Fall 2020

According to UNK’s records, you are registered for an online or blended course for the Fall 2020 semester. Please be sure to review the contents of this letter to obtain the most recent information on UNK’s academic policies and available student resources. If you have decided to withdraw from one or more of your classes, you must complete the drop process by logging in to your MyBLUE account. Your MyBLUE account may be accessed at MyBlue using your NUID and password. Failure to attend class meetings does NOT constitute a drop and does NOT cancel a student’s registration or obligation to pay all tuition and related fees for the course.

All students are reminded to update their address information on MyBLUE. Please contact the UNK Registrar’s Office at 308-865-8527 or by email the Registrar’s Office with address-related questions or concerns.

You may find the following information helpful:

- **Online Courses** – If you are enrolled in an online course, the course will be instructor-led with a specific start and end date. Online courses are NOT self-paced. Courses run throughout the fall and begin at various start dates between August 24 and December 18. Please check your schedule for the start date(s) of your course(s).

- **Blended Courses** – If you are enrolled in a blended course, please note that mandatory meeting times will be scheduled. For those dates/times, either contact your instructor or go to unk.edu and visit MyBLUE and select “Web Based” courses.

- **UNK Online Student Orientation** – If this is your first experience with online or blended courses at UNK, eCampus highly recommends that you complete this orientation course. The online student orientation will give you information on subjects like Canvas, UNK’s email system (LoperMail), registration, library services, and more. The included topics will assist you in your studies and will make it easier for you to find the resources that you need, when you need them. This orientation also provides tips on best practices for being a successful learner, time management, and the support services available to you at UNK and eCampus. Follow the link to Online Student Orientation.

- **Billing & Payment Information** – You will receive a notification in your LoperMail student email account when your bill is available. (Paper billing statements are not mailed and personal/preferred email accounts are not used.) This email will direct you to log in to MyBLUE to access your bill. Under “Student Accounts”, click the link under “Most Recent Bill/Invoice.” All current and past billing statements are available under “Invoice History.” Every effort is made to inform you of the due date. Failure to receive a billing email notification will NOT be an acceptable excuse for missing the payment deadline. **All tuition and fees for the Fall 2020 semester are due Thursday, September 24, 2020.** The Loper Payment Plan (3 payments and $20 fee) enrollment and initial payment deadline is September 24, with automatic payments on October 20 and November 20. Other payment options and additional information are available on the UNK Student Accounts website. Not paying by the bill due date will result in late fees and a NU registration/transcript hold at all NU campuses. If you have questions, please contact the UNK Finance Office at 308-865-8524 or email UNKFinance.

Please Note: You are enrolled in an online or blended course, unless you complete the procedure to drop or withdraw. You are responsible to pay for all tuition and related fees. Failure to attend class meetings does NOT constitute withdrawal from the class and does NOT eliminate the obligation to pay all tuition and related fees.
• **eCampus Blog** - The eCampus blog offers readers an inside look at UNK resources and services for online students. The [eCampus Blog](https://www.unk.edu/e-campus) also highlights programs and student stories, as well as tips for getting through the application process and studying recommendations. Have a story you want to share? Contact [eCampus](https://www.unk.edu/e-campus).

• **Distance ID Card** – As an online or blended student, you may request a non-picture UNK Distance ID Card through eCampus. A $10 fee will be assessed per card. This card may be used as a second form of identification. Distance students are not required to get a Distance ID card. If you are interested in getting the ID card, please contact Heather by email [Heather](mailto:heather@unk.edu) to have a form mailed to you. Include your mailing address and Student NUID number when requesting a form.

• **SmarterMeasure** – This is a tool that helps you identify your level of readiness for online learning. It measures several areas, including learning style, technical competency, and typing speed and accuracy. When the process is complete, SmarterMeasure will show you the results and also provide you with a list of resources that may assist you with online learning. To take the [SmarterMeasure assessment](https://www.unk.edu/e-campus), log on to and choose the username “xxx.” The password is “xxx”.

  o **xxx** – Contract [Heather Rhinehart](mailto:heather@unk.edu) for the username and password.

• **Canvas** – UNK uses Canvas for a learning management system. Canvas can be accessed via your UNK Account username and password. Refer to UNK Account login instructions on the attached sheet. If you log in to Canvas and you do not see your course, it is possible that the instructor may not have made the course available to students yet. To check if you are registered, go to MyBLUE and see your enrolled courses. If you are registered for the course, check Canvas in a few days. If the course is not available on the specified start date, please contact your instructor. If you have questions about your course, contact your instructor by using Canvas or email.

• **Bookstore** – You can find out what books are required for your classes and purchase them from [The Antelope Bookstore](http://www.unk.edu/bookstore) or 308-865-8555.

• **24/7 Help Desk** – The UNK Help Desk is available anytime 24/7 to assist you with technology issues. To contact the Help Desk, call 308-865-8363 or email [UNK Help Desk](mailto:UNK Help Desk). For a full list of services visit their [page](http://www.unk.edu/helpdesk) or have a Chat Live.

• **Video Training Tutorials** – Video tutorials on Canvas, VoiceThread, Office for Windows or Mac, and many more programs along with a large skill development section are available to you through the Hoonuit website. You may find these to be helpful as you are taking your online or blended courses. Hoonuit can be accessed by going to [Hoonuit Tutorials](http://www.unk.edu/hoonuit), then use your UNK account username and password.

  - To find a specific tutorial, type the program or topic you would like to see in the search box at the top of the page. A list of suggested tutorials will appear, and you will have the opportunity to narrow your search.

For a complete list of resources available to you or to follow us on social media, refer to the [eCampus website](https://www.unk.edu/e-campus).

Good luck in the upcoming semester.

UNK eCampus