

UNK Resource Guide: Whom to See About What

Whom to See About What

If you have a question, check this listing for the office that can best assist you.

All campus telephone numbers will be **308-865-XXXX** unless otherwise noted. If you call from a campus telephone dial the last four digits

Absences/Excuse due to:

Academic/Athletic Trip - instructor(s)

Car trouble/weather related - instructor(s)

Family Emergency/Death – Student Affairs Office,
Memorial Student Affairs Building, 8528
www.unk.edu/studentaffairs

Illness- 2 days or less - instructor(s)

Illness- 3 days or more - Student Affairs Office,
Memorial Student Affairs Building, 8528
www.unk.edu/studentaffairs

Military - Military and Veterans Service Office, 8677
unkveterans@unk.edu

University Sponsored Trip - faculty sponsor and
instructor(s)

Vacation - instructor(s)

Academic Policy

Office of Records & Registration, Warner Hall, 8527,
www.unk.edu/offices/registrar/academic_policies_handbook/index.php

Academic Advising & Career Development

Academic Advising & Career Development, Calvin T.
Ryan Library, 8728,
www.unk.edu/offices/acs/index.php

Academic Records

Office of Records & Registration, Warner Hall, 8527,
www.unk.edu/offices/registrar/academic_policies_handbook/Academic_Record_System.php

Academic Support

- Loper Success Hub, Calvin T. Ryan Library
201, 8728
<https://www.unk.edu/offices/loper-success-hub/index.php>
- Tutoring & Academic Support& Learning
Strategies, 8728; Calvin T. Ryan Library,
<https://www.unk.edu/offices/tutoring/index.php>

Access to Buildings (when locked)

UNK Police, Facilities Building, 8911
Emergencies or after hours, 8911
www.unk.edu/police

Accidents

UNK Police, Facilities Building, 8911 or 911
Emergencies or after hours, 627-8911 or 911
www.unk.edu/police

Accounts Receivable / Student Accounts Charges, Payments, and Refunds

Finance Office, Warner Hall, 8524,
www.unk.edu/offices/finance

ACT Scores

Office of Admissions, Nebraska Student Union,
8526,
www.unk.edu/admissions/undergraduate/admissions-requirements.php
ACT Code: 2468

Address Changes

Office of Records & Registration, Warner Hall, 8527
- Student can make changes on MyBLUE account
online.

Administration

www.unk.edu/about/administration/

Chancellor

Neal Schnoor Ph.D, Warner Hall, 8208

Senior Vice Chancellor for Academic

Julie Shaffer, Ph.D., Warner Hall, 8209

Interim Vice Chancellor for Business and Finance

Scott Benson, Warner Hall, 8205

Vice Chancellor Enrollment Management and Marketing

Kelly Bartling, Warner Hall, 8455

Associate Vice Chancellor of Student Affairs

George Holman, Memorial Student Affairs
Building 8528

Interim NU Foundation and Alumni

Tricia Danburg, NU Foundation, 698-5270

Senior Advisor to the Chancellor

John Falconer, Warner Hall, 8715

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Admissions Office of Applications, Requirements

Office of Undergraduate Recruitment and Admissions, Nebraska Student Union, 8526,
www.unk.edu/admissions

Admissions; Visitor Tours

Information for prospective students, Office of Undergraduate Recruitment & Admissions, Nebraska Student Union, 8526,
www.unk.edu/admissions/campus-visit.php

Advising (Academic)

Department of interested major; Academic Advising & Career Development, Calvin T. Library, 8728,
<https://www.unk.edu/offices/acs/index.php>

Advisor Changes

Academic Advising & Career Development, Calvin T. Ryan Library, 8728
www.unk.edu/offices/acs/academic_advising.php

Alcohol/Drug Education Programs

Student Health and Counseling, Memorial Student Affairs Building 8248,
https://www.unk.edu/offices/counseling_healthcare/counseling_care/alcohol-use-resources.php

Alumni Association

Regional Engagement Center, 2204 University Dr, Suite 103, 698-5271, <https://unkalumni.org/>

Annual Campus Security and Fire Report

UNK Police, Facilities Building, 8911,
www.unk.edu/offices/police/annual_security_crime_fire_report.php

Antelope Newspaper

The Antelope Newspaper Office, Calvin T. Ryan Library, Advertising 8487, Newsroom, 8488
<https://unkantelope.com/>

Athletic Freshmen Eligibility

Athletic Office, 8863, www.lopers.com

Bomb Threat

Telephonic/Electronic, 911
UNK Police, Facilities Building, 8911
Mail or Unattended Item, UNK Police, Facilities

Building, 8911,
www.unk.edu/offices/police/index.php

Books & Supplies

UNK Online Bookstore, Loper Spirit Shop, Nebraskan Student Union, 8555
<http://unk.textbookx.com/>

Calendar of Events

Communications and Marketing -Webmaster, 8212
www.unk.edu/calendar/

Campus Maps

UNK Police, Facilities Building, 8367
www.unk.edu/about/fastfacts/campus_parking_map.pdf

Campus Ministries

Nebraskan Student Union and Student Engagement & Leadership, Nebraskan Student Union, 8523

Career Services

Academic Advising & Career Development, Calvin T. Ryan Library, 8728,
<https://www.unk.edu/offices/acs/index.php>

Catalogs, UNK (Undergraduate)

www.unk.edu/academic_affairs/academic_publications/catalogs.php

Certification of Attendance and Degrees

Office of Records & Registration, Warner Hall, 8527
www.unk.edu/offices/registrar/

Change of Schedule (Adding or dropping a course)

Schedule adjustments can be made using **MyBLUE** from the time of initial registration through the ninth week of the semester. (Fall and Spring only)

Class Schedules (Semester)

Schedules available on MyBLUE account.
Office of Records & Registration, Warner Hall, 8527

Clery Report

UNK Police, Facilities Building, 8911,
www.unk.edu/offices/police/annual_security_crime_fire_report.php

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Commencement

Office of Records and Registration, Warner Hall,
8527 www.unk.edu/about/commencement/

Copy Machines

Calvin T. Ryan Library, 8596, library.unk.edu

Credit by Examination

Testing Center, College of Education, 8054,
www.unk.edu/academics/testing-center/index.php
Office of Records & Registration, Warner Hall, 8527
www.unk.edu/offices/registrar/

Credit/No Credit

Office of Records and Registration, Warner Hall,
8527
www.unk.edu/offices/registrar/academic_policies_handbook/Grades.php

Credits Transferred

Office of Records and Registration, Warner Hall,
8527 www.unk.edu/offices/registrar/

Deans of Colleges:

Business & Technology – Brooke Envick,
West Center, 8342
www.unk.edu/academics/bt/

College of Education – Mark Reid, College
of Education, 8265,
www.unk.edu/academics/coe/

College of Arts and Science – Paul Twigg,
Thomas Hall 8881,
www.unk.edu/academics/arts-and-sciences/

Graduate Studies – Megan Adkins,
Communications Building, 8843
www.unk.edu/academics/gradstudies/

Library – Evan Boyd, Calvin T. Ryan Library,
8535 <http://library.unk.edu/>

Dean's List

Dean's office of each college. "Deciding" majors are
mailed out by Dean of Arts and Science

Degree Planning

See your academic advisor or for "Deciding"
students see Academic Advising & Career
Development, Calvin T. Ryan Library, 8728,

www.unk.edu/offices/acs/index.php

Disability Services for Students, Information

Disability Services for Students Office, Calvin T. Ryan
Library, 209, 8214, www.unk.edu/dss

Discrimination

- Office of Compliance, Warner Hall, 8655,
<https://www.unk.edu/about/compliance/discrimination-and-harassment/index.php>

Domestic Violence/Abuse

- UNK Police, Facilities Building, 8911,
www.unk.edu/police
- Kearney Police Department, 2025 Ave A,
237-2104 or 911
- Kearney SAFE Center, 620 E. 25th St., Suite
14, Kearney, 237-2599,
<https://safecenter.org/>
- Student Health and Counseling, Memorial
Student Affairs Building 8248 or 8218,
http://www.unk.edu/offices/counseling_healthcare/health-care/index.php
- Student Affairs Office, Memorial Student
Affairs Building, 8528,
www.unk.edu/student_affairs/index.php Title IX Office, Warner Hall, 8655,
www.unk.edu/respect

Dropping a Class(es)

See "Change of Schedule" or "Withdrawal from
UNK"

Drugs (illegal use)

UNK Police, Facilities Building, 8911
Emergencies or after hours, 627-8911,
www.unk.edu/offices/police/index.php
Kearney Police Department, 2025 Ave A, 237-2104
or 911

Drug/Alcohol Resources

Student Health and Counseling, Memorial Student
Affairs Building, 8248,
https://www.unk.edu/offices/counseling_healthcare/counseling_care/alcohol-use-resources.php

Emergencies (Personal/Family/Campus)

Student hospitalization - Student Health and

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Counseling, Memorial Student Affairs Building, 8218
Death of student/family member –Student Affairs
Office Memorial Student Affairs Building, 8528
www.unk.edu/studentaffairs

English Language Institute (ELI)

UNK Global, West Center, 8687, www.unk.edu/eli

Facilities Scheduling

- Campus Events & Reservations Coordinator, Facilities, 8469
- Student Organizations: Loper Links, 8523

FERPA

Office of Record and Registration, Warner Hall, 8527,
www.unk.edu/offices/registrar/ferpa/index.php

FAX Service

Nebraskan Student Union, 8523

Final Exam Schedule

Office of Records & Registration Warner Hall, 8527,
www.unk.edu/offices/registrar/academic_policies_handbook/Final_Exam_Schedules.php

Financial Assistance and Counseling

Office of Financial Aid, Memorial Student Affairs Building 8520, www.unk.edu/offices/financial_aid/

First Generation

www.unk.edu/firstgen/

Food Service Hours

UNK Dining Services, Nebraskan Student Union, 8428, <https://unkdining.sodexomyway.com/my-meal-plan/>

Frank Museum

West Campus; 8284,
<https://www.unk.edu/offices/frankhouse/>

Fraternities

Fraternity and Sorority Life, Nebraskan Student Union, 8057 www.unk.edu/fsl

Free Application for Federal Student Aid (FAFSA)

Office of Financial Aid, Memorial Student Affairs

Building 8520,
http://www.unk.edu/offices/financial_aid/index.php

Glossary

www.unk.edu/glossary.php

Government of the Student Body

Student Senate Office, Nebraskan Student Union, 8523
www.unk.edu/offices/student_life/student_government/

Grades, Problems with

See your instructor; Office of Records and Registration, Warner Hall, 8527,
www.unk.edu/offices/registrar/

Graduate School, Admission, Catalogs and Information

Graduate Studies & Academic Outreach, Communications Building, 8500
www.unk.edu/academics/gradstudies/

Graduation Evaluation

Office of Records & Registration, Warner Hall, 8527
www.unk.edu/offices/registrar/

Greek Life

Fraternity and Sorority Life, Nebraskan Student Union, 8057 www.unk.edu/fsl

Grievances, Student (in this order)

Class-instructor, department chairperson, dean of that college
An office, director of that office, vice chancellor of that division

Handshake

Academic Advising & Career Development, Calvin T. Ryan Library, 8728,
www.unk.edu/offices/acs/index.php

Handicapped Student

Disability Services for Students Office, Calvin T. Ryan Library 209, 8214, www.unk.edu/dss

Harassment/Stalking

- UNK Police, Facilities Building, 8911,
www.unk.edu/police

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- Kearney Police Department, 2025 Ave A, 237-2104 or 911
- Kearney SAFE Center, 620 E. 25th St., Suite 14, Kearney, 237-2599, <https://safecenter.org/>
- Student Health and Counseling, Memorial Student Affairs Building 8248 or 8218, http://www.unk.edu/offices/counseling_healthcare/health-care/index.php
- Student Affairs Office, Memorial Student Affairs Building, 8528, www.unk.edu/student_affairs/index.php
- Office of Compliance, Warner Hall, 8655, <https://www.unk.edu/about/compliance/discrimination-and-harassment/index.php>

Health Care; Insurance

Student Health and Counseling, Memorial Student Affairs Building 8218, www.unk.edu/offices/counseling_healthcare/health-care/insurance-information.php

Honors Program

Honors Program Office, Calvin T Ryan Library 209, 8702 www.unk.edu/honors/

Housing

Office of Residence Life, Warner Hall, 8519 www.unk.edu/housing

ID Card - University Card

UNK Card Office, Nebraskan Student Union, 8154 www.unk.edu/idcard/

Immigration Information

UNK Global, West Center, 8873, <https://www.unk.edu/international/international-student-services/j1-info.php>

Immunization

Student Health and Counseling, Memorial Student Affairs Building 8218, www.unk.edu/admissions/undergraduate/visit-unk/nse-orientation/Health Requirements.php

Information, Prospective Students

Office of Undergraduate Admissions and

Recruitment, Nebraska Student Union, 8526, www.unk.edu/admissions/

International Admissions & I-20 Forms

UNK Global, West Center, 8157, www.unk.edu/international/international-admissions/index.php

International Student Services

UNK Global, West Center, 8953, www.unk.edu/international/international-student-services/index.php

Intramural Sports Programs

Intramurals Office, Cushing Complex, 8676 www.unk.edu/offices/campus-rec/

Job Search

Academic Advising & Career Development, Calvin T. Ryan, 8728 www.unk.edu/offices/acs/index.php

Legal Aid of Nebraska

- Buffalo County Justice Office, 1st Friday of the month from 10 am – 2 pm, 236-1226,
- Tri City Center, 111 West First St, Grand Island, 381-0517 <https://www.legalaidofnebraska.org>

Library Information/Hours

Calvin T. Ryan Library, 8596, library.unk.edu

Loper Dollars

Finance Office, Warner Hall, 8524 www.unk.edu/offices/id_card/loper_dollars.php

Loper (Food) Pantry,

North side of Nebraskan Student Union, loperpantry@unk.edu, https://www.unk.edu/offices/student_life/loper-pantry.php

Lost and Found

- UNK Police, Facilities Building, 8911 www.unk.edu/police
- Welcome Desk, Nebraskan Student Union, 8523

Major Changes

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Office of Records & Registration Warner Hall, 8527
www.unk.edu/offices/registrar/undergraduate-major-minor-changes.php

Medical Advice and Treatment

Student Health and Counseling, Memorial Student Affairs Building 8218,
http://www.unk.edu/offices/counseling_healthcare/health-care/index.php

Military and Veterans Information

Military and Veteran Services Office,
West Center, 8677, Email: unkveterans@unk.edu,
www.unk.edu/offices/financial_aid/veterans_services/index.php

Name, Address, Telephone Changes

Student can make changes through MyBLUE account. Office of Records & Registration, Warner Hall, 8527 for assistance.

National Student Exchange Program

Student Affairs Office, Memorial Student Affairs Building 8528,
www.unk.edu/student_resources/national-student-exchange/index.php

Nebraska Online Legal Self-Help Center

nsc.courtinformation@nebraska.gov, 844-704-0328,
supremecourt.nebraska.gov/self-help

Nebraskan Student Union and Student Engagement & Leadership

Services include: Fraternity and Sorority Life, UNK ID Card Office, University Dining Services, Loper Spirit Shop, Welcome Desk, Wells Fargo ATM, Student Organization Advertising and Promotions,
www.unk.edu/offices/student_life/index.php

Network Access

Information Technology Services, Warner Hall, 8363
www.unk.edu/offices/its/help_desk/

New Student Enrollment

- Office of Admissions, Nebraska Student Union 8526, www.unk.edu/admissions/
- Student and Family Transition, Nebraskan

Student Union, 1603,
www.unk.edu/student_affairs/sft/index.php

News Services: External Media Relations, Publicity Releases and University Communications

Communications and Marketing, CMCT 8445; Creative Design, Print and Video Production (Copy Center, Graphic Design), CMCT 8134, Web Services, CMCT 8133

Notary Public

- Human Resources Office, 8522
- Student Health, 8218
- Office of Records & Registration, 8527
- Finance Office, 8524
- Student Engagement, 8154

Ombudsperson

Office of Compliance, DSCH, 8558
www.unk.edu/about/compliance/ombudsperson.php

O.N.E Loper (Online Networking Experience)

www.unk.edu/oneloper/

Online Courses

UNK Online, Communications Building, 8211
<https://www.unk.edu/online/index.php>

Organizations, Student

Office of Student Engagement & Leadership, 8523,
<https://unk.campuslabs.com/engage/>

Orientation or New Student Enrollment

- Office of Undergraduate Recruitment and Admissions, Nebraska Student Union, 8526
www.unk.edu/nse
- Student and Family Transition, Nebraskan Student Union, 1603,
www.unk.edu/student_affairs/sft/index.php

Parking Information

UNK Police, Facilities Building, 8367
www.unk.edu/police

Parking Permit

UNK Police, Facilities Building, 8367
www.unk.edu/police

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Passport Information

- UNK Global, West Center, 8246
www.unk.edu/international/
- Office of Study Abroad, West Center, 8944
www.unk.edu/studyabroad

Poison Control Center

Poison Control Center, 800-222-1222,
www.poison.org

Police, Campus

- UNK Police, Facilities Building, 8911
- Emergencies or after hours, 627-8911
- Safe Walk on campus, 8911
www.unk.edu/police

Police, Kearney

City Police Department,

- Non-Emergency, 237-2104
- Emergency 911

Policies and Procedures

www.unk.edu/about/compliance/policies.php

Post Office

Mail Room, Memorial Student Affairs Building, 8433

Posters (posting for UNK Sponsored Events)

1. Posters must be signed by organization advisor,
2. Secure the digital *Approval Stamp* on the posters from **one** of the following: Director of Nebraskan Student Union, Director of Police & Parking Services, or Facilities Director, then
3. See Building Supervisor(s)

Poster/Flyer Printing, Student Organization Advertising and Promotion.

Nebraskan Student Union, 8523

Pregnancy Concerns

Student Health, Memorial Student Affairs Building 8218,
http://www.unk.edu/offices/counseling_healthcare/health-care/index.php

Privacy of Academic Records

Office of Records & Registration, Warner Hall, 8527

www.unk.edu/offices/registrar/

Rape/Sexual Misconduct/ Sexual Harassment

- UNK Police, Facilities Building, 8911,
www.unk.edu/police
- Kearney Police Department, 2025 Ave A, 237-2104 or 911
- Kearney SAFE Center, 620 E. 25th St., Suite 14, Kearney, 237-2599,
<https://safecenter.org/>
- Student Health and Counseling, Memorial Student Affairs Building 8248 or 8218,
http://www.unk.edu/offices/counseling_healthcare/health-care/index.php
- Student Affairs Office, Memorial Student Affairs Building, 8528,
www.unk.edu/student_affairs/index.php Title IX Office, Warner Hall, 8655,
www.unk.edu/respect

Registration

Office of Records & Registration, Warner Hall, 8527,
www.unk.edu/offices/registrar/academic_policies_handbook/Registration.php

Reporting a Crime

UNK Police, Facilities Building, 8911,
www.unk.edu/offices/police/police_services/report-a-crime.php

Reservations - Meeting Rooms

Campus Events & Reservations Coordinator, Facilities, 8692

Residency Status/Change

Office of Admissions, Nebraska Student Union 8526,
www.unk.edu/admissions/undergraduate/download_files/residency_11_14.pdf

Safety Concerns

- UNK Police, Facilities Building 8911
- Safe Walk on campus, 8911,
www.unk.edu/police
- Kearney Police, 911

Scholarships

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Office of Financial Aid, Memorial Student Affairs
Building 8520, www.unk.edu/scholarships.php

School Closing Information-Weather Related

Announcement will be made by 6:00-7:00 am; for night classes by 3:00 pm. Electronic notifications (calls, e-mails, and texts) will be sent via the **UNK Alert System**, and posted at unk.edu
www.unk.edu/offices/emergency_management/index.php

Sororities

Fraternity and Sorority Life, 8057 www.unk.edu/fsl

Speech and Hearing Clinic

Education Building, 8300
www.unk.edu/academics/cdis/speech-language_hearing-clinic.php

Student Accounts: Charges, Payments, and Refunds

Finance Office, Warner Hall, 8524
www.unk.edu/offices/student_accounts/

Student Activities, Organizations and Programming

Nebraskan Student Union, 8523
<https://unk.campuslabs.com/engage/>

Student Class Schedules

Office of Records & Registration, Warner Hall, 8527,
www.unk.edu/offices/registrar/academic_policies_handbook/Class_Schedules.php

Student Conduct

Student Conduct Office, Warner Hall, 1619,
https://www.unk.edu/student_affairs/code-of-conduct.php

Student Employment Services

Part time or work study, Memorial Student Affairs Building, 8389, www.unk.edu/offices/ses/

Student and Family Transition

Nebraskan Student Union, 1603,
www.unk.edu/student_affairs/sft/index.php

Student Government

Student Senate Office, Nebraskan Student Union, 8523

www.unk.edu/offices/student_life/student_government/

Student Health Services

Student Health and Counseling, Memorial Student Affairs Building, 8218
http://www.unk.edu/offices/counseling_healthcare/health-care/index.php

Student Information, Prospective

Office of Undergraduate Recruitment and Admissions, Nebraska Student Union, 8526,
www.unk.edu/admissions/

Student Support

- Loper Success Hub, Calvin T. Ryan Library 209, 8728,
<https://www.unk.edu/offices/loper-success-hub/index.php>
- Tutoring & Academic Support, Calvin T. Ryan Library 209, 8728,
<https://www.unk.edu/offices/tutoring/index.php>
- Student Health and Counseling, Memorial Student Affairs Building 8248 or 8218,
www.unk.edu/offices/counseling_healthcare/health-care/index.php

Student Support Services

Loper Success Hub, Calvin T. Ryan Library 201, 8988,
<https://www.unk.edu/offices/loper-success-hub/sss/index.php>

Students with Disabilities

Loper Success Hub, Calvin T. Ryan Library 209, 8214
www.unk.edu/dss

Study Abroad

Office of Study Abroad, THMH, 8471
www.unk.edu/studyabroad/

Study Skills and Test Anxiety

Loper Success Hub, Calvin T. Ryan Library 209, 8214,
www.unk.edu/offices/academic_success/index.php

Teacher Certification

College of Education Building, 8264
www.unk.edu/academics/coe/

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Testing Programs:

UNK Testing Center: *Praxis, CLEP, GRE, IBT Toefel, and Computer-Based Tests* offered, College of Education, C106, 8054,
www.unk.edu/academics/testing-center/

Ticket Information

Athletic Events - Ticket Office, Health & Sports Center, 1563 www.lopers.com/

Fine Arts Events -Ticket Office, Fine Arts Building, 8417 www.unk.edu/academics/theatre/box-office.php

Student Activity Events - Nebraskan Student Union, 8523

Transcript Requests

Office of Records & Registration, Warner Hall, 8527,
[www.unk.edu/offices/registrar/Transcript Request Policies.php](http://www.unk.edu/offices/registrar/Transcript_Request_Policies.php)

Transition to College

- Student Support Services, Calvin T. Ryan Library 201, 8988
<https://www.unk.edu/offices/loper-success-hub/sss/index.php>
- Student and Family Transitions, Nebraskan Student Union, 1603
[www.unk.edu/student affairs/firstyear/](http://www.unk.edu/student_affairs/firstyear/)

Tutoring

Tutoring & Academic Support, Calvin T. Ryan Library 209, 8728,
<https://www.unk.edu/offices/tutoring/index.php>

Undergraduate Students, Freshmen Admission

Office of Undergraduate Recruitment and Admissions, Nebraska Student Union, 8526,
www.unk.edu/admissions

University Card - (ID Card)

UNK Card Office, Nebraskan Student Union, 8154,
www.unk.edu/idcard/

UNK Global

West Center, 8246, www.unk.edu/international/

Veterans Information

See “Military and Veterans Information”

Visits and Tours

Office of Undergraduate Recruitment and Admissions, Nebraska Student Union, 8526,
www.unk.edu/visit.unk.edu

Weather Related School Closing Information

Please see “School Closing Information-Weather Related”

WiFi Access

Information Technology Services, Calvin T. Ryan Library, 8363,
<https://www.unk.edu/offices/its/index.php>

Withdrawal from UNK

<https://catalog.unk.edu/graduate/academics/academic-regulations/withdrawal-from-unk/>

Undergraduate - Office of Records and Registration, Warner Hall, 8527,

<https://www.unk.edu/offices/registrar/>

Graduate -Graduate Studies and Academic Outreach, Communications Building, 8500,
www.unk.edu/academics/gradstudies/

Writing Center

Tutoring & Academic Support, Calvin T. Ryan Library 209, 8728,
<https://www.unk.edu/offices/tutoring/index.php>