

Detailed Registration Instructions

1. Enter the following URL: <https://myblue.unk.edu> OR click on the MyBLUE link found on the UNK home page: www.unk.edu.
2. Enter your NUID and password to log in. For assistance with the NUID and/or Password, contact UNK IT Help Desk at 308-865-8363.

The screenshot shows the MyBLUE login interface. On the left, there is a 'Login' section with a 'NUID' input field, a 'Password' input field, an 'Enable Accessibility Mode' checkbox, and a 'Log In' button. Below the login fields is a 'Forgot Password' link. On the right, there are sections for 'Academic Policies' and 'Class Offerings'. The 'Academic Policies' section lists various university policies, and the 'Class Offerings' section lists various academic programs. Two yellow callout boxes with arrows pointing to the NUID and Password input fields provide additional instructions: 'Your NUID is the 8-digit number that is assigned at the time of admission and can be found on the back of your UNK ID card if you have one.' and 'Your password has been assigned. If you have misplaced or forgotten your password, use the Login Help or call the IT Help Desk at 308-865-8363.'

MyBLUE

Login

NUID

Password

Enable Accessibility Mode

Log In

[Forgot Password](#)

Academic Policies

- Academic Advising
- Academic Calendar
- Attendance Policy
- Auditing a Course
- Building Codes
- Change of Class Schedule (Drop/Add)
- Class Loads
- Class Schedule Codes
- Credit Hours- Maximum per Term
- Credit/No Credit Grade Option
- Dropping a Class
- Early Registration
- Fee Payment Procedure
- Fees/Tuition- Undergraduate
- Fees/Tuition - Graduate
- Finals Week Schedule
- Financial Information
- General Registration
- General Studies - Class Listing
- Grades
- Graduation Requirements
- Incomplete Grades
- Inter Campus Registration
- Late Payment Surcharge
- Late Registration Fee
- Police and Parking Services
- Prerequisite Listing
- Readmission of Former Students
- Registration Cancellation

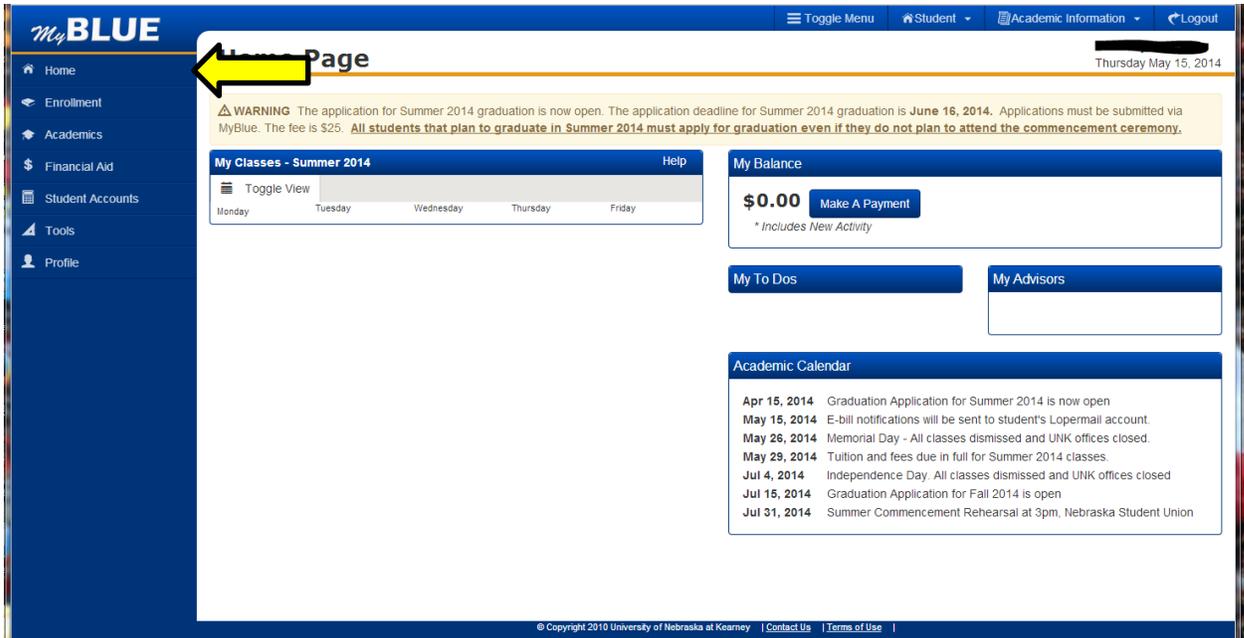
Class Offerings

- Accounting
- Art
- Biology
- Business Administration & Education
- Chemistry
- Chinese
- Communication Disorders
- Computer Science & Information Technology
- Counseling & School Psychology
- Criminal Justice
- Dance
- Economics
- Educational Administration
- English
- Ethnic Studies
- Family Studies & Interior Design
- Finance
- French
- Geography
- German
- Health Science
- History
- Industrial Technology
- International Studies
- Japanese
- Journalism / Mass Communication
- Learning Skills
- Management
- Management Information Systems
- Marketing
- Mathematics
- Military Science
- Modern Language
- Music

Related Links

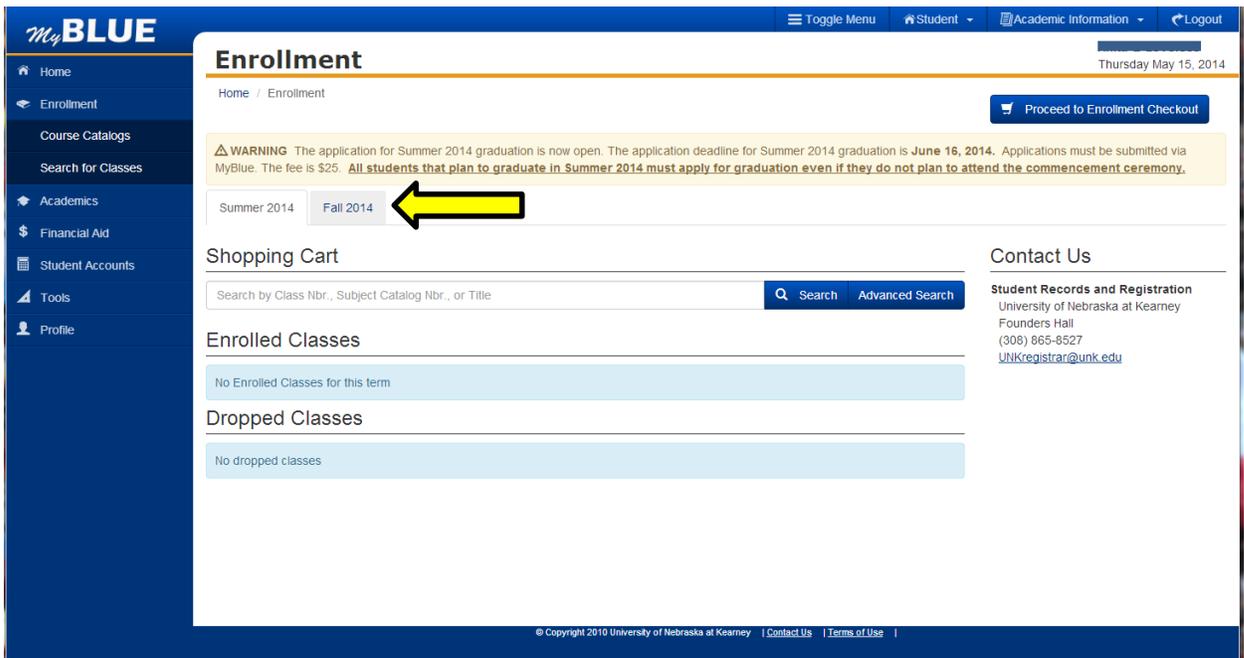
- UNK Class Search
- College Catalogs
- Transfer Student Info
- Transcript Request Info
- Registration Appt Times
- Final Exam Schedule
- Academic Calendar

3. Select "Enrollment".



The screenshot shows the MyBLUE Home Page. The left navigation menu includes: Home, Enrollment, Academics, Financial Aid, Student Accounts, Tools, and Profile. A yellow arrow points to the 'Enrollment' link. The main content area features a warning banner about the Summer 2014 graduation application deadline (June 16, 2014). Below the banner are sections for 'My Classes - Summer 2014', 'My Balance' (showing \$0.00), 'My To Dos', 'My Advisors', and an 'Academic Calendar' with dates from April to July 2014.

4. Select the term.



The screenshot shows the MyBLUE Enrollment page. The left navigation menu includes: Home, Enrollment, Course Catalogs, Search for Classes, Academics, Financial Aid, Student Accounts, Tools, and Profile. The main content area is titled 'Enrollment' and includes a 'Proceed to Enrollment Checkout' button. A warning banner is present. Below the banner, there are two buttons for selecting a term: 'Summer 2014' and 'Fall 2014'. A yellow arrow points to the 'Fall 2014' button. The page also features a 'Shopping Cart' section with a search bar, and 'Enrolled Classes' and 'Dropped Classes' sections, both showing 'No enrolled classes for this term' and 'No dropped classes' respectively. A 'Contact Us' section is located on the right side.

- In the search box under Shopping Cart, search for class(es) by entering the class number (ex: 11741) , subject and catalog number (ex ART 118), department (Ex: ART) or class title (Ex: Color and Design). Select desired class from the drop-down menu.

The screenshot shows the MyBlue Enrollment page. The top navigation bar includes 'Home', 'Enrollment', 'Course Catalogs', 'Search for Classes', 'Academics', 'Financial Aid', 'Student Accounts', 'Tools', and 'Profile'. The main content area is titled 'Enrollment' and includes a 'Proceed to Enrollment Checkout' button. A warning message states: 'WARNING The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is June 16, 2014. Applications must be submitted via MyBlue. The fee is \$25. All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.' Below this, there are tabs for 'Summer 2014' and 'Fall 2014'. The 'Shopping Cart' section features a search box with a search button and an 'Advanced Search' link. A dropdown menu is open, displaying a list of art classes. Two yellow arrows point to the search button and the 'ART-118 Color and Design' entry in the dropdown.

Class Number	Class Title
ART-100	Art Structure
ART-102	Drawing I
ART-118	Color and Design
ART-120	Art Appreciation
ART-188	GS Portal
ART-214	Painting I
ART-216	Water Based Media
ART-221	Art Hist Survey I
ART-230	Ceramics I
ART-235A	Printmaking I-Intaglio/Relief
ART-244	Glass I
ART-246	Sculpture I
ART-304	Computer Animation I
ART-305	Computers and Design
ART-305H	Computers and Design

- Select desired section of the class by clicking on the particular class section. This will place the class in the Shopping Cart.

The screenshot shows the MyBlue Enrollment page with a 'Select Class Section' modal window open. The modal title is 'ART 118: Color and Design'. It displays the following information:

- Class Nbr:** 11741, **Section:** 01, **Status:** Open, **Dates:** Aug 25-Dec18, **Location:** FAB 302 KEARNEY, **Instructor:** John Fronczak, **Credits:** 3
- Class Nbr:** 11340, **Section:** 02, **Status:** Open, **Dates:** Aug 25-Dec18, **Location:** FAB 304 KEARNEY, **Instructor:** Derrick Burbul, **Credits:** 3
- Class Nbr:** 11341, **Section:** 03, **Status:** Open, **Dates:** Aug 25-Dec18, **Location:** FAB 304 KEARNEY, **Instructor:** Derrick Burbul, **Credits:** 3
- Class Nbr:** 11342, **Status:** Open

The modal also includes a 'Cancel' button at the bottom right. The background page shows the 'Shopping Cart' section with a search box and a 'Proceed to Enrollment Checkout' button.

- Continue searching for classes OR click “Proceed to Enrollment Checkout” to complete registration.

Enrollment

Home / Enrollment

WARNING The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is **June 16, 2014**. Applications must be submitted via MyBlue. The fee is \$25. **All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.**

Summer 2014 | Fall 2014

Shopping Cart

Shopping Cart - Fall 2014

Regular Academic Session Aug 25 - Dec 18

Course	Title	Day	Time	Location	Credits	Instructor
ART-118-01	Color and Design	MW	10:10AM - 12:05PM	FAB 302	3	John Fronczak
BIOL-188-01	Extreme Biology	MWF	08:00AM - 08:50AM	COPH 253	3	Richard Simonson

Search by Class Nbr., Subject Catalog Nbr., or Title

Enrolled Classes

No Enrolled Classes for this term

Dropped Classes

No dropped classes

Contact Us

Student Records and Registration
University of Nebraska at Kearney
Founders Hall
(308) 865-8527
UNKRegistrar@unk.edu

- Confirm the class information carefully. To register, check the boxes next to the desired class title(s) and click “Enroll Selected”.

Enrollment Checkout

Home / Enrollment / Enrollment Checkout

Shopping Cart Classes - Fall 2014

BIOL-188: GS Portal Open

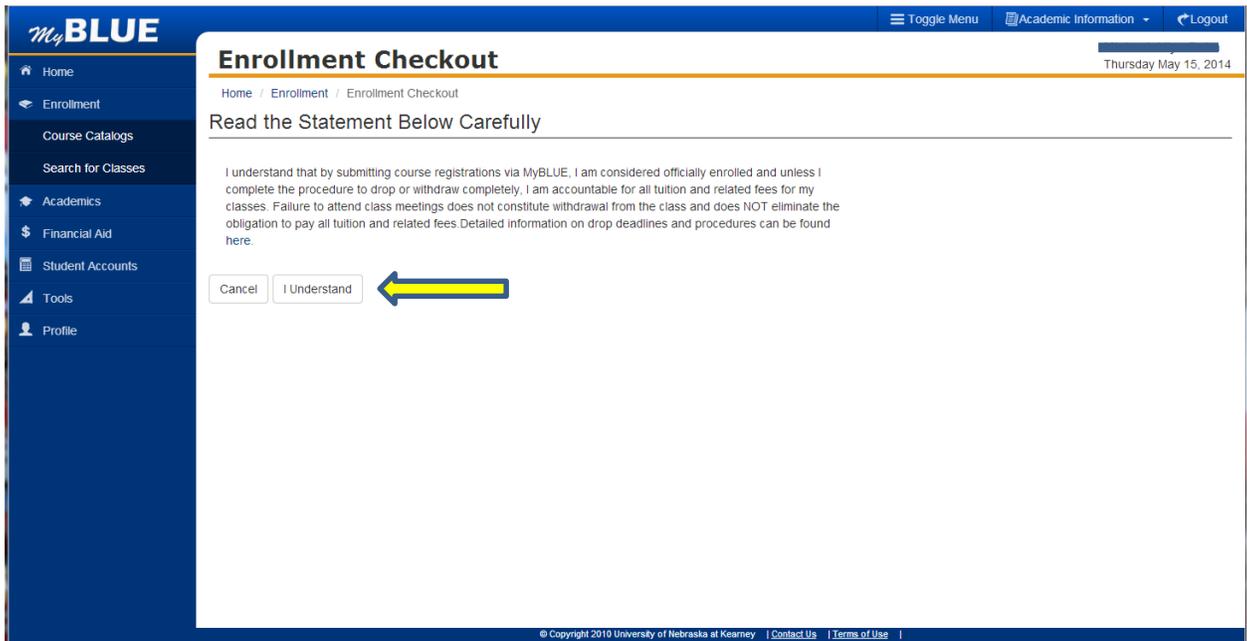
Class Nbr.	Section	Class Type	Career	Days	Time	Location	Instructor
10868	01	LEC	UGRD	MWF	08:00AM - 08:50AM	COPH 253	Richard Simonson

ART-118: Color and Design Open

Class Nbr.	Section	Class Type	Career	Days	Time	Location	Instructor
11741	01	LEC	UGRD	MW	10:10AM - 12:05PM	FAB 302	John Fronczak

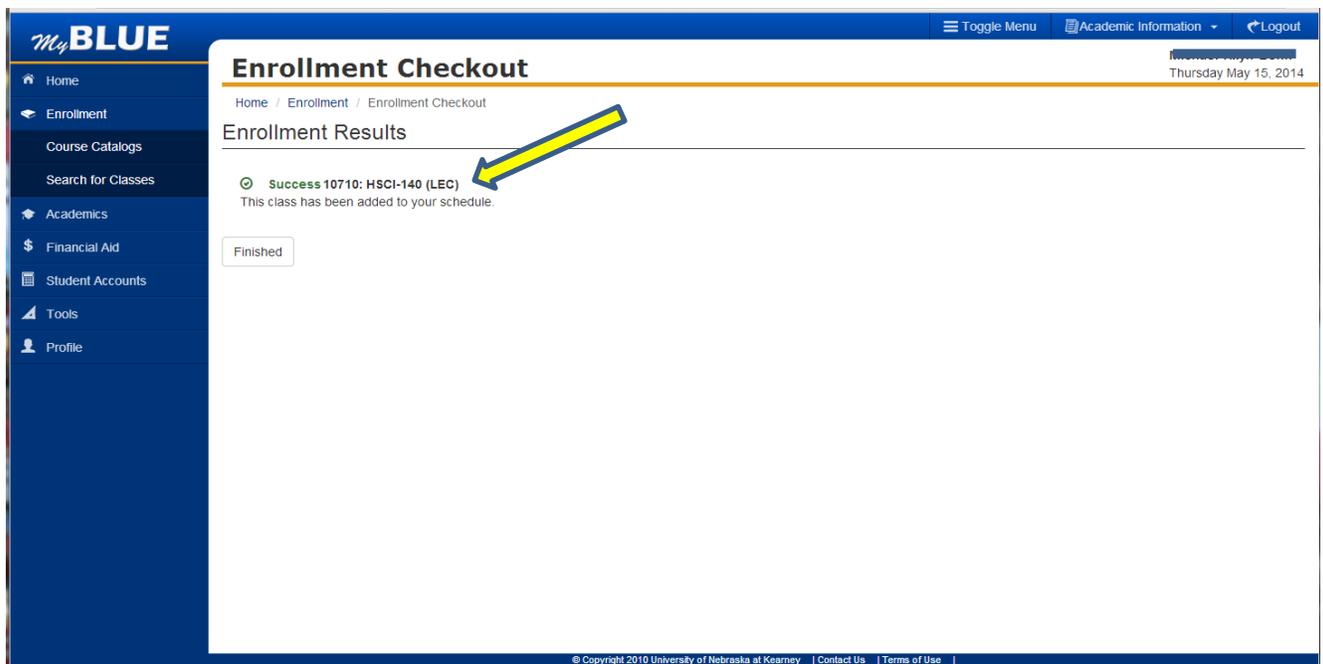
Return to Enrollment | Validate Selected | **Enroll Selected**

9. Read this statement carefully. By clicking “I Understand” you acknowledge that you understand and accept the terms and conditions.



The screenshot shows the MyBLUE Enrollment Checkout page. The page title is "Enrollment Checkout" and the date is Thursday May 15, 2014. The breadcrumb trail is Home / Enrollment / Enrollment Checkout. The main heading is "Read the Statement Below Carefully". The statement reads: "I understand that by submitting course registrations via MyBLUE, I am considered officially enrolled and unless I complete the procedure to drop or withdraw completely, I am accountable for all tuition and related fees for my classes. 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. Detailed information on drop deadlines and procedures can be found here." Below the statement are two buttons: "Cancel" and "I Understand". A yellow arrow points to the "I Understand" button. The footer contains copyright information for the University of Nebraska at Kearney and links for Contact Us and Terms of Use.

10. Enrollment Results page will show either that the class(es) selected have been added or not added to your schedule and the reason any enrollment failure. If you click “Finish” you will return to your Enrollment page.



The screenshot shows the MyBLUE Enrollment Results page. The page title is "Enrollment Checkout" and the date is Thursday May 15, 2014. The breadcrumb trail is Home / Enrollment / Enrollment Checkout. The main heading is "Enrollment Results". The message reads: "Success 10710: HSCI-140 (LEC) This class has been added to your schedule." Below the message is a "Finished" button. A yellow arrow points to the "Finished" button. The footer contains copyright information for the University of Nebraska at Kearney and links for Contact Us and Terms of Use.

Following are examples of classes that were not added:

The screenshot shows the 'Enrollment Checkout' page. The left sidebar contains navigation links: Home, Enrollment, Academics, Financial Aid, Student Accounts, Tools, and Profile. The main content area is titled 'Enrollment Results' and shows two failed classes with red circular icons and yellow arrows pointing to them:

- Failure 10868: BIOL-188 (LEC)** - Unable to add this class - requisites have not been met. First Year Freshman standing or Sophomore standing only
- Failure 11741: ART-118 (LEC)** - You cannot add this class due to a time conflict with class 10710. Select another class.

A 'Finished' button is visible below the error messages. The footer contains copyright information for the University of Nebraska at Kearney.

11. ALWAYS review your schedule after every registration process. Your enrolled classes will display on your Enrollment page.

The screenshot shows the 'Enrollment' page. The left sidebar contains navigation links: Home, Enrollment, Course Catalogs, Search for Classes, Academics, Financial Aid, Student Accounts, Tools, and Profile. The main content area is titled 'Enrollment' and includes a 'Proceed to Enrollment Checkout' button. A warning message is displayed: 'WARNING The application for Summer 2014 graduation is now open. The application deadline for Summer 2014 graduation is June 16, 2014. Applications must be submitted via MyBlue. The fee is \$25. All students that plan to graduate in Summer 2014 must apply for graduation even if they do not plan to attend the commencement ceremony.' Below the warning, there are tabs for 'Summer 2014' and 'Fall 2014'. The 'Enrolled Classes' section is highlighted with a yellow arrow and contains a table of enrolled classes for Fall 2014:

Course	Title	Day	Time	Location	Credits	Instructor
HSCI-140-01	Introduction to Public Health	MWF	11:15AM-12:05PM	BHS 104	3	Travis Bourret
PE-460-01	Gross Anatomy	T	09:30AM-10:45AM	TBA	3	Bryce Abbey
PE-460-03	Gross Anatomy	R	09:30AM-10:45AM	TBA	0	Bryce Abbey
PSY-376-01	Psychology & Criminal Behavior	MWF	10:10AM-11:00AM	COPH 335	3	Theresa Wadkins
PSY-407-01	Psychopathology	MWF	09:05AM-09:55AM	COPH 233	3	Krista Fritson
PSY-453-01	Developmental Psychology	TR	02:00PM-03:15PM	COPH 333	3	Robert Rycek

The total credits for the enrolled classes is 15. Below the table, there is a 'Dropped Classes' section which shows 'No dropped classes'. The footer contains copyright information for the University of Nebraska at Kearney.

Your enrolled classes will also show on the “Home” Page.

The screenshot shows the MyBLUE Home Page for a student. The page includes a navigation menu on the left with options like Home, Enrollment, Course Catalogs, Search for Classes, Academics, Financial Aid, Student Accounts, Tools, and Profile. The main content area is titled "Home Page" and features a warning about the Summer 2014 graduation application deadline of June 16, 2014. Below the warning is a "My Classes - Fall 2014" section with a "Toggle View" button and a grid of class times. A yellow arrow points to the class grid. To the right, there is a "My Balance" section showing \$0.00 with a "Make A Payment" button. Below that is a "My To Dos" section and a "My Advisors" section listing Robert Rycek and Margaret Abels. At the bottom right, there is an "Academic Calendar" section with dates from April to July 2014.

12. Dropping a course

All dropped courses are subject to the refund policy that can be found at:

http://www.unk.edu/offices/student_accounts/

From the Home Page, on the left-hand menu, select “Enrollment”. Choose the term, and your enrolled classes for that term will appear under “Enrolled Classes”.

Click on the drop-down menu arrow next to the course you want to drop. Select “Drop Class” from the drop-down menu.

The screenshot shows the MyBLUE Enrollment page. The page title is "Enrollment" and the user is identified as Michael Allyn B... on Thursday, May 15, 2014. There is a "Proceed to Enrollment Checkout" button. A warning about the Summer 2014 graduation application deadline is present. Below the warning is a "Shopping Cart" section with a search bar. The "Enrolled Classes" section is highlighted, showing a table of classes for the Fall 2014 term. A black arrow points to the dropdown arrow next to the "HSCI-140-01" course. A yellow arrow points to the "Class Details" link for the same course. Below the enrolled classes is a "Dropped Classes" section which currently shows "No dropped classes".

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HSCI-140-01	Introduction to Public Health	MWF	11:15AM - 12:05PM	BHS 104	3	Travis Bourret
Books	ss Anatomy	T	09:30AM - 10:45AM	TBA	3	Bryce Abbey
Class Details	ss Anatomy	R	09:30AM - 10:45AM	TBA	0	Bryce Abbey
	thology & Criminal Behavior	MWF	10:10AM - 11:00AM	COPH 335	3	Theresa Wadkins
PSY-407-01	Psychopathology	MWF	09:05AM - 09:55AM	COPH 233	3	Krista Fritson
PSY-453-01	Developmental Psychology	TR	02:00PM - 03:15PM	COPH 333	3	Robert Rycek

Total Credits 15

13. Read the statement in the popup box carefully. The amount of refund is shown in bold. Once you click “continue”, you have acknowledged that you understand and accept the terms and conditions and the course will be dropped at the refund percentage shown.

Read Statement Carefully

You are requesting to drop a class. Doing so may result in a refund of tuition/fees depending on the class and the date. Please refer to the statement below for the refund percentage that will apply should you proceed to drop the class today. Click here for the complete policy on dropping a class.

Click Continue to proceed with dropping the class.

If you drop HSCI 140 01 today your refund will be 100%

Cancel Continue

Enrollment

Home / Enrollment

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Summer 2014 Fall 2014

Shopping Cart

Search by Class Nbr., Subject Catalog Nbr., or Title

Enrolled Classes

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PSY-407-01	Psychopathology	MWF	09:05AM - 09:55AM	COPH 233	3	Krista Fritson
PSY-453-01	Developmental Psychology	TR	02:00PM - 03:15PM	COPH 333	3	Robert Rycek

Total Credits 15

Dropped Classes

No dropped classes

14. **ALWAYS** review your schedule after every registration process. You can view your account balance and invoice on MyBLUE by selecting Student Accounts from the left menu.

All billing statements for tuition and fees will be sent to your Lopermail email account. To review your email information click on Profile in the MyBLUE menu

Enrollment

Home / Enrollment

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Summer 2014 Fall 2014

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Total Credits 12

Dropped Classes

No dropped classes