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UNITE Distributed Learning and the University of Minnesota welcomes the opportunity to work with you for the coming semester and future semesters.

UNITE is a distance education unit within the College of Science and Engineering at the University of Minnesota, with an emphasis on offering graduate level courses to full- and part-time professionals as well as on-campus students needing the flexibility that UNITE affords them.

We have had many questions over the past years wondering how UNITE works once a student is registered. The purpose of this manual is to provide students with important, introductory information for taking classes through UNITE. Much more detail and any future updates/changes to policies and procedures can be found on our web page www.unite.umn.edu.

Students enrolled in courses via UNITE should review the policies and procedures listed in this student guide. In some cases, these policies will be modified to accommodate individual professors’ requests. We will do our best to notify you or have the faculty member explain these modifications, but policies, tuition and fees are subject to change without notice.

Note that as a student enrolled through UNITE, you are bound by the University of Minnesota policies and your college/departmental policies – our policies/procedures fill where there is no University or college/department policy but do not override them. It is the responsibility of the student to know and abide by all policies and procedures.

Thank you for enrolling through UNITE!

We tried to address all issues in this packet, but if you think we need to include or improve something for the future, please email unite@umn.edu.
The UNITE web site contains all policies and procedures that pertain to UNITE Distributed Learning. Students taking courses via UNITE are personally responsible to know the policies and procedures that pertain to the particular college and program in which they are enrolled.

The web site has links to the following topics (found on the left side panel):

**HELP! – Technical Assistance**
This is the first place to check if you are experiencing problems with streaming video webcasts, both live and video-on-demand, or podcasts. This section also covers the most commonly asked technical questions. If you are experiencing trouble with video streaming even after consulting the Technical Assistance and Troubleshooting tabs on the website you can submit a trouble report ([https://www.unite.umn.edu/troublereport](https://www.unite.umn.edu/troublereport)).

**Interested in Courses?**
This section provides everything that you need to know about UNITE if you are interested from courses offered, tuition and fees, enrollment and registration process and how video streaming and podcasts operate. You can also find all required registration forms and applications in the “REGISTER for UNITE Courses” tab.

**Currently Enrolled in Courses?**
All registered for courses? Don’t know where to start? This section is a guide to beginning your new program through UNITE. Log in to see course content and materials, steps to success, important information for students, UNITE policies and announcements, troubleshooting and frequently asked questions.

**About UNITE:** Explains how UNITE works, our programs and courses, special event services and advantages in greater detail. In addition, you will also find a listing of UNITE staff and contact information.

In addition to the above topics, we suggest that you familiarize yourself with the University of Minnesota’s One Stop page ([onestop.umn.edu](https://onestop.umn.edu)). One Stop has information on everything from dates and deadlines, grades and transcripts, degree planning, University resources and contact information.
POLICIES AND PROCEDURES

As a student enrolling in courses through UNITE, you are a student at the University of Minnesota.

As such, it is mandatory that you use www.onestop.umn.edu. OneStop is your point of reference for all University-wide policy, procedures, calendars, etc. These apply to both you and your courses through UNITE. The OneStop site is also your unique, password-protected online portal to University services as well, including online bill pay. Additionally, there may be college/department policies for students.

Among the critical University Policies for UNITE-enrolled students to know:

1. University Internet Account and E-mail:
University assigned Internet accounts are established for each student. You will use your Internet ID to access e-mail as well. The University’s official means of communication with all students. You are responsible for all information that is sent to your University of Minnesota e-mail account. Please check it on a regular basis. You can set this account to forward to a work or personal email address.

   **First time students will need to initiate their University of Minnesota Internet account**

   If you have not initiated your University Internet account, you may do so by visiting the “myU” web portal: http://myu.umn.edu. On your first visit to the myU web portal, click on the option to initiate your Internet account - you will only need to do this once.

   Please note that you may need to wait up to three hours after initializing account before your account is available for your use. When your profile is available, you can log in to the myU portal and access online University materials, including course sites, registration, bill pay services. If you encounter problems initiating your University of Minnesota Internet account, lose your password or have questions about your University of Minnesota Internet account, contact the University’s 1-HELP service at 612-621-4357.

2. Billing Statement/Electronic Billing:
The University bills students electronically and does not send out paper billing statements. A few weeks after the start of a term an e-mail will be sent to your University e-mail account stating that your bill is ready to be viewed online. Select the link in the e-mail message to view your account or log in through OneStop. This will list your current billing as well as any outstanding charges.

   ***NOTE YOUR DUE DATE***

   Check this on a monthly basis. Charges might appear AFTER you’ve looked and paid your fees for the current term. Nonpayment of these additional charges will incur late payment fees.
Students who are classified as Non-Resident in the University’s system will at first have non-resident tuition applied. UNITE staff will make changes to accounts for those taking only courses through UNITE so that resident tuition will be charged in the first weeks of the semester. **NOTE:** If you are classified as a non-resident but taking an on-campus course as well as an UNITE course (dual registration), you will be billed as a non-resident for **BOTH** courses.

3. **Student Health Plan Coverage:**
In addition to the above fees, if you are classified as a non-citizen, you will be charged **student health insurance fees**, unless you carry individual insurance. This is a University policy and cannot/will not be changed. Please check One Stop for instructions and more information on how to waive health insurance (http://www.shb.umn.edu/waiver).

*Billing Due Date:* If you have questions regarding your bill for the current term, please check with the UNITE office so we can look into it for you. While we try to resolve your case(s), you are to make payments as required.

If you have any questions about your billing contact UNITE immediately. We will work to resolve your concerns. Certain charges may be adjusted within limits during the first four weeks of the term. However, from the fifth week on fees cannot be waived.

In addition to the normal University of Minnesota tuition and fees, UNITE students pay an additional fee to cover costs of the UNITE program as it is a self-supporting unit within the University. Students are billed directly and **immediately** for this fee and it is paid the same way that tuition is paid.

4. **Rules and Regulations of College of Enrollment:**
Students taking courses via UNITE are personally responsible to know all rules and regulations that pertain to the particular college and program in which they are enrolled.
IMPORTANT UNITE POLICIES

In some cases these policies will be modified to accommodate an individual professor’s requests. We will do our best to notify you or have the faculty member explain these modifications, once the term begins.

1. Registration:

By registering for course through UNITE, you enter into a legally binding contract to pay all tuition and fees, including any nonrefundable fees.

Students taking University of Minnesota-Twin Cities courses via UNITE are registered in the same course(s) as on-campus students. The differences are: 1) UNITE Student and Faculty Engagement (located on the East Bank of the Minneapolis campus) processes the registration and 2) UNITE section numbers are used.

As a student enrolled through UNITE, you will be classified as a Graduate Student, Graduate Non-degree, Undergraduate non-degree or Adult Special Student:

- The UNITE Registration Information Sheet must be filled out each semester you enroll;
- All registrations for UNITE courses will be through UNITE Student and Faculty Engagement;
- All adds, cancellations and changes for UNITE courses will be through UNITE Student and Faculty Engagement;

2. Student Grades:

Students can view their grades/transcripts at www.onestop.umn.edu/grades_and_transcripts.

Students have a choice of the following grading options:

1. A-F: On the A-F graduate system students received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, or F. (There is no D-.) These grades contribute toward a student’s grade point average. **NOTE:** If the Grade Option space on the UNITE Registration Information Sheet is not filled out you will be registered A-F, automatically.
2. S-N: On the S-N grading system students receive a grade of S (satisfactory) or N (no grade). Instructors determine the level of work required to earn an S. Ss and Ns do not count toward a student’s grade point average.
3. Auditing: Registration as an auditor/visitor permits attendance. No credit or grade is earned, but a “V” will appear on the transcript for the course. Courses taken in this manner do not count toward the credit required for graduation nor do they count toward financial aid eligibility. Attendance without registration as an audit is not authorized.
3. **Graduate Faculty Advisor:**
The graduate school requires all graduate students admitted to a degree program have an academic advisor to help guide the student's graduate program, including selection of courses and supervision of Plan A thesis or Plan B projects. It is the responsibility of the student to find an appropriate advisor as soon as possible after admission. Although students may be assigned an advisor upon admission to help them get started, students should be proactive in selecting a different advisor as needed or if desired. Students should select an advisor appropriate to their area of interest and who is willing to guide the student through their degree program. Students typically do this on their own by contacting faculty members directly. A good way to start this process is by contacting faculty members in your area of interest, especially if you have already had some contact with the faculty member (e.g., through classes taken).

4. **Continuous Registration for Graduate Students:**
Graduate students admitted to a degree program must register every fall and spring semester in order to maintain their status in Graduate School. If they are not registered for a regular course during a semester, they must get permission from their department (does not apply to Summer semesters, only Fall and Spring).

5. **Dual Registration (UNITE and On-campus Sections Concurrently):**
Students must register for the on-campus course first. The UNITE course will be added to the on-campus registration by the UNITE Administrative Office after you have registered for on-campus course(s).

6. **Course Materials:**
Course materials from the instructor will be delivered to you by e-mail unless the instructor posts materials on the web. Returning graded homework will be handled in the same way.

For courses with Moodle, Canvas or departmental websites, UNITE will post a link to that site on the course page within the UNITE Media Portal, the same place you may access the class videos.

Students submit homework by email (unite@umn.edu) as PDF files (unless faculty members request that homework be sent directly to them via the web/e-mail); **DO NOT SEND TO INDIVIDUAL UNITE STAFF.** Homework can also be faxed directly to the UNITE Administrative Office (612-626-0761). We are not responsible for tracking materials sent directly to the professor, but we do log homework delivered to our office for delivery to instructors and TAs.

Homework will be due on the assigned due date, and exams will be taken on the same day and time as they are on-campus. Please ID your homework and exams using the enclosed Homework Cover Sheet (Attachment A). A link to the form can be found here: http://www.unite.umn.edu/information/uniteproctorform.pdf. If you fail to identify your homework properly, we cannot guarantee its distribution in a timely manner.

Updated: 6/2016
7. **Exams and Quizzes:**
THE EXPECTATION FOR ALL UNITE COURSES is that exams and quizzes must be taken on the **same day/same time** as the students enrolled in the on-campus section of the course, unless you have an agreement otherwise granted by the instructor. Students should e-mail or call the professor requesting an agreement **before or early in the semester** (before the 100% refund period is complete for that semester) and alert UNITE. It is at the discretion of the instructor to give an exception – UNITE cannot grant any exceptions.

Exams and quizzes will be e-mailed to your proctor with exam instructions attached. This will list all necessary information concerning the exam. We will also include a Proctor Cover Sheet (Attachment B) that will need to be signed by you and your proctor and then returned with the finished exam.

8. **Communication Issues:**
All problems and concerns regarding administrative and technical aspects of UNITE must be communicated with UNITE directly. If you have a problem with any handouts, homework, etc., please contact UNITE Student and Faculty Engagement first before contacting the instructor. Any concerns regarding the course content, homework problems, grading should be directed to the professor and/or TA(s).

9. **Student Expectations:**
UNITE-enrolled students work on the same semester schedule as those enrolled in on-campus sections. With this in mind, students are expected to turn in homework and projects, take exams and quizzes according to the deadline dates given by the professor.

10. **Student-Instructor Communications:**
Interaction with faculty will be available for all courses by e-mail and telephone.

11. **Notice to Late Registrants:**
Students who register late will have a delay in receiving course materials. Students will be able to access the streaming video version of the course no later than **72 hours after** their registration is processed through PeopleSoft.
12. **UNITE Contacts – University of Minnesota-Twin Cities:**

**Student and Faculty Engagement:**  Ann Rausch, Jessica Kennedy, Ron Fitch  
E-mail: [unite@umn.edu](mailto:unite@umn.edu)  
Toll Free: 1.877.668.6483  
Fax: 612.624.2332  
Course scheduling, registration process, distribution of course materials, access to streaming materials and management of the UNITE web site.

**Technical:**  UNITE Technical Office  
E-mail: untechop@umn.edu  
Phone: 612.624.6008  
Recording, transmission and streaming support

**Academic:**  Doug Ernie, UNITE Director  
E-mail: [ernie@umn.edu](mailto:ernie@umn.edu)  
Phone: 612.625.9802
STREAMING VIDEO AND PODCAST POLICIES AND PROCEDURES

Material presented in courses offered through UNITE is the intellectual property of the course instructor. The University of Minnesota holds copyright to the recordings of the course. Attempting to distribute any classes, view classes concurrently or access classes for which you are not registered, is strictly prohibited. Users attempting unauthorized access of UNITE classes will be prohibited indefinitely from access to all UNITE materials.

You may only access classes for which you are registered.
You may manually download podcasts to your computer individually or may subscribe to an RSS feed to automatically download each video podcast as available.

ALL DOWNLOADS MUST BE ERASED AT THE END OF THE TERM.

1. Availability:

All UNITE course sessions are accessible over the Internet as live streaming video webcasts and asynchronously as streaming video-on-demand webcasts or as video and audio podcasts. Streaming video-on-demand webcasts and podcasts are typically available to UNITE students within one hour of the conclusion of live class sessions.

NOTE: Live webcasts are typically 30-45 seconds behind the actual class session due to processing time and the speed of your Internet connection.

2. Software and System Requirements:

To view UNITE streaming video webcasts (live and video-on-demand), your computer will need in Internet connection and free, downloadable software. Streaming videos are available in QuickTime, Flash and HTML5 formats. To download and view video podcasts, your computer will need a podcast aggregator.

For minimum system requirements, links to free software downloads, browser plugins and podcast aggregator downloads, technology tips, online diagnostic tests and troubleshooting, see the Streaming Video and Podcasts section on the UNITE website:

www.unite.umn.edu/streamingVideoPodcasts

Internet browser preferences:
Any current, up-to-date browser is compatible with UNITE streaming.

Suggested monitor resolution:
UNITE recommends a monitor resolution setting of 1024 x 768 or higher for best results.
Network Connection:
Your network connection must support sustained "broadband" data rates of 768K or faster for live and asynchronous streaming video to work properly. Slower, less consistent connections will result in choppy, fragmented or unwatchable streaming video. However, slower connections are fine for downloading podcasts.

Important Firewall Information:
Students who plan to view the lectures at their work site are advised to check with their company's network systems administrator concerning firewall issues. Past experience indicates that in many cases firewalls need to be reconfigured before access to streaming video material is allowed.

3. Access Procedure:

- **UNITE Media is password protected**
  All UNITE course streaming videos, video podcasts and audio podcasts are available through the UNITE Media Portal. You must be a University of Minnesota student with a valid University of Minnesota Internet account who is registered for the UNITE section of the course to access the material. This is the same University Internet ID used to access your University of Minnesota e-mail account and log in to the University OneStop site.

  Students registering after the beginning of a semester may have a 72 hour delay before their registration information becomes active. UNITE staff have no control over this delay.

- **Login Instructions**
  With an active University of Minnesota Internet ID, log into the UNITE Course Media page at https://unite.umn.edu (note the “s” in “https”) with your University of Minnesota Internet account information (username and password).

4. Technical Support Contact Information:
If you encounter technical problems, first consult our Technical FAQ and Troubleshooting Assistance section of the UNITE web site:

www.unite.umn.edu/streamingVideoPodcasts/faq.html

If you need technical support after consulting the Technical FAQ, you will receive the quickest service by submitting an online UNITE Trouble Report. We will respond to inquiries within one working day, quicker during business hours. See:

www.unite.umn.edu/streamingVideoPodcasts/troubleresport
# RESIDENT TUITION

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<th>Per Credit Rate</th>
<th>Number of Credits</th>
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<td>13</td>
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Each cr over 14 1353.34

Tuition amounts are the same for students taking the class for A-F, Pass/Fail, or Audit grading. If students are only taking a UNITE course they are charged resident tuition. If students are taking an on-campus course and are classified in the University’s system as a non-resident, they are charged non-resident tuition rates for ALL courses.

## UNITE SPECIAL FEE

UNITE Distributed Learning is a self-supporting unit at the University of Minnesota. In order to operate, we must charge a special fee in addition to tuition and other University of Minnesota fees. This fee covers administrative, technical and maintenance costs of running the program. This fee will be charged directly to independent students and students from select UNITE companies, otherwise the fee will be billed directly to the company. The fee is $100 per credit for A-F or S-N grading. Audit students will also be charged $100 per credit - this is a change from previous years and goes into effect fall 2013.
COLLEGE OF SCIENCE AND ENGINEERING COLLEGIATE FEE

CSE technology fees are charged to students in the College of Science and Technology and some students in other colleges. The fees will be assessed to the following groups of students.

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<th>Credits</th>
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<tr>
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<td>Fewer than 6</td>
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You are responsible for paying all fees by the University’s deadline dates. We cannot waive any late fees if you do not pay by the University’s due dates.

Check One Stop > Finances (onestop.umn.edu/finances) for more information about costs, tuition, & fees, financial aid, view student account, how to pay the University, managing money and protection from scams and fraud.

Student Accounts Receivable Billing System for Tuition and Fees

The University of Minnesota now offers electronic billing and payment of your student account bills (tuition, fees, housing, books, etc.).

The UM Pay electronic billing and payment system will automatically send an e-mail notification to the student’s University of Minnesota e-mail address when the bill is ready to be viewed online. Students will need their University of Minnesota Internet ID and password to login to the UM Pay system. Authorized payers will need to use the login name and password provided by their student.

NOTE: Check your account on a monthly basis, even after paying your bill. Fees can be added AFTER you have made the initial (PIF) payment. Late payment fees will incur if not paid by the new due date.

To use the e-bill/e-pay system, you will need to enter your University Internet ID and password. If you have not yet initiated your Internet account, you can initiate it on-line at https://www.umn.edu/initiate. If you have forgotten your password, have any problems logging on or getting bumped off the system, contact the Technology Helpline at 612-301-4357.

If you have questions regarding your account, you can call the One Stop student services at 612-624-1111 or e-mail, helpingu@umn.edu.
REMINDER: You will receive an e-mail on your University e-mail account notifying you that your charges for a given term has been posted. You must check One Stop for your actual statement.

YOU WILL NOT RECEIVE A HARD COPY (FEE/BILLING STATEMENT) IN THE MAIL.

The Graduate and Professional Student Assembly Fee ($11.54) will be charged to students in a graduate program.

In addition, the International Student and Scholar Services will also be charging international students in a program their fee of $145 (orientation and advising). If students change their status, they should contact that office at 612-626-7100.

** Fees are subject to change without notice
DATES TO REMEMBER
Spring Semester 2017

Remember to register as early as possible. Your registration may not be entered on the same day you send it in to the UNITE office. “Requests for Graduate Credit for Non-degree Students” may take several days as they are sent over to the Registrar’s Office. “Application for Non-Degree Students” and “Change of College” can take over two weeks to be entered as they are sent to the Admissions Office. You may also have to work with different offices to clear holds. The closer to the beginning of school, the longer the registration process takes, as everyone is busy.

Access to streaming video and podcasts can take up to 72 hours after students are officially registered. This means late registrations may not have immediate access to streaming video when school starts.

January 16: Official University of Minnesota Holiday – Offices Closed.

January 17: SPRING CLASSES BEGIN
Any new registrations received on this day or later will be charged the $25 late fee.
Be aware of Summer Refund and Drop/Add deadlines - it is different from Fall and Spring semesters and is different for six-week and eight-week courses.

January 28: SPRING BILL DUE.

March 17: Official University of Minnesota Holiday – Offices Closed.

May 5: Last day of instruction

May 13: Spring Semester ends

For a full listing of dates to remember in accordance to the University of Minnesota schedule and specific to the

CANCELLATION REFUND AND BILLING DATES
Changes should be in the UNITE office by 3:00 pm of deadline date. If you cancel after the 100% refund period, you will be charged a portion of tuition. You will need to check your account for the amount you owe through OneStop (www.onestop.umn.edu), the University does NOT send out a new bill.

UNITE follows the University policies and deadlines for course cancels, adds, withdrawals and refunds. Please refer to the University's information through OneStop page regarding this
information. For summer courses, note that there are different calendars for six- and eight-week courses and that the timelines are accelerated to reflect the shortened semester timeline.

Students must get instructor approval if adding a course after deadline dates which require instructor signature. For additions and cancellations, the UNITE office will get the college's permission to make the change for Graduate and Undergraduate Non-Degree students (those not formally enrolled in a program). Graduate and Undergraduate students enrolled in a program must get permission from both the college.

Students enrolled in courses through UNITE may use our online Course Cancellation Form (http://www.unite.umn.edu/unite_forms/uniteCourseCancel.html) or send an email directly to unite@umn.edu to cancel a course taken through our office.

For a listing of Spring Semester refunds and drop/add deadlines please visit:
http://onestop.umn.edu/dates-and-deadlines

**Billing and Due Dates for Spring 2017 Semester**

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There is a flat $35 per semester installment/re-billing fee for paying by the installment plan. If you pay less than the full amount due listed on the bill by the due date, you will be assessed this $35 installment/re-billing fee. Anytime you pay less then the minimum amount due by the due date, you will be charged a $30 late payment fee (per cycle) in addition to the $35 installment/re-billing fee and a hold will be placed on your record. Payments MUST be received by the due date to be considered on time.

Late registration fees subject to change by the University of Minnesota. Billing and due dates are subject to change. Visit www.onestop.umn.edu/onestop/Tuition_Billing/wwhpay.html for current billing schedules. To view your student account online, go to:
http://www.onestop.umn.edu/onestop/

**STUDENTS NOT IN AN OFFICIAL PROGRAM (Grad non-degree/Undergraduate non-degree PRD) WILL NEED TO PAY THEIR BILLS IN FULL BY THE FIRST BILLING DUE DATE OR THEY WILL BE DROPPED FROM THE CLASS BY THE UNIVERSITY.**

**ALL FEES SUBJECT TO CHANGE BY THE UNIVERSITY OF MINNESOTA, WITHOUT UNITE KNOWLEDGE**
Where do I find my…….?  
What is ……?

University of Minnesota Internet ID:  
If your University of Minnesota Internet account is initiated, you can find your University of Minnesota Internet ID by doing a search for yourself on the University of Minnesota OneStop site (www.onestop.umn.edu) and do a search for yourself under Search for people (left side of the One Stop homepage).

This search will not only give you your Internet ID but your University of Minnesota e-mail address.

University of Minnesota Student ID number:  
UNITE will send all new students their student ID once one is assigned by the admissions office. This will be done be sending a note to your work e-mail.

Books for course(s):  
Course books can be obtained from the University of Minnesota Bookstore (Twin cities campus) or other sources on the web.

The University of Minnesota Bookstore is located in Coffman Union (G55 CMU) on the East Bank of the Twin Cities’ campuses in Minneapolis. You may also call 612-624-6000 or visit their website at www.bookstore.umn.edu for daily/special hours and dates of operation, searching and ordering textbooks (fee included) and more contact information.
Last Name (please print)          First Name (please print)

UofMN Course Number#                Assignment/lab #

Instructor                              Date Turned in

E-MAIL                                  

UNITE course work may be faxed to UNITE Distributed Learning, University of Minnesota- Twin Cities, 612-626-0761. UNITE prefers email submission of homework.

If fax’ed: Confirmed Receipt: _________ (check here)

Total number pages, INCLUDING this cover sheet: _________

In case of transmittal problems call: ____________________________

Attachment A
PROCTOR IDENTIFICATION FORM

As a student registered in a course through UNITE Distributed Learning Program at the University of Minnesota, you will need to identify a person to serve as the proctor for your exams. The proctor CANNOT be another student, a friend/colleague, family member or someone who reports directly to you. A member of the HR/Training staff within your company, librarian or a member of an educational institution or testing center would qualify as a proctor. YOU CAN ALSO ELECT TO TAKE ALL EXAMS ON-CAMPUS -- YOU MUST WORK WITH THE INSTRUCTOR TO SEE IF ROOM IS AVAILABLE IN THE CLASSROOM.

Please complete the following information and return this form to UNITE, either electronically or by fax:

Student Name: _____
Student Email Address: _____
Student Telephone Number: _____
Course Number(s): ____________________________

I WILL BE TAKING ALL EXAMS ON CAMPUS: ____________________________

Proctor Name: _____
Proctor Title: ____________________________
Proctor Company: ____________________________
Proctor Telephone Number: _____
Proctor Fax Number: _____
Proctor Email Address: ____________________________

What relationship does your proctor have with you? (ie; librarian, HR person, ETC.) ____________________________

Proctor Business Address: ____________________________
__________________________________________
__________________________________________

UNITE DISTRIBUTED LEARNING, UNIVERSITY OF MINNESOTA
514 VINCENT HALL, 206 CHURCH STREET SE, MINNEAPOLIS, MN 55455
PHONE: 612-624-2332 877-668-6483
FAX: 612-626-0761
EMAIL: UNITE@UMN.EDU
WEBSITE: WWW.UNITE.UMN.EDU
PROCTOR COVER SHEET

Course Title: ____________________________

Date of Exam: __________________________

Time Begin/End: __________ to __________

Student Name: __________________________

Student ID: _____________________________

Proctor Name: __________________________

Total # of pages (including this cover): _____

PROCTOR RESPONSIBILITIES

• Know your student by name
• Verify student by checking a valid form of photo ID
• Receive, keep and secure exam until scheduled time
• All exams will be sent to you on the day of the exam through email, unless it is an 8 am or 9 am exam - those will be sent the day before the exam
• Schedule an appropriate room for the exam (a computer with internet connection to watch the course is permitted as we do stream the exams and the instructor may make announcements in regards to the test)
• Give student exam – instructions will be provided
• Collect exam and related materials at the end of the specified allowed time
• Sign and complete Proctor Cover Sheet
• Scan and send exam, proctor cover sheet and related materials back to UNITE by email: unite@umn.edu (preferred) or by fax: (612) 626-0761

DELIVERY & DISPOSAL POLICY

All exams/ quizzes must be e-mailed as a PDF or faxed to UNITE by the proctor as soon as the student finishes. Please number and scan pages in numerical order before sending. Send all exams to unite@umn.edu or fax to (612) 626-0761.

**We ask that you hold onto the hard copy of student’s exam for two weeks before disposing, in the case that the instructor requests the original. Exams hold confidential information such as the student ID and details of the course, so we ask that you dispose of exams in a secure manner, such as shredding.

PROCTOR & STUDENT AGREEMENT

I am aware and understand that UNITE Distributed Learning follows the same procedures and policies of the University of Minnesota for test taking, cheating and plagiarism. View the University of Minnesota Student Conduct Code here: http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf

By signing below, I affirm that I understand my responsibilities as a proctor/student and will uphold and follow them. Also, I understand that the materials given are properties of the University of Minnesota and I will not use them in any inappropriate manner, including unauthorized distribution or cheating, which would cause a question of my integrity.

PROCTOR SIGNATURE: __________________________

STUDENT SIGNATURE: __________________________

8/22/2013