



UNITE Distributed Learning

Student Guide

UNITE Distributed Learning
University of Minnesota
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Welcome!

UNITE Distributed Learning and the University of Minnesota welcome the opportunity to work with you during the coming semester and any future semesters.

Students enrolled in courses via UNITE should review the policies and procedures in this guide (especially UNITE Expectations). It is your responsibility to know and abide by all policies and procedures for UNITE, the program, and the degree and college for which you are enrolled. Any future updates/changes to policies and procedures can be found on our policies web page <http://www.unite.umn.edu/policies>

If you think we need to include or improve something for the future, please email unite@umn.edu.

UNITE Contacts

Administrative Office

Ron Fitch, Ann Rausch, Melissa Haroza

E-mail: unite@umn.edu **Fax:** 612.624.2332 **Toll Free:** 1.877.668.6483

Technical Office

Greg Gogins, Mike Thompson, Jim Sustacek, Serge Jacinto

E-mail: untechop@umn.edu **Phone:** 612.624.6008

Academic

Doug Ernie, UNITE Director

Useful Links and Websites

- UNITE - <http://www.unite.umn.edu/>
 - Policies - <http://www.unite.umn.edu/policies>
 - Forms (registration) - <http://www.unite.umn.edu/forms/>
 - Trouble Report - <https://www.unite.umn.edu/troublereport>
 - Login - <https://www.unite.umn.edu/secure> or <https://www.unite.umn.edu/index.html>
- OneStop - www.onestop.umn.edu
 - Calendars - www.onestop.umn.edu/calendars/cancel_add_refund_deadlines
 - Final Exam Schedule - <https://onestop.umn.edu/academics/final-exam-times>

Quick Guide

Emailing

- All correspondence with UNITE should include your Student ID Number in the email.
- *UNITE sends all communications to your U of M Internet account*

Homework

- Homework is due at the same date/time as on-campus student homework
- Find out how your instructor wants homework turned in (through UNITE, Moodle, email etc.)
- UNITE Homework Submissions:
 - Send all homework/exams to UNITE@UMN.EDU - not individual UNITE staff
 - Submit with a *Homework Coversheet* as the first page (p. 24 or [UNITE Policy Page](#))
 - Submit as a single PDF with numbered pages (coversheet, homework, tables, code etc.)
 - Label homework PDF with: course - assignment #- full name- UMN ID
 - Send from your UMN account
 - Subject line: <Subject – Assignment NUMBER - Your Name>
 - Audit students don't need to submit homework/exams

Exams and Proctors

- Exams are required to be proctored
- Proctors are required for exams – this is someone who administers and watches you take an exam
- Proctor exam form for Summer 2018 (do not use for any semester other than Summer 2018)
z.umn.edu/uniteProctorSubmit

Website

- Having trouble with the website or recordings? **Submit a trouble report:**
 - <https://www.unite.umn.edu/troublereport>
- Use your U of M Internet ID to log in to UNITE courses
 - <https://www.unite.umn.edu/secure>

Accessing Recordings

- <https://www.unite.umn.edu/secure>
- Access to recordings ends at the completion of finals week.

Tips/Tricks

- Lectures can be watched asynchronously – be aware, some instructors review material for homework the same day it is due
- You can change recording playback speed
- You may manually download podcasts to your computer individually or may subscribe to an RSS feed to automatically download each video podcast as available
- If you have any issues or complaints regarding the quality of the recordings please let us know ASAP so we can address the issues
- Write UNITE on any homework or exam handed in in-class to have it returned in a timely manner.

UNITE Expectations

Student Expectations

- Take exams on the same date and at the same time as the on-campus section
- Take exams off campus with an approved proctor, OR take the exams on campus with instructor permission
- Submit homework/presentations on the same schedule as on-campus students
- Check your U of M Internet account regularly
- Only access classes for which you are registered

Instructor Expectations

- Provide UNITE students with necessary materials and instruction to participate in the course
- Grade/return homework and exams in a timely manner
- Communicate in a timely manner with the UNITE students and staff

WARNING

The University of Minnesota owns the copyright to UNITE Media.

Attempting to distribute any classes, view classes concurrently, access classes for which you are not registered, or rip recordings is strictly prohibited. Users attempting unauthorized access or download of UNITE classes will be prohibited indefinitely from access to all UNITE classes and such access may be considered academic misconduct.

ALL DOWNLOADS MUST BE ERASED AT THE END OF THE TERM

UNITE WEBSITE

www.unite.umn.edu

The UNITE web site has all policies and procedures that pertain to UNITE Distributed Learning. Students taking courses via UNITE are personally responsible to know the policies and procedures for UNITE, the college, and program in which they are enrolled.

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 here:

<https://www.unite.umn.edu/troublereport>

HELP!

[Troubleshooting/FAQ](#)

[Information for On-Campus](#)

[Students](#)

[LOG IN to Courses](#)

Interested in Courses?

[Courses and Dates](#)

[The Cost](#)

[Follow these Steps](#)

[Request a Course on UNITE](#)

[How Streams/Podcasts Work](#)

[REGISTER for UNITE Courses](#)

Currently Enrolled in Courses?

[LOG IN to Courses](#)

[Steps to Success](#)

[Information for UNITE-Enrolled](#)

[Students](#)

[Information for On-Campus](#)

[Students](#)

[UNITE Policies](#)

[UNITE Announcements](#)

[Non-UNITE Student Access](#)

About UNITE:

[About UNITE](#)

[Special Event Services](#)

[UNITE Site Coordinators](#)

[UNITE Staff](#)

UNITE's web site has links to the following topics:

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.

Interested in Courses?

This section provides everything that you need to know about the UNITE program 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?

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.

POLICIES AND PROCEDURES

for the University of Minnesota

As a UNITE Distributed Learning student, the University of Minnesota recognizes you as a regular on-campus student for registration/tuition purposes. As such, it is mandatory that you use **www.onestop.umn.edu**. One Stop is the only page students have for access to University information. You are expected to know and follow all of the policies and procedures found on the One Stop web site.

Critical University Policies for UNITE students to know:

University E-Mail Account

University assigned student e-mail accounts are the University's official means of communication with all students. **You are responsible for all information that is sent to your U of M e-mail account.** Please check it on a regular basis. You can set this account to forward to a work or personal email address. You can initiate your account at: **www.umn.edu/initiate**.

If you are a new student at the University of Minnesota, you will need your student ID to initiate your email account. UNITE will send you this number to your work or personal e-mail once you are enrolled, BUT if you register late your access to the streaming video may be delayed.

Billing Statement/Electronic Billings

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 U of M 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. You can also view it via this path: **One Stop Student Home page > Finances > Student Account**. This will list your current billing as well as any outstanding charges.

*****NOTE YOUR DUE DATE*****

Check your student account 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 will need to go in and make changes to NR accounts so that resident tuition will be charged. These changes will be done by the second week of the term. **NOTE:** If you are classified as a non-resident but taking an on-campus course as well as a UNITE course (dual registration), you will be billed as a non-resident for **BOTH** courses.

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 can not/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/index.htm>).

***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.

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 that they are enrolled in.

Graduate Faculty Advisor

The graduate school requires all graduate students admitted to a degree program to 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).

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 register for Grad 0999, a non-credit, non-fee registration. This registration is not needed during the summer. Graduate students must have this approved by their department.

IMPORTANT POLICIES for UNITE

Policies are sometimes modified based on professor's requests. We will do our best to notify you or have the faculty member explain these modifications.

Registration

Students taking University of Minnesota-Twin Cities courses via UNITE are registered through the PeopleSoft system, the same as on-campus students. The differences between a UNITE student registration and an on-campus student registration are: 1) the UNITE Administrative Office processes the UNITE registration and 2) the section number is connected to UNITE. As a UNITE student, you will be classified as a Graduate Student, Graduate Non-degree, Undergraduate Student, or Undergraduate Non-degree/Guest.

- The UNITE Registration Information Sheet must be filled out each semester you enroll – found here: <http://www.unite.umn.edu/forms>. The UNITE office will register you in the UNITE section.
- All adds, cancellations and changes for UNITE courses will be through the UNITE Administrative Office at the University of Minnesota-Minneapolis Campus – found here: <http://www.unite.umn.edu/forms>

Student Grades

Students can view grades/transcripts at www.onestop.umn.edu/grades_and_transcripts or by linking to the Grades & Transcripts link on the One Stop site: <https://onestop.umn.edu/>

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, by default, be registered A-F.*
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. Regular attendance without registration as an audit is not authorized.

UNITE is not responsible for any grading or grades. UNITE cannot access Moodle to view, change, or add grades. If you have any issues with grading or grades contact your instructor or TAs. You should contact your instructor for issues with grading and re-grades.

Homework and Course Materials

All homework is due on the same due date as on-campus homework, and exams are taken on the same day and time as they are on campus.

Submit homework as directed by your instructor - via Moodle, email, or UNITE. The instructor will likely specify their preferred delivery method. If it is unclear what the instructor prefers – ask.

UNITE Homework Submissions:

- Send all homework/exams to **UNITE@UMN.EDU**- not individual UNITE staff
- Submit with a *Homework Coversheet* as the first page (p. 24 or [the UNITE Policy Page](#))
- Submit as a single PDF with numbered pages (coversheet, homework, tables, code etc.)
- Label homework PDF with: course - assignment #- full name- UMN ID
- Send from your UMN account
- Subject line: <Subject – Assignment NUMBER - Your Name>
- Audit students don't need to submit homework/exams

Homework Delivery to instructors and Receipt from instructors

- UNITE prints the homework and delivers a copy to the TA/instructor around 2:30 daily
- Homework is retrieved around 3:00 pm and is scanned, emailed back to the student, and filed in the UNITE office
- UNITE tracks homework in a logbook so we have a hard-copy record in case something is misplaced. We also keep the email copies of homework, which is why we prefer scanning over faxing

Exams follow the same procedure as homework, being printed, delivered, retrieved, scanned and logged.

If you do submit homework through UNITE and do not have access to a scanner the smartphone app "CamScanner" works amazingly well for most homework submissions.

Please note:

- writing on the edges of the paper does not print well
- it is best to write using dark colored ink; pen is preferable to pencil
- it is good practice to check the scan of your homework prior to submission to make sure it is complete and will print properly

Proctors

As a UNITE student you are required to take any course exams *during the same date/time* as the on-campus section of your course. **We require UNITE students to use a proctor for all off-campus exams.** UNITE students are sometimes able to take the exams on campus, *only if the instructor approves*, because there is not necessarily space in classroom for UNITE students.

IMPORTANT

Find a proctor ASAP

You may use more than one proctor

UNITE does not provide proctoring services

Do not assume there is space to take an exam on campus

You can obtain instructor permission to take exams on campus ASAP

You can ask an instructor to shift an exam time, but it is their right to say no

*A Proctor Can be:

- Someone from an HR department
- A supervisor
- Someone in an administrative role at a public school or library
- A supervisor at a study center
- An office manager
- A TA for another course
- In past cases students used paid proctoring services such as Sylvan Learning Centers or MNSCU testing center – Students are responsible for any charges.

*A Proctor *Cannot* be:

- Someone you manage at work
- A family member
- A friend
- UNITE (we do not proctor exams)

* A Proctor Must:

- Verify your identity by checking a valid photo ID
- Receive and keep the exam secure until exam time
- Administer the exam (more information below)
- Promptly return it to UNITE@umn.edu
- Schedule an appropriate room for the quiz/exam

Let UNITE know who your proctor will be by completing the “Proctor ID Form” sent via email (this is a Google Form). Every student should complete the form.

A proctor must be physically present and able to account for your actions during the time of the exam; the proctor may allow you to have access to a computer, so you can view a live stream of the on-campus exam, so in the event that there are any questions or updates to the exam you know of the updates immediately.

You are allowed the flexibility to choose a proctor considering those general guidelines; however, UNITE and the instructors have final say on approving proctors.

For the general procedure for proctored exams see “Exams and Quizzes” below.

Exams

Exams must be taken the SAME DAY AND TIME as the on-campus class unless the professor allows a change. Off-campus exams must be proctored. Proctors are required for off-campus exams.

As a UNITE student it is assumed that you will take all exams off campus with a proctor **unless** - you obtain instructor permission to take exams on campus. Obtaining permission via email is satisfactory - please forward the email stating permission to UNITE@umn.edu

Some professors accommodate exam time changes to exams when students are on travel, observing religious holidays, etc., they do require notification if the exam/homework deadlines cannot be met. Students should e-mail or call the professor to request an extension or time change well before the scheduled exam. The instructor has the discretion to give an extension or provide a time shift.

UNITE OFF-CAMPUS STUDENTS - USING A PROCTOR:

The instructor or TA sends the exam to UNITE the day of or afternoon before the exam. Your proctor will be sent the exam at least an hour before the exam, we prefer sending 8:00 am and 9:00 am exams the night before the exam takes place, but this is not always possible. Please note - UNITE can only email copies of exams/quizzes once we receive them from the instructor. We apologize in advance for any delays that may occur if an exam/quiz does not get sent to you at the proper time.

- Your proctor should:
 - Administer the exam at the appropriate time and collect it when completed
 - Retain a copy of the completed exam for 2 weeks, unless instructed otherwise
 - Review the scan of the exam to ensure all pages were properly scanned
 - If your proctor does not have access to a scanner, the smartphone app called "CamScanner" works well to scan documents
 - Please do not email or fax directly from a machine, in case there are machine or human errors.
 - Compile the exam as follows:
 - Submit a single PDF
 - Entitled: <course number – exam number - full student name >
 - First page should be the *UNITE Proctor Coversheet*
Use Coversheet found here - <http://www.unite.umn.edu/policies> - and at the end of this guide. We will send a proctor sheet with a copy of the exam.
 - Send to UNITE@umn.edu (do not send to individual staff) from the account provided on the proctor ID form
 - Subject line: <course number – Exam Number – Student Full Name>
 - Receive an email confirming receipt of the exam from someone in the UNITE Office

- If a “received” reply is not emailed back, check with UNITE to determine whether or not the exam was received

All UNITE Students (to re-iterate)

- Need instructor approval to take exam on campus
 - If you write **UNITE** on the front of an exam it is usually returned in a timely manner
- Need a proctor if off campus for exams

Communication

All issues regarding administrative and technical aspects of UNITE must be communicated with UNITE directly. Issues with streaming videos should be reported using <https://www.unite.umn.edu/troublereport>

Please contact the UNITE Administrative Office (unite@umn.edu) regarding logistics of submitted/ing homework before contacting the instructor.

Please contact UNITE if you are having issues with an instructor not respond to your inquiries via email or phone, and we will reach out for you; however, any concerns regarding the course content, homework problems, grading should be directed to the professor and/or TA(s).

General Disclaimer

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

STREAMING VIDEO AND PODCAST

UNITE course material is the intellectual property of the course instructor.

The University of Minnesota owns the copyright to UNITE Media.

Attempting to distribute any classes, view classes concurrently, access classes for which you are not registered, or rip recordings is strictly prohibited. Users attempting unauthorized access or download of UNITE classes will be prohibited indefinitely from access to all UNITE classes and such access may be considered academic misconduct.

ALL DOWNLOADS MUST BE ERASED AT THE END OF THE TERM

Availability

You may only access classes for which you are registered.

All UNITE course sessions are accessible over the Internet as live streaming video webcasts, 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 (evening courses may not be available until the following morning).

You may manually download podcasts to your computer individually or may subscribe to an RSS feed to automatically download each video podcast as available

NOTE: Live webcasts lag about 30 seconds behind the actual class session due to processing time and the speed of your Internet connection.

Software and System Requirements

To view UNITE streaming video webcasts (live and video-on-demand), your computer will need the latest version of Apple's free Quicktime software and a web browser. To download and view video podcasts, your computer will need a podcast aggregator.

For minimum system requirements, links to free Quicktime 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.

Access Procedure

UNITE Media is password protected

All UNITE course streaming videos, video podcasts and audio podcasts are available through both the UNITE Course Media page. You must be a University of Minnesota student with a valid U of M Internet account (also known as an x500 account) who is registered for the UNITE section of the course. This is the same U of M Internet/x500 account this is used to access your University of Minnesota e-mail account.

First time students will need to initiate their U of M Internet account

If you have not initiated your U of M 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.

You may need to **wait up to three hours after initializing account** before your account is available to 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 U of M Internet account, lose your password or have questions about your U of M Internet account, contact the University's 1-HELP service at 612-621-4357.

Login Instructions

With an active U of M Internet ID, log into the UNITE Course Media page at <https://unite.umn.edu> (note the "s" in "https") with your U of M Internet account information (username and password).

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/troublereport

Tuition & Fees

2017-2018

RESIDENT TUITION

Number of Credits	Adult Special/Undergraduate	Per Credit Rate	Number of Credits	Graduate Students	Per Credit Rate
1	492.31	492.31	1	1394.00	1394.00
2	984.63	492.31	2	2788.00	1394.00
3	1476.94	492.31	3	4182.00	1394.00
4	1969.25	492.31	4	5576.00	1394.00
5	2461.56	492.31	5	6970.00	1394.00
6	2953.87	492.31	6	8364.00	1394.00
7	3446.18	492.31	7	8364.00	1194.00
8	3938.49	492.31	8	8364.00	1045.50
9	4430.80	492.31	9	8364.00	929.33
10	4923.11	492.31	10	8364.00	836.40
11	5415.42	492.31	11	8364.00	760.36
12	5907.73	492.31	12	8364.00	697.00
13	6400.04	492.31	13	8364.00	643.38
			Each credit >14		

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.

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.

Fee	Credits
\$330	6+
\$165	Fewer than 6

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.

Regulations, tuition and fees are subject to change without notice.

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 U of M e-mail address when the bill is ready to be viewed online. Students will need their U of M 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 any given term have been posted. You must check One Stop for your actual statement.

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

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.

For a listing of refunds and drop/add deadlines please visit:

www.onestop.umn.edu/calendars/cancel_add_refund_deadlines

NOTE: UNITE Students must get instructor approval if making changes after deadline dates. The UNITE office will get the college's permission to make the change. This only applies to IT, Adult Special, and Grad PRD students. Graduate students must get permission from both.

Late registration fees subject to change by the University of Minnesota. Billing and due dates are subject to change.

Visit **<https://onestop.umn.edu/finances/billing-and-payment>** for current billing schedules.

To view your student account online, go to:

<http://www.onestop.umn.edu/onestop/index.html>

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**



PROCTOR COVER SHEET

UNITE Distributed Learning
 University of Minnesota
 514 Vincent Hall, 206 Church St. SE
 Email: unite@umn.edu
 Phone: 612.624.2332
 Fax: 612.626.0761
www.unite.umn.edu

Course Number (ie CSci 1001): _____

Date of Exam: _____

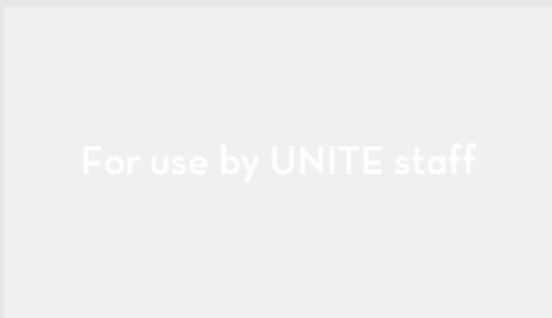
Time Begin/End: _____ to _____

Student Name: _____ **Student ID:** _____

Proctor Name: _____ **Number of pages (w/ coversheet):** _____

PROCTOR RESPONSIBILITIES

- Know your student by name
- Verify student by checking a valid photo ID
- Receive, keep and secure exam until scheduled time
- 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)
- Administer the exam – instructions will be provided
- Collect exam and related materials
- Sign and complete this Proctor Cover Sheet
- Scan and send exam, proctor cover sheet and related materials back to UNITE (please number pages and scan in order)



DELIVERY & DISPOSAL POLICY

- Return the exam to UNITE (unite@umn.edu) **as soon as possible** (2 hours later max)
- If you do not have access to a scanner, the app "CamScanner" works well
- Retain a copy of the exam for **three weeks** before disposing – shredding or securely recycling
- UNITE will acknowledge receipt of the exam – if receipt is not acknowledged please contact UNITE at UNITE@umn.edu or 612-624-2332

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. University of Minnesota Student Conduct Code: 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. 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 call into question my integrity.

PROCTOR SIGNATURE: _____

STUDENT SIGNATURE: _____



UNITE Homework Coversheet

UNITE Distributed Learning
University of Minnesota-Twin Cities

For use by UNITE Staff

Full Name

Student ID #

UMN e-mail / x500

Course Number# (e.g. CSci 1001)

Assignment/Project/Lab #

Due Date

Instructor(s)

Submission Date

Total number pages, INCLUDING this cover sheet: _____

UNITE course work may be faxed to UNITE Distributed Learning, University of Minnesota-Twin Cities, 612-626-0761. UNITE prefers email submission of homework (*please for the love of all that is holy send homework as a SINGLE pdf*).

If faxed: Confirmed Receipt: _____ (Check here)

In case of transmittal problems call or email: _____

UNIVERSITY OF MINNESOTA
Driven to Discover™