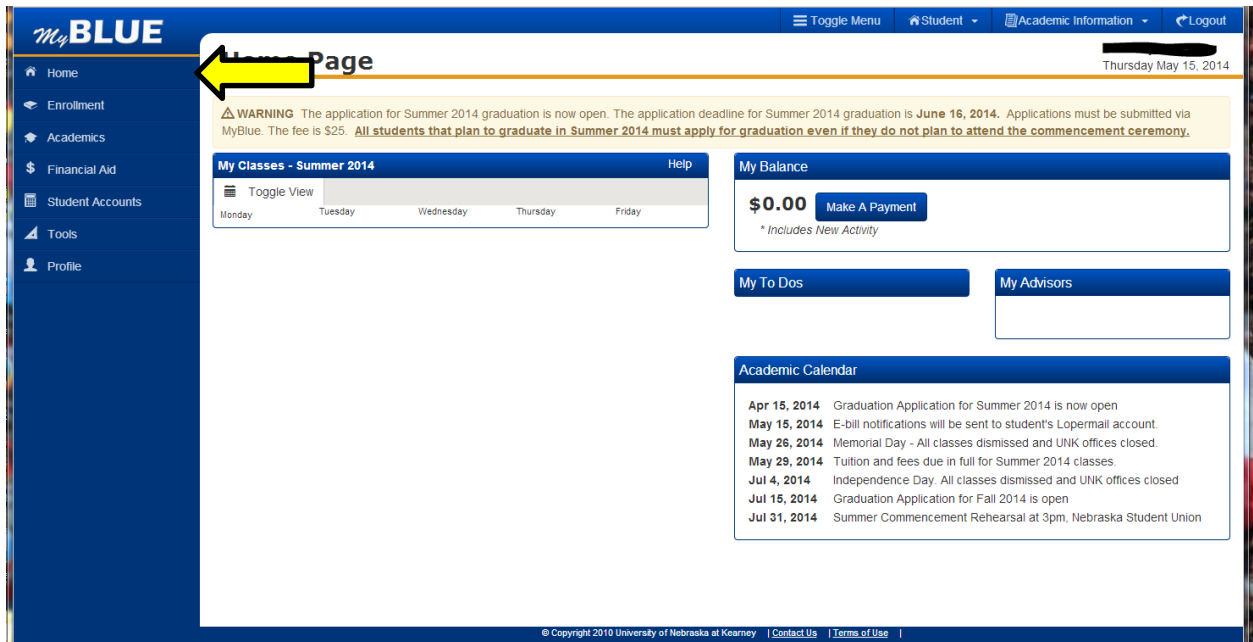
**Academic Policies**

- Academic Advising
- Academic Calendar
- Attendance Policy
- Auditing a Course
- Building Codes
- Change of Class Schedule (Drop/Add)
- Class Loads
- Class Schedule Codes
- Credit Hours- Maximum per Term
- Credit/No Credit Grade Option
- Dropping a Class
- Early Registration
- Fee Payment Procedure
- Fees/Tuition- Undergraduate
- Fees/Tuition - Graduate
- Finals Week Schedule
- Financial Information
- General Registration
- General Studies - Class Listing
- Grades
- Graduation Requirements
- Incomplete Grades
- Inter Campus Registration
- Late Payment Surcharge
- Late Registration Fee
- Police and Parking Services
- Prerequisite Listing
- Readmission of Former Students

**Class Offerings**

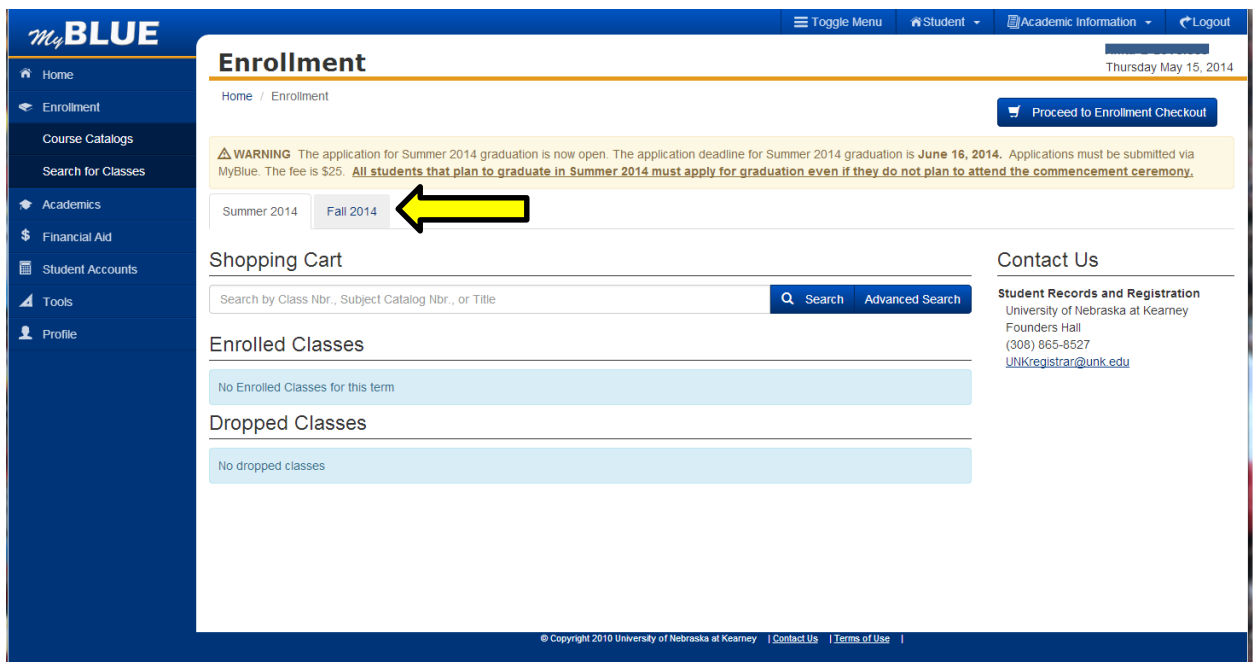
- Accounting
- Art
- Biology
- Business Administration & Education
- Chemistry
- Chinese
- Communication Disorders
- Computer Science & Information Technology
- Counseling & School Psychology
- Criminal Justice
- Dance
- Economics
- Educational Administration
- English
- Ethnic Studies
- Family Studies & Interior Design
- Finance
- French
- Geography
- German
- Health Science
- History
- Industrial Technology
- International Studies
- Japanese
- Journalism / Mass Communication
- Learning Skills
- Management
- Management Information Systems
- Marketing
- Mathematics
- Military Science
- Modern Language
- Music

### 3. Select "Enrollment".



The screenshot shows the MyBLUE Home Page. A yellow arrow points to the 'Enrollment' link in the left sidebar. The page header includes the MyBLUE logo, a 'Toggle Menu' button, a 'Student' dropdown, an 'Academic Information' dropdown, and a 'Logout' button. The date 'Thursday May 15, 2014' is displayed in the top right. A warning banner at the top states: 'WARNING The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is June 16, 2014. Applications must be submitted via MyBlue. The fee is \$25. All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.' The main content area is divided into several sections: 'My Classes - Summer 2014' with a 'Toggle View' button and a table showing days of the week; 'My Balance' showing '\$0.00' and a 'Make A Payment' button; 'My To Dos' and 'My Advisors' buttons; and an 'Academic Calendar' section listing dates and events from April to July 2014. The footer contains copyright information for the University of Nebraska at Kearney and links to 'Contact Us' and 'Terms of Use'.

### 4. Select the term.



The screenshot shows the MyBLUE Enrollment page. A yellow arrow points to the 'Fall 2014' term selection button. The page header includes the MyBLUE logo, a 'Toggle Menu' button, a 'Student' dropdown, an 'Academic Information' dropdown, and a 'Logout' button. The date 'Thursday May 15, 2014' is displayed in the top right. A warning banner at the top states: 'WARNING The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is June 16, 2014. Applications must be submitted via MyBlue. The fee is \$25. All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.' The main content area is divided into several sections: 'Enrollment' with a 'Proceed to Enrollment Checkout' button; 'Summer 2014' and 'Fall 2014' term selection buttons; 'Shopping Cart' with a search bar and 'Search' and 'Advanced Search' buttons; 'Enrolled Classes' showing 'No Enrolled Classes for this term'; 'Dropped Classes' showing 'No dropped classes'; and 'Contact Us' with 'Student Records and Registration' information for the University of Nebraska at Kearney, including a phone number and email address. The footer contains copyright information for the University of Nebraska at Kearney and links to 'Contact Us' and 'Terms of Use'.

5. In the search box under Shopping Cart, search for class(es) by entering the class number (ex: 11741) , subject and catalog number (ex ART 118), department (Ex: ART) or class title ( Ex: Color and Design). Select desired class from the drop-down menu.

The screenshot shows the MyBLUE Enrollment page. The left sidebar contains navigation links: Home, Enrollment, Course Catalogs, Search for Classes, Academics, Financial Aid, Student Accounts, Tools, and Profile. The main content area is titled "Enrollment" and includes a "Proceed to Enrollment Checkout" button. A warning banner states: "WARNING The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is June 16, 2014. Applications must be submitted via MyBlue. The fee is \$25. All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony." Below the warning, there are tabs for "Summer 2014" and "Fall 2014". The "Shopping Cart" section features a search box with the text "Art" entered. A dropdown menu is open, displaying a list of art classes. Two yellow arrows point to the search box and the dropdown menu. The "Contact Us" section on the right provides contact information for the University of Nebraska at Kearney.

Class Nbr	Class Title
ART-100	Art Structure
ART-102	Drawing I
ART-118	Color and Design
ART-120	Art Appreciation
ART-188	GS Portal
ART-214	Painting I
ART-216	Water Based Media
ART-221	Art Hist Survey I
ART-230	Ceramics I
ART-235A	Printmaking I-Intaglio/Relief
ART-244	Glass I
ART-246	Sculpture I
ART-304	Computer Animation I
ART-305	Computers and Design
ART-305H	Computers and Design

6. Select desired section of the class by clicking on the particular class section. This will place the class in the Shopping Cart.

The screenshot shows the MyBLUE Enrollment page with a "Select Class Section" dialog box open. The dialog box displays a list of class sections for "ART 118: Color and Design". The background page shows the "Enrollment" section with a "Proceed to Enrollment Checkout" button. The "Shopping Cart" section is visible, showing "No Enrolled Classes for this semester" and "No dropped classes". The "Contact Us" section on the right provides contact information for the University of Nebraska at Kearney.

Class Nbr	Section	Status
11741	Section 01	Status: Open
11340	Section 02	Status: Open
11341	Section 03	Status: Open
11342		Status: Open

7. Continue searching for classes OR click “Proceed to Enrollment Checkout” to complete registration.

**MyBLUE** Toggle Menu Student Academic Information Logout Thursday May 15, 2014

Home / Enrollment

**Enrollment**

**WARNING** The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is **June 16, 2014**. Applications must be submitted via MyBlue. The fee is \$25. All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.

Summer 2014 Fall 2014

**Shopping Cart**

Shopping Cart - Fall 2014 Help

Regular Academic Session Aug 25-Dec18

Course	Title	Day	Time	Location	Credits	Instructor
ART-118-01	Color and Design	MW	10:10AM - 12:05PM	FAB 302	3	John Fronczak
BIOL-188-01	Extreme Biology	MWF	08:00AM - 08:50AM	COPH 253	3	Richard Simonson

Search by Class Nbr., Subject Catalog Nbr., or Title Search Advanced Search

**Enrolled Classes**

No Enrolled Classes for this term

**Dropped Classes**

No dropped classes

**Contact Us**

**Student Records and Registration**  
University of Nebraska at Kearney  
Founders Hall  
(308) 865-8527  
[UNKRegistrar@unk.edu](mailto:UNKRegistrar@unk.edu)

8. Confirm the class information carefully. To register, check the boxes next to the desired class title(s) and click “Enroll Selected”.

**MyBLUE** Toggle Menu Student Academic Information Logout Thursday May 15, 2014

Home / Enrollment / Enrollment Checkout

**Enrollment Checkout**

Shopping Cart Classes - Fall 2014

BIOL-188: GS Portal Open

Class Nbr.	Section	Class Type	Career	Days	Time	Location	Instructor
10868	01	LEC	UGRD	MWF	08:00AM - 08:50AM	COPH 253	Richard Simonson

ART-118: Color and Design Open

Class Nbr.	Section	Class Type	Career	Days	Time	Location	Instructor
11741	01	LEC	UGRD	MW	10:10AM - 12:05PM	FAB 302	John Fronczak

Return to Enrollment Validate Selected **Enroll Selected**

9. Read this statement carefully. By clicking “I Understand” you acknowledge that you understand and accept the terms and conditions.

The screenshot shows the MyBLUE Enrollment Checkout page. The left sidebar contains navigation links: Home, Enrollment, Course Catalogs, Search for Classes, Academics, Financial Aid, Student Accounts, Tools, and Profile. The main content area is titled "Enrollment Checkout" and includes a breadcrumb trail: Home / Enrollment / Enrollment Checkout. Below the title is the instruction "Read the Statement Below Carefully". A statement is displayed, explaining that by submitting course registrations via MyBLUE, the user is considered officially enrolled and is accountable for all tuition and related fees. The statement also mentions that failure to attend class meetings does not constitute withdrawal and does not eliminate the obligation to pay all tuition and related fees. At the bottom of the statement, there are two buttons: "Cancel" and "I Understand". A yellow arrow points to the "I Understand" button. The footer of the page includes copyright information for the University of Nebraska at Kearney and links to Contact Us and Terms of Use.

10. Enrollment Results page will show either that the class(es) selected have been added or not added to your schedule and the reason any enrollment failure. If you click “Finish” you will return to your Enrollment page.

The screenshot shows the MyBLUE Enrollment Results page. The left sidebar is identical to the previous screenshot. The main content area is titled "Enrollment Results" and includes a breadcrumb trail: Home / Enrollment / Enrollment Results. A success message is displayed: "Success 10710: HSCI-140 (LEC)" with a green checkmark icon, followed by the text "This class has been added to your schedule." Below the message is a button labeled "Finished". A yellow arrow points to the success message. The footer of the page includes copyright information for the University of Nebraska at Kearney and links to Contact Us and Terms of Use.

Following are examples of classes that were not added:

The screenshot shows the 'Enrollment Checkout' page in the MyBLUE system. The left sidebar contains navigation links: Home, Enrollment, Academics, Financial Aid, Student Accounts, Tools, and Profile. The main content area is titled 'Enrollment Results' and shows two failed enrollment attempts, each marked with a red circle and a yellow arrow pointing to it:

- Failure 10868: BIOL-188 (LEC)**  
Unable to add this class - requisites have not been met. First Year Freshman standing or Sophomore standing only
- Failure 11741: ART-118 (LEC)**  
You cannot add this class due to a time conflict with class 10710. Select another class.

A 'Finished' button is located below the failure messages. The top right of the page shows the date 'Thursday May 15, 2014' and a 'Logout' link. The footer contains copyright information for the University of Nebraska at Kearney.

11. ALWAYS review your schedule after every registration process. Your enrolled classes will display on your Enrollment page.

The screenshot shows the 'Enrollment' page in the MyBLUE system. The left sidebar contains navigation links: Home, Enrollment, Course Catalogs, Search for Classes, Academics, Financial Aid, Student Accounts, Tools, and Profile. The main content area is titled 'Enrollment' and includes a 'Proceed to Enrollment Checkout' button. A warning message states: 'WARNING The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is June 16, 2014. Applications must be submitted via MyBlue. The fee is \$25. All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.' Below the warning, there are tabs for 'Summer 2014' and 'Fall 2014'. The 'Enrolled Classes' section is highlighted with a yellow arrow and shows a table of enrolled classes for the Fall 2014 semester. The table has columns for Course, Title, Day, Time, Location, Credits, and Instructor. The total credits for the semester are 15. The 'Dropped Classes' section shows 'No dropped classes'. The top right of the page shows the date 'Thursday May 15, 2014' and a 'Logout' link. The footer contains copyright information for the University of Nebraska at Kearney.

Course	Title	Day	Time	Location	Credits	Instructor
HSCI-140-01	Introduction to Public Health	MWF	11:15AM-12:05PM	BHS 104	3	Travis Bourret
PE-460-01	Gross Anatomy	T	09:30AM-10:45AM	TBA	3	Bryce Abbey
PE-460-03	Gross Anatomy	R	09:30AM-10:45AM	TBA	0	Bryce Abbey
PSY-376-01	Psychology & Criminal Behavior	MWF	10:10AM-11:00AM	COPH 335	3	Theresa Wadkins
PSY-407-01	Psychopathology	MWF	09:05AM-09:55AM	COPH 233	3	Krista Fritson
PSY-453-01	Developmental Psychology	TR	02:00PM-03:15PM	COPH 333	3	Robert Rycek

Your enrolled classes will also show on the “Home” Page.

**MyBLUE** Home Page Thursday May 15, 2014

**WARNING** The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is **June 16, 2014**. Applications must be submitted via MyBlue. The fee is \$25. **All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.**

**My Classes - Fall 2014**

Monday	Tuesday	Wednesday	Thursday	Friday
09:05A - 09:55A PSY - 407	09:30A - 10:45A PE - 460	09:05A - 09:55A PSY - 407	09:30A - 10:45A PE - 460	09:05A - 09:55A PSY - 407
10:16A - 11:00A PSY - 378		10:16A - 11:00A PSY - 378		10:16A - 11:00A PSY - 378
11:15A - 12:05P HSCI - 140		11:15A - 12:05P HSCI - 140		11:15A - 12:05P HSCI - 140
	02:00P - 03:15P PSY - 453		02:00P - 03:15P PSY - 453	

**My Balance**  
\$0.00 Make A Payment  
\* Includes New Activity

**My To Dos**

**My Advisors**  
**Robert Rycek**  
rycekr@unk.edu  
308/865-8237  
**Margaret Abels**  
abelsp@unk.edu  
308/865-8260

**Academic Calendar**  
**Apr 15, 2014** Graduation Application for Summer 2014 is now open  
**May 15, 2014** E-bill notifications will be sent to student's Lopermail account.  
**May 26, 2014** Memorial Day - All classes dismissed and UNK offices closed.  
**May 29, 2014** Tuition and fees due in full for Summer 2014 classes.  
**Jul 4, 2014** Independence Day. All classes dismissed and UNK offices closed  
**Jul 15, 2014** Graduation Application for Fall 2014 is open  
**Jul 31, 2014** Summer Commencement Rehearsal at 3pm, Nebraska Student Union

## 12. Dropping a course

All dropped courses are subject to the refund policy that can be found at:

[http://www.unk.edu/offices/student\\_accounts/](http://www.unk.edu/offices/student_accounts/)

From the Home Page, on the left-hand menu, select “Enrollment”. Choose the term, and your enrolled classes for that term will appear under “Enrolled Classes”.

Click on the drop-down menu arrow next to the course you want to drop. Select “Drop Class” from the drop-down menu.

**MyBLUE** Enrollment Thursday May 15, 2014

**WARNING** The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is **June 16, 2014**. Applications must be submitted via MyBlue. The fee is \$25. **All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.**

Summer 2014 Fall 2014

**Shopping Cart**  
Search by Class Nbr., Subject Catalog Nbr., or Title

**Enrolled Classes**

Course	Title	Day	Time	Location	Credits	Instructor
HSCI - 140 - 01	Introduction to Public Health	MWF	11:15AM - 12:05PM	BHS 104	3	Travis Bourret
PSY - 407 - 01	Psychology & Criminal Behavior	MWF	10:10AM - 11:00AM	COPH 335	3	Theresa Wadkins
PSY - 407 - 01	Psychopathology	MWF	09:05AM - 09:55AM	COPH 233	3	Krista Fritson
PSY - 453 - 01	Developmental Psychology	TR	02:00PM - 03:15PM	COPH 333	3	Robert Rycek

**Total Credits 15**

**Dropped Classes**  
No dropped classes

13. Read the statement in the popup box carefully. The amount of refund is shown in bold. Once you click “continue”, you have acknowledged that you understand and accept the terms and conditions and the course will be dropped at the refund percentage shown.

The screenshot shows the MyBLUE Enrollment page. A modal popup titled "Read Statement Carefully" is displayed in the center. The popup text reads: "You are requesting to drop a class. Doing so may result in a refund of tuition/fees depending on the class and the date. Please refer to the statement below for the refund percentage that will apply should you proceed to drop the class today. Click here for the complete policy on dropping a class." Below this text, it says "Click Continue to proceed with dropping the class." At the bottom of the popup, it states "If you drop HSCI 140 01 today your refund will be 100%". There are "Cancel" and "Continue" buttons at the bottom right of the popup. A yellow arrow points to the "Continue" button. Another yellow arrow points to the "Read Statement Carefully" title. The background page shows the "Enrollment" section with a warning about the application deadline for Summer 2014 graduation (June 16, 2014). Below the warning is a "Shopping Cart" section with a search bar and a table of "Enrolled Classes" for Fall 2014. The table lists courses like HSCI-140-01, PE-460-01, PE-460-03, PSY-376-01, PSY-407-01, and PSY-453-01. The total credits are 15. There is also a "Dropped Classes" section showing "No dropped classes".

**Read Statement Carefully**

You are requesting to drop a class. Doing so may result in a refund of tuition/fees depending on the class and the date. Please refer to the statement below for the refund percentage that will apply should you proceed to drop the class today. Click here for the complete policy on dropping a class.

Click Continue to proceed with dropping the class.

**If you drop HSCI 140 01 today your refund will be 100%**

Cancel Continue

**Enrollment**

Home / Enrollment

**WARNING** The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is **June 16, 2014**. Applications must be submitted via MyBlue. The fee is \$25. **All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.**

Summer 2014 Fall 2014

**Shopping Cart**

Search by Class Nbr., Subject Catalog Nbr., or Title

**Enrolled Classes**

Enrolled - Fall 2014

Course	Title	Day	Time	Location	Credits	Instructor
HSCI-140-01	Introduction to Public Health	MWF	11:15AM - 12:05PM	BHS 104	3	Travis Bourret
PE-460-01	Gross Anatomy	T	09:30AM - 10:45AM	TBA	3	Bryce Abbey
PE-460-03	Gross Anatomy	R	09:30AM - 10:45AM	TBA	0	Bryce Abbey
PSY-376-01	Psychology & Criminal Behavior	MWF	10:10AM - 11:00AM	COPH 335	3	Theresa Wadkins
PSY-407-01	Psychopathology	MWF	09:05AM - 09:55AM	COPH 233	3	Krista Fritson
PSY-453-01	Developmental Psychology	TR	02:00PM - 03:15PM	COPH 333	3	Robert Rycek

Total Credits 15

**Dropped Classes**

No dropped classes

© Copyright 2010 University of Nebraska at Kearney | Contact Us | Terms of Use

14. **ALWAYS** review your schedule after every registration process. You can view your account balance and invoice on MyBLUE by selecting Student Accounts from the left menu.

All billing statements for tuition and fees will be sent to your Lopermail email account. To review your email information click on Profile in the MyBLUE menu

The screenshot shows the MyBLUE Enrollment page. A yellow arrow points to the "Enrolled Classes" section. The page layout is similar to the previous screenshot, but the "Enrolled Classes" table now shows a different set of courses: PE-460-01, PE-460-03, PSY-376-01, PSY-407-01, and PSY-453-01. The total credits are 12. The "Dropped Classes" section still shows "No dropped classes". The "Shopping Cart" section has a search bar and a "Search" button. The "Contact Us" section is on the right side of the page.

**Enrollment**

Home / Enrollment

**WARNING** The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is **June 16, 2014**. Applications must be submitted via MyBlue. The fee is \$25. **All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.**

Summer 2014 Fall 2014

**Shopping Cart**

Search by Class Nbr., Subject Catalog Nbr., or Title

**Enrolled Classes**

Enrolled - Fall 2014

Course	Title	Day	Time	Location	Credits	Instructor
PE-460-01	Gross Anatomy	T	09:30AM - 10:45AM	TBA	3	Bryce Abbey
PE-460-03	Gross Anatomy	R	09:30AM - 10:45AM	TBA	0	Bryce Abbey
PSY-376-01	Psychology & Criminal Behavior	MWF	10:10AM - 11:00AM	COPH 335	3	Theresa Wadkins
PSY-407-01	Psychopathology	MWF	09:05AM - 09:55AM	COPH 233	3	Krista Fritson
PSY-453-01	Developmental Psychology	TR	02:00PM - 03:15PM	COPH 333	3	Robert Rycek

Total Credits 12

**Dropped Classes**

No dropped classes

© Copyright 2010 University of Nebraska at Kearney | Contact Us | Terms of Use