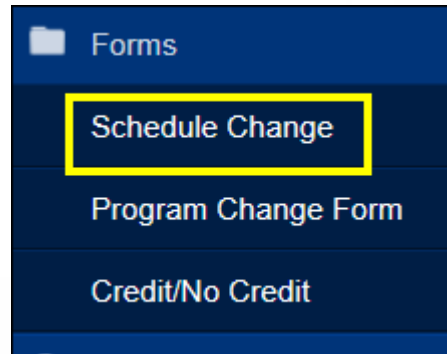


Schedule Change Form

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.

BE BLUE. BE GOLD.
BE BOLD.

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



A screenshot of the MyBLUE web application interface. The top navigation bar is dark blue with the MyBLUE logo on the left, and 'Toggle Menu', 'Academic Information', and 'Logout' on the right. A left-hand sidebar menu lists various options: Home, Enrollment, Academics, Financial Aid, Student Accounts, Admissions, Tools, Forms, Schedule Change (highlighted), Program Change Form, Credit/No Credit, and Profile. The main content area has a white background with a blue header 'Schedule Change' and a breadcrumb trail 'Home / Forms / Schedule Change'. The central message is titled 'Schedule Change Form Unavailable' and 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.



The screenshot shows the MyBLUE interface. On the left is a dark blue navigation sidebar with white text and icons for Home, Enrollment, Academics, Financial Aid, Student Accounts, Admissions, Tools, Forms, Schedule Change (highlighted), Program Change Form, Credit/No Credit, and Profile. The main content area has a white background with a blue header bar containing 'Toggle Menu', 'Academic Information', and 'Logout'. Below the header, the page title is 'Schedule Change' in a large, bold, black font. A breadcrumb trail reads 'Home / Forms / Schedule Change'. The main heading is 'Schedule Change'. The text explains that students cannot add classes after the fourth week of the term, except for Independent Study, Internship, Thesis, and TBA courses. It states that the completed form is sent to the instructor and department chair for approval, but does not guarantee registration. It also notes that students must meet prerequisites and co-requisites, and that a second form is needed for co-requisites. A blue button labeled 'Schedule Change Form' is positioned at the bottom of the text area.

MyBLUE

Home / Forms / Schedule Change

Schedule Change

Students cannot add classes following the fourth week of the term except for Independent Study, Internship, Thesis, and courses designated as TBA. Students must enroll in the Independent Study, Internship, Thesis, or course designated as TBA before the mid-point of the course.

The completed Schedule Change Form is sent to the instructor and the department chair for approval. Completion of the form does not guarantee course registration. Students must meet course prerequisites and co-requisites. If the course you're enrolling in requires a credit-bearing co-requisite (i.e., CHEM 160/CHEM 160L), students must complete a second schedule change form to add the co-requisite. Finally, students must ensure the course they've requested does not conflict with a course in their schedule.

Upon instructor and department chair approval, the Office of the University Registrar will register the student for the course. Once registered, the student will be notified by email to their lopers.unk.edu email address. It is the responsibility of the student to contact the instructor to obtain any make-up assignments for the course.

Undergraduate students : if adding the class will put total enrolled hours above 18 credit hours, you will need to complete the [Overload Request Form](#). You should complete the Overload Request form before the schedule change form.

Graduate students : if adding the class will put you over 12 credit hours, please contact the [Graduate Studies](#).

[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? Y/N/UNK

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.”

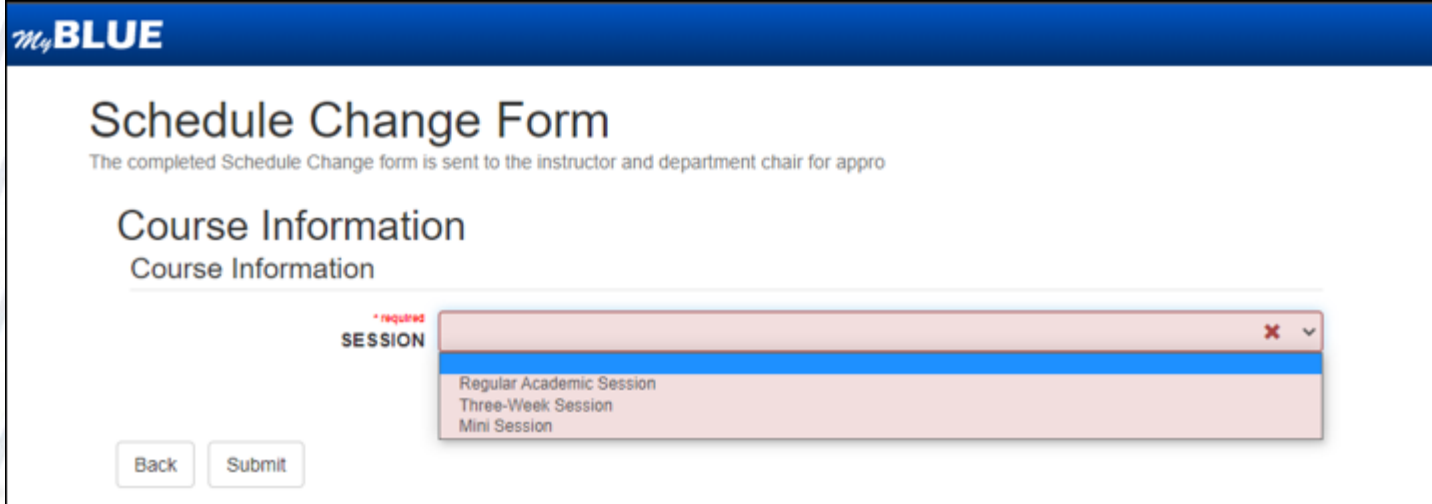
BE BLUE. BE GOLD.
BE BOLD.

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

A screenshot of the 'MyBLUE' web interface for a 'Schedule Change Form'. The page has a blue header with the 'MyBLUE' logo. Below the header, the title 'Schedule Change Form' is displayed, followed by a subtitle: 'The completed Schedule Change form is sent to the instructor and department chair for approval'. The main section is titled 'Course Information' and contains a sub-section 'Course Information'. A dropdown menu labeled 'SESSION' is open, showing three options: 'Regular Academic Session', 'Three-Week Session', and 'Mini Session'. The 'Regular Academic Session' option is highlighted in blue. To the left of the dropdown is a red asterisk and the word 'required'. Below the dropdown are two buttons: 'Back' and 'Submit'.

BE BLUE. BE GOLD.
BE BOLD.

Second Page of Schedule Change Form cont.



My BLUE

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.



My **BLUE**

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 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: ,

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: [Redacted]

First Name: [Redacted]

Last Name: [Redacted]

UNK Email Address: [Redacted]

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

COURSE: ACCT 250 - 02 Prin of Acct I (15504)

Instructor First Name: Sarah

Instructor Last Name: Borchers

Start Date: 2023-01-23

End Date: 2023-05-18

Credit Hours: 3

Instructor Email: BORCHERS.SJ@UNK.EDU

Lab (required with le...)

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: 1

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

- 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.

Department Chair Processing



My BLUE

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="BORCHERS.SJ@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 Ryan Schmitt, Margaret Klimek, Kay Gettinger, 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
Regular Academic Session
Mini Session - courses less than full semester. Regular Academic Session - courses full semester in duration.

COURSE
PE 150 - 01 Healthy Wealthy and Wise (14074)

Instructor First Name
Pat

Instructor Last Name
Phillipi

Start Date:
2023-01-23

End Date:
2023-05-18

Credit Hours:
3

Lab (required with L...

Instructor Approval
Approved

Chair Approval:
Approved

Office of University Registrar Authorization:

- Processed
- Approved
- Denied

Complete

- 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



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



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

^{* required}
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: |

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. ^{* required}

Approved

Denied

^{* required}
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

 unregistrar@unk.edu 

To:

Hello,



The Department Chair for PE 150 - 01 Healthy Wealthy and Wise (14074) has denied the request from  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
unregistrar@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



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



BE BLUE. BE GOLD.
BE BOLD.