Where is the Schedule Change Form located?

• The Schedule Change form is located on the student MyBLUE dashboard under Forms in the left-hand menu navigation.
When will the Schedule Change form be available?

- The Schedule Change form is available beginning the Monday of the third week.
- The Schedule Change form will be available until the end of the 4th week of the full semester courses.
- If students need to add a course outside of these times, they need to contact the Office of the University Registrar.
Students that have a registration hold will see this message on MyBLUE.
Students that have no holds and are eligible to enroll will see this message on MyBLUE.
Student information will pre-populate for the student.

Student will need to designate if they are a current student athlete. Then select “Next.”
Need to select a Session

- Regular Academic Session: Full Semester Course.
- Three-Week Session: Courses that are offered first three weeks of the Spring semester.
- Mini Session: Courses that are less than an full semester
• After selecting a session then only those courses offered during that session will display.
• Student will need to select a course.
Once student selects a course, the information about that course pre-populates.

- Student needs to review and select “Submit”.
Schedule Change Form Submitted

- Once the student selects submit, they will see the message below.
- The form will be routed to the posting instructor for the course.
- Both instructor and student will receive an email.

MyBLUE

You have successfully submitted your schedule change form. It has been sent to the instructor and department chair for approval. Completion of this form does not guarantee course registration. You will be notified by email to your lopers.unk.edu email address.
Schedule Change Form email confirmation sent to the student.

This is an example of the email the student receives upon completion of the schedule change form.

Schedule Change Form Received

unkregistrar@unk.edu
To:

Dear,

The schedule change form has been submitted for ACCT 250 - 02 Prin of Acct I (15564) for Spring 2023 and sent to the instructor and department chair for approval. Completion of this form does not guarantee registration. If this course requires a credit-bearing co-requisite (i.e., CHEM 160/160L), please submit a second schedule change form to add the co-requisite.

If approved by the instructor and department chair, the Office of the University Registrar will register you for the course and will notify you at your loper.unk.edu email address.

**Undergraduate students**: if adding the class will put total enrolled hours above 18 credit hours, you will need to complete the Overload Request Form.

**Graduate students**: if adding the class will put you over 12 credit hours, please contact the Graduate Studies office.

Sincerely,

Office of the University Registrar
University of Nebraska at Kearney
Phone: 308-865-8527
unkregistrar@unk.edu
Schedule Change Form email sent to the instructor.

This is what the instructor will receive when the student submits the form.

The instructor must be logged into MyBLUE prior to clicking on the “Schedule Change Request.”
Schedule Change Form Instructor Processing

- Instructor reviews the request to add course.
- Then select “Approved” if they are okay with the addition.
Schedule Change Form – Department Chair Notification

The Department Chair receives this email once the instructor selects approve.

The Department Chair should log into MyBLUE before selecting the “Schedule Change Request.”
The Department Chair reviews the request. Then selects “Approve” and then “Complete.”
Notification is sent to Ryan Schmitt, Margaret Klimek, Kay Gettinger, and Kim Seitler
Office of University Registrar review the request.

- Once registration has been completed, select “Approved.”
Student Notification once registration is completed

Schedule Change Form Processed

To:

Dear 

Registration for ACCT 250 - 02 Prin of Acct I (15564) for Spring 2023 is complete. Please contact the instructor to obtain any make-up assignments for the course.

Sincerely,

Office of the University Registrar
University of Nebraska at Kearney
Phone: 308-865-8527

unkregistrar@unk.edu
Instructor notification once registration is completed

Schedule Change Form Processed

To:

Hello,

is registered for ACCT 250 - 02 Prin of Acct I (15564) for Spring 2023. The email notification to the student advised they contact you for make-up assignments for this course. Canvas updates three times a day, but if you are concerned that they are not showing up, please contact Don Ray.

Sincerely,

Office of the University Registrar
University of Nebraska at Kearney
Phone: 308-865-8527
unkrегистar@unk.edu
Denied Registration Screens

- Instructor Denial – Notification goes to student
- Department Chair Denial – Notification goes to student and instructor.
- Office of University Registrar Denial – Notification goes to instructor and student.
Instructor Denial

Instructor Authorization

Please mark if you will approve or deny the student request.

- Approved
- Denied

* required
Denial Comments

This class is closed and cannot accept any additional student.

Denial comments will be sent to the student.

Complete
Dear [Name],

The instructor has denied your request to add PE 150 - 01 Healthy Wealthy and Wise (14074) to your schedule for Spring 2023 for the following reason:

This class is closed and cannot accept any additional student.

Please contact your academic advisor to discuss alternative course addition options.

Sincerely,
The Office of the University Registrar
University of Nebraska at Kearney
Phone: 308-865-8527
unkregistrar@unk.edu
Department Chair Denial

Department Chair Authorization

- Please mark if you will approve or deny the course addition.*required
  - Approved
  - Denied

* required

Denial Comments

There is not enough room in the classroom.

Denial Comments will be sent to student.

Complete
Hello,

The Department Chair for PE 150 - 01 Healthy Wealthy and Wise (14074) has denied the request from [REDACTED] to add for the following reason:

There is not enough room in the classroom.

Please contact the Department Chair if you have any questions about the denied registration.

Sincerely,

Office of the University Registrar
University of Nebraska at Kearney
Phone: 308-865-8527
unkregistrar@unk.edu
Dear [Student Name],

The Department Chair has denied your request to add PE 150 - 01 Healthy Wealthy and Wise (14074) to your schedule for Spring 2023 for the following reason:

There is not enough room in the classroom.

Sincerely,

The Office of the University Registrar
University of Nebraska at Kearney
Phone: 308-865-8527
email: unkregistrar@unk.edu
Office of University Registrar Authorization:

- **Processed**
  - [ ] Approved
  - [x] Denied

*required

**Denial Comments**

There is a time conflict with your ART 100-01 course.

Denial comments will be sent to the student and faculty.

Complete
Dear [Name],

Your request to add PE 150 - 01 Healthy Wealthy and Wise (14074) has been denied for the following reason:

There is a time conflict with your ART 100-01 course.

Sincerely,

Office of the University Registrar

308-865-8527
unkregistrar@unk.edu
Hello,

The Office of the University Registrar has reviewed the schedule change form for [REDACTED] to add PE 150 - 01 Healthy Wealthy and Wise (14074) for Spring 2023. The following is the reason for the denial:

There is a time conflict with your ART 100-01 course.

Sincerely,

Office of the University Registrar

308-865-8527

unkregistrar@unk.edu