

UNIVERSITY OF NEBRASKA



KEARNEY

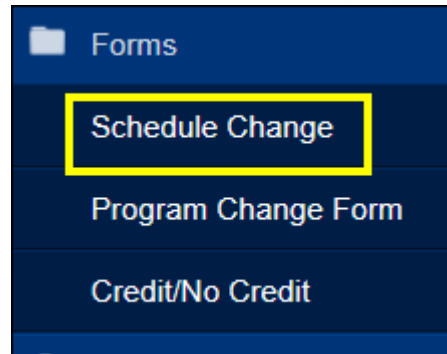
# Schedule Change Form

BE BLUE. BE GOLD.  
**BE BOLD.**

# 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 4<sup>th</sup> 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.

BE BLUE. BE GOLD.  
**BE BOLD.**

Students that have a registration hold will see this message on MyBLUE.



The screenshot displays the MyBLUE web portal. On the left is a dark blue sidebar with a white 'MyBLUE' logo at the top and a list of navigation links: Home, Enrollment, Academics, Financial Aid, Student Accounts, Admissions, Tools, Forms, Schedule Change (highlighted), Program Change Form, Credit/No Credit, and Profile. The top of the page has a blue header with 'Toggle Menu', 'Academic Information' with a dropdown arrow, and a 'Logout' link. The main content area has a white background with an orange horizontal line. Below this line, the text 'Home / Forms / Schedule Change' is shown. The section title is 'Schedule Change Form Unavailable'. The message text states: 'Our records indicate you currently have a hold on your that prevents registration. Please navigate to your "Home" page to review your holds. The holds must be resolved prior to completion of the schedule change form. If you have any questions, please contact the Office of the University Registrar at 308-865-8527'.

BE BLUE. BE GOLD.  
BE BOLD.

Students that have no holds and are eligible to enroll will see this message on MyBLUE.



A screenshot of the MyBLUE web application. The left sidebar contains a navigation menu with links to Home, Enrollment, Academics, Financial Aid, Student Accounts, Admissions, Tools, Forms, Schedule Change, Program Change Form, Credit/No Credit, and Profile. The main content area is titled 'Schedule Change' and includes a breadcrumb trail 'Home / Forms / Schedule Change'. Below the title is a section header 'Schedule Change' followed by three paragraphs of text. The first paragraph states that students cannot add classes after the fourth week of the term except for Independent Study, Internship, Thesis, and TBA courses. The second paragraph explains that the completed form is sent to the instructor and department chair for approval, and that students must meet prerequisites and co-requisites. The third paragraph notes that upon approval, the Office of the University Registrar will register the student. Below the text are two sections: 'Undergraduate students' and 'Graduate students', each with specific instructions. At the bottom of the page is a blue button labeled 'Schedule Change Form'.

BE BLUE. BE GOLD.  
BE BOLD.



# First Page of Schedule Change Form



**W BLUE**

## Schedule Change Form

The completed Schedule Change form is sent to the instructor and department chair for approval.

### Personal Information

Name

NUID

First Name

Last Name

UNK Email Address:

UNK Email Address

Athlete

Are you a member of an UNK Loper Athletic Team? REQUIRED

☐ Yes

☐ No

Next

- Student information will pre-populate for the student.
- Student will need to designate if they are a current student athlete. Then select "Next."

**BE BLUE. BE GOLD.  
BE BOLD.**

# Second Page of Schedule Change Form



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

**MyBLUE**

## Schedule Change Form

The completed Schedule Change form is sent to the instructor and department chair for appro

### Course Information

Course Information

\* required  
SESSION

Regular Academic Session  
Three-Week Session  
Mini Session

Back

Submit

**BE BLUE. BE GOLD.**  
**BE BOLD.**

# Second Page of Schedule Change Form cont.



MyBLUE

## Schedule Change Form

The completed Schedule Change form is sent to the instructor and department chair for appro

### Course Information

#### Course Information

\*required  
SESSION

Regular Academic Session



Mini Session - courses less than full semester. Regular Academic Session - courses full semester in duration.

\*required  
COURSE

Back

Submit

ACCT 250 - 02 Prin of Acct I (15584)  
ACCT 250 - 03 Prin of Acct I (13985)  
ACCT 250 - 06 Prin of Acct I (19659)  
ACCT 251 - 01 Prin of Acct II (13987)  
ACCT 251 - 05 Prin of Acct II (17319)  
ACCT 311 - 01 Business Law I (14126)  
ACCT 311 - 02 Business Law I (14127)  
ACCT 311 - 03 Business Law I (16363)  
ACCT 312 - 01 Commercial Law (16364)  
ACCT 350 - 01 Intern Acct I (13954)  
ACCT 351 - 01 Intern Acct II (13955)  
ACCT 352 - 01 Cost Acctng (13956)  
ACCT 412 - 01 Employment Law (14097)  
ACCT 425 - 01 Financial Statement Analysis (19476)  
ACCT 452 - 02 Adv Tax Acctng (19238)  
ACCT 470 - 01 Auditing (13988)  
ACCT 475 - 03 Accounting Internship (14014)  
ACCT 475 - 04 Accounting Internship (19932)  
ACCT 475 - 06 Accounting Internship (14015)

- After selecting a session then only those courses offered during that session will display.
- Student will need to select a course.

BE BLUE. BE GOLD.  
BE BOLD.



# Second Page of Schedule Change Form cont.



**MyBLUE**

## Schedule Change Form



The completed Schedule Change form is sent to the instructor and department chair for approval.

### Course Information

#### Course Information

**SESSION** \* required Regular Academic Session 

Mini Session - courses less than full semester. Regular Academic Session - courses full semester in duration.

**COURSE** \* required ACCT 250 - 02 Prin of Acct I (15564)  

**Start Date:** 2023-01-23

**End Date:** 2023-05-18

**Instructor First Name** Sarah

**Instructor Last Name** Borchers

**Credit Hours:** 3

Back

Submit

- Once student selects a course, the information about that course pre-populates.
- Student needs to review and select "Submit".

**BE BLUE. BE GOLD.  
BE BOLD.**

# 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.

*My* **BLUE**

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](mailto:lopers.unk.edu) email address.

**BE BLUE. BE GOLD.**  
**BE BOLD.**

# Schedule Change Form email confirmation sent to the student.



## Schedule Change Form Received



unkregistrar@unk.edu

To: i



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

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

BE BLUE. BE GOLD.  
BE BOLD.

# Schedule Change Form email sent to the instructor.



## Schedule Change Form for Approval



unkregistrar@unk.edu

To: !



Hello,

[REDACTED] has requested to add your course for Spring 2023. Please login into MyBLUE before selecting the "Schedule Change Request" below to review the student request, and select either approve or deny.

[Schedule Change Request](#)

Thanks,  
Office of the University Registrar



Reply



Forward

- 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."

BE BLUE. BE GOLD.  
BE BOLD.

# Schedule Change Form Instructor Processing



My BLUE

## Schedule Change Form Submitted

- 1 [Instructor Approval Page](#)
  - a. [Student Information](#)
  - b. [Authorization for Course Add](#)

### Instructor Approval Page

#### Student Information

NUID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
UNK Email Address	<input type="text"/>
SESSION	<input type="text" value="Regular Academic Session"/> <small>Mini Session - courses less than full semester. Regular Academic Session - courses full semester in duration.</small>
COURSE	<input type="text" value="ACCT 250 - 02 Prin of Acct I (15564)"/>
Instructor First Name	<input type="text" value="Sarah"/>
Instructor Last Name	<input type="text" value="Borchers"/>
Start Date:	<input type="text" value="2023-01-23"/>
End Date:	<input type="text" value="2023-05-18"/>
Credit Hours:	<input type="text" value="3"/>
Instructor Email	<input type="text" value="BORCHERSJ@UNK.EDU"/>
Lab (required with le...	<input type="text"/>

#### Authorization for Course Add:

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

- ☐ Approved  
☐ Denied

- Instructor reviews the request to add course.
- Then select “Approved” if they are okay with the addition.

BE BLUE. BE GOLD.  
BE BOLD.

## Schedule Change Form – Department Chair Notification



### Schedule Change Form - Department Chair Approval Needed



unkregistrar@unk.edu

To: I

Hello,

The instructor for PE 150 - 01 Healthy Wealthy and Wise (14074) has approved a student to register late for their course. Please login into MyBLUE before selecting the "Schedule Change Request" below to review the student request and select either approve or deny.

[Schedule Change Request](#)

Sincerely,

The Office of the University Registrar

University of Nebraska at Kearney

Phone: 308-865-8527

email: unkregistrar@unk.edu



Reply



Forward

- The Department Chair receives this email once the instructor selects approve.
- The Department Chair should log into MyBLUE before selecting the "Schedule Change Request."

BE BLUE. BE GOLD.  
**BE BOLD.**



## Schedule Change Form – Department Chair Notification



### Schedule Change Form - Department Chair Approval Needed



unkregistrar@unk.edu

To: I



Hello,

The instructor for PE 150 - 01 Healthy Wealthy and Wise (14074) has approved a student to register late for their course. Please login into MyBLUE before selecting the "Schedule Change Request" below to review the student request and select either approve or deny.

[Schedule Change Request](#)

Sincerely,

The Office of the University Registrar

University of Nebraska at Kearney

Phone: 308-865-8527

email: unkregistrar@unk.edu

Reply

Forward

BE BLUE. BE GOLD.  
BE BOLD.

# Department Chair Processing



MyBLUE

## Schedule Change form approval for Department Chair

- 1 Department Chair Approval
  - a. Student Information
  - b. Department Chair Authorization

### Department Chair Approval

#### Student Information

NUID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
UNK Email Address	<input type="text"/>
SESSION	<input type="text" value="Regular Academic Session"/> <small>Mini Session - courses less than full semester. Regular Academic Session - courses full semester in duration.</small>
COURSE	<input type="text" value="ACCT 250 - 02 Prin of Acct I (15504)"/>
Lab (required with le...	<input type="text"/>
Instructor First Name	<input type="text" value="Sarah"/>
Instructor Last Name	<input type="text" value="Borchers"/>
Start Date:	<input type="text" value="2023-01-23"/>
Instructor Email	<input type="text" value="BORCHERSSJ@UNK.EDU"/>
End Date:	<input type="text" value="2023-05-18"/>
Credit Hours:	<input type="text" value="3"/>
Instructor Approval	<input type="text" value="Approved"/>

#### Department Chair Authorization

Please mark if you will approve or deny the course addition. \*required

- ☐ Approved  
☐ Denied

- The Department Chair reviews the request.
- Then selects “Approve” and then “Complete.”

BE BLUE. BE GOLD.  
**BE BOLD.**

# Office of University Registrar Notification



Notification is sent to Trista Lefler, Margaret Klimek, and Kim Seitler

## Schedule Change - Waiting to be processed



unkregistrar@unk.edu

To:



Dear Office of the University Registrar,

Please go to "My Workflow Tasks" to complete the schedule change request for [REDACTED] for Spring 2023.

Thanks,



Reply



Reply all



Forward

BE BLUE. BE GOLD.  
BE BOLD.

# Office of University Registrar Processing



## Schedule Change Form

- 1 Schedule Change Form - Office of the University Registrar
  - a. Student Information
  - b. Office of University Registrar Authorization.

### Schedule Change Form - Office of the University Registrar

#### Student Information

NUID	
First Name	
Last Name	
UNK Email Address	
SESSION	<input type="text" value="Regular Academic Session"/> <small>Mini Session - courses less than full semester. Regular Academic Session - courses full semester in duration.</small>
COURSE	<input type="text" value="PE 150 - 01 Healthy Wealthy and Wise (14074)"/>
Instructor First Name	<input type="text" value="Pat"/>
Instructor Last Name	<input type="text" value="Philippi"/>
Start Date:	<input type="text" value="2023-01-23"/>
End Date:	<input type="text" value="2023-05-18"/>
Credit Hours:	<input type="text" value="3"/>
Lab (required with I...)	<input type="text"/>
Instructor Approval	<input type="text" value="Approved"/>
Chair Approval:	<input type="text" value="Approved"/>

Office of University Registrar Authorization:

Processed  
☐ Approved  
☐ Denied

- Office of University Registrar review the request.
- Once registration has been completed select “Approved.”

BE BLUE. BE GOLD.  
BE BOLD.

# Student Notification once registration is completed



## Schedule Change Form Processed



unkregistrar@unk.edu

To:



Dear [REDACTED]

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](mailto:unkregistrar@unk.edu)



Reply



Forward

BE BLUE. BE GOLD.  
**BE BOLD.**

# Instructor notification once registration is completed



## Schedule Change Form Processed



unkregistrar@unk.edu



To:

Hello,

[REDACTED] 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

[unkregistrar@unk.edu](mailto:unkregistrar@unk.edu)



BE BLUE. BE GOLD.  
**BE BOLD.**



# 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.

BE BLUE. BE GOLD.  
**BE BOLD.**

# Instructor Denial



## Instructor Authorization

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

☐ Approved

☒ Denied

<sup>\* required</sup>  
**Denial Comments**

This class is closed and cannot accept any additional student.



Denial comments will be sent to the student.

Complete

BE BLUE. BE GOLD.  
BE BOLD.

# Student Denial Notification from Instructor



## Schedule Change Form - Denied by Instructor



unkregistrar@unk.edu

To: I



Dear [REDACTED]

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



Reply



Forward

BE BLUE. BE GOLD.  
BE BOLD.

# Department Chair Denial



## Department Chair Authorization

✓ Please mark if you will approve or deny the course addition. <sup>\* required</sup>

☐ Approved

☒ Denied

<sup>\* required</sup>  
**Denial Comments**

There is not enough room in the classroom.



Denial Comments will be sent to student.


Complete

BE BLUE. BE GOLD.  
**BE BOLD.**

# Instructor Notification of Department Chair Denial



## Schedule Change Form - Denied by Department Chair

 unkregistrar@unk.edu

To:

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

← Reply

→ Forward

BE BLUE. BE GOLD.  
BE BOLD.

# Student Notification of Department Chair Denial



## Schedule Change Form - Denied by Department Chair



unkregistrar@unk.edu

To: [redacted]



Dear [redacted]

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



Reply



Forward

BE BLUE. BE GOLD.  
BE BOLD.



# Office of University Registrar Denial



## Office of University Registrar Authorization:

### ✓ Processed

- ☐ Approved
- ☒ 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

BE BLUE. BE GOLD.  
BE BOLD.

# Student Notification of Office of University Registrar Denial



## Schedule Change Form - Denied by Office of the University Registrar



unkregistrar@unk.edu



To:

Dear [REDACTED]

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



Reply



Forward

BE BLUE. BE GOLD.  
BE BOLD.

# Instructor Notification of Office of University Registrar Denial.



## Schedule Change Form - Denied by Office of the University Registrar



unkregistrar@unk.edu



To: i

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



Reply



Forward

BE BLUE. BE GOLD.  
**BE BOLD.**