

REGISTRATION

Registration by MyBlue

Students register for classes using MyBLUE (<http://myblue.unk.edu>), the interactive web interface. This system allows students to register, drop and add classes, check an existing class schedule and obtain information on registration holds and grades. MyBLUE also offers access to address information, the complete schedule of classes, account balance, transcripts, degree audit and financial aid. To access MyBLUE go to myblue.unk.edu (<http://myblue.unk.edu>). See the Office of the University Registrar website at www.unk.edu/offices/registrar (<http://www.unk.edu/offices/registrar>) for upcoming registration dates and complete registration instructions.

Early Registration

Currently enrolled UNK students can register early for the upcoming semester. All undergraduate students must meet with their assigned academic advisor prior to registering for classes during the early registration period. The registration system will NOT allow these students to register until they have consulted with their advisor. The Office of the University Registrar website at www.unk.edu/offices/registrar (<http://www.unk.edu/offices/registrar>) contains specific registration procedures and appointment times. Students are encouraged to use MyBLUE (<http://myblue.unk.edu>) to check for any "holds" (fines, outstanding fees, other obligations) that might prevent them from accessing the registration option.

Open Registration

Open Registration precedes the beginning of classes for the semester. Any admitted student can register during this time. A new student or a former student who has not attended University of Nebraska at Kearney for two years or more (for both undergraduate and graduate students), must complete the online application available at www.unk.edu/apply (<http://www.unk.edu/apply>) prior to registration.

For specific details regarding dates, locations, and procedures, students should refer directly to the Office of the University Registrar website at www.unk.edu/offices/registrar (<http://www.unk.edu/offices/registrar>).

Late Registration

Initial registration after the first week of the semester (fall or spring full semester classes) or after the first class day (less than full semester fall or spring and all summer courses) is considered late, and a \$15 late fee will be charged. To process a late registration, students must have permission from the department chairperson of each course they wish to register. With the department chairperson's permission, students register on MyBLUE. Tuition and all fees are due at registration, and failure to pay will result in late charges and prepayment for future terms.

Beginning the third week of the semester or the third day of a summer class, students wishing to register must have permission from the course instructor and department chairperson for each class they plan to enroll in. Students will request registration by completing a Change of Schedule form on MyBLUE. Students cannot register for full-semester classes following the fourth week of the term.