UNITE Distributed Learning

Student Guide
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WELCOME!

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

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 “everything you wanted to know about UNITE.” 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, once the term starts. It is the responsibility of the student to know and abide by all policies and procedures.

Thank you for participating in the UNITE program!

We tried to address all issues in this manual, 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. Student’s 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.

**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?** 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.

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/index.html](https://www.unite.umn.edu/troublereport/index.html).

**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](http://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 UNITE students, the University of Minnesota treats you as a regular on-campus student. As such, it is mandatory that you start to 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:

1. 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 MN 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.

2. 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 MN 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 (see next page)***

   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 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 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 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.

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 that they are enrolled in.
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:

Students taking University of Minnesota-Twin Cities courses via UNITE are registered the same as on-campus students. The only differences are: 1) the UNITE Administrative Office processes the 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 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 the UNITE Administrative Office, University of Minnesota-Minneapolis Campus.
- All adds, cancellations and changes for UNITE courses will be through the UNITE Administrative Office at the University of Minnesota-Minneapolis Campus.

2. Student Grades:

Students can view their grades/transcripts at www.onestop.umn.edu/grades_and_transcripts/index.html or by linking to the Grades & Transcripts link on the One Stop site.

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. S’s and N’s 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. Beginning Fall 1999, a course in which a V has been posted may subsequently be retaken for credit. Regular 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 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).

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 register for Grad 0999, a non-credit, non-fee registration. This
registration is not needed during the summer.

5. Dual Registration (UNITE and On-campus Day 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 will be delivered to you by e-mail unless the instructor posts materials on the
web. Returning homework will be handled in the same way.

For courses which use websites like WebVista or Moodle to post online materials for students,
UNITE will post a link to that site with our online materials on a course-by-course listing on the
UNITE Video Portal.

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). Homework could also be sent by the mail (please factor
in delays caused within the U.S. Postal Service if using this option and correct postage): 514
Vincent Hall, 206 Church Street SE, Minneapolis, MN 55455. We are not responsible for
tracking materials sent directly to the professor.

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.

7. Exams and Quizzes:
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.
An area of special importance is the date and time the exam is to be administered. Exams and quizzes must be taken on the same day and time as the students on-campus are taking them. Although our professors try to be accommodating when students are on travel, etc., they do require notification if their deadlines cannot be met. Students should e-mail or call the professor requesting an extension **before** the day the exam should be taken. It is at the discretion of the instructor to give an extension.

***NEW POLICY***

A new procedure has been added to the proctoring process. Students and proctors must read, understand and sign the Proctor Cover Sheet (Attachment B). This is an added means to avoid any situations that would involve plagiarism or cheating. You and your proctor must fill out and email or fax this cover sheet along with your 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 the UNITE Administrative Office 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 students work on the same semester schedule as the on-campus students and are therefore considered an extension of the class in which they are enrolled. 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. **Student Support:**

**UNITE contacts – University of Minnesota-Twin Cities:**

**Administrative:** Ann Rausch, Ron Fitch
E-mail: unite@umn.edu
Fax: 612.624.2332
Toll Free: 1.877.668.6483
Course scheduling, registration process, distribution of course materials, access to streaming courses and management of the UNITE web site.

**Technical:** UNITE Tech Team
E-mail: untechop@umn.edu
Phone: 612.624.6008
Transmission, reception and streaming support

**Academic:** Doug Ernie, UNITE Director
E-mail: ernie@umn.edu
Phone: 612.625.9802

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
POLICIES AND PROCEDURES

UNITE courses are the intellectual property of the course instructor and the University of Minnesota. 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 classes.

- 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 (evening courses may not be available until the following morning).

**NOTE:** Live webcasts are about 30 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 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.

3. 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 MN Internet account (also known as an x500 account) who is registered for the UNITE section of the course. This is the same U of MN Internet/x500 account this is used to access your University of Minnesota e-mail account. (See Page 4).

- **First time students will need to initiate their U of MN Internet account**
  If you have not initiated your U of MN Internet account, you may do so by visiting the “myU” web portal: [http://myu.umn.edu](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 U of M Internet account, lose your password or have questions about your U of MN Internet account, contact the University’s 1-HELP service at 612-621-4357.

  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 U of MN Internet ID, log into the UNITE Course Media page at [https://unite.umn.edu](https://unite.umn.edu) (note the “s” in “https”) with your U of MN 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](http://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
# RESIDENT TUITION

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<th>Per Credit Rate</th>
<th>Number of Credits</th>
<th>Graduate Students</th>
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<td>1320.34</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Credits</th>
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<tbody>
<tr>
<td>$300</td>
<td>6+</td>
</tr>
<tr>
<td>$150</td>
<td>Fewer than 6</td>
</tr>
</tbody>
</table>

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. It 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 2015

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 1: • Official University of Minnesota Holiday – Office Closed

January 18: • Official University of Minnesota Holiday – Offices Closed.

January 19: • Spring 2016 Classes Begin. Any registrations received on this date or later, will be charged the $50 late registration fee.

January 25: • Last day for 100% refund. Last day to register without instructor approval.

January 26: • Instructor’s approval needed to register.

January 29: • FIRST SPRING PAYMENT DUE. Grad-PRD and non-degree students MUST pay by this date or the University will cancel their registration for the semester.

February 1: • Last day for 75% refund. Last day to add class without college approval.

February 2: • Instructor approval and college approval needed to register
• Late registration fee of $100 in effect
• A “W” will appear on transcript for course cancellations from this date onward

February 8: • Last day for 50% refund.

February 15: • Last day for 25% refund.

February 29: • SECOND SPRING PAYMENT DUE
March 14-17: • Spring Break

March 18: • Spring Break, Official University of Minnesota Holiday – Offices Closed

March 29: • FINAL SPRING PAYMENT DUE

April 4: • Last day to cancel courses without college approval (does require instructor approval)

April 14: • Open registration begins for Spring 2016 for students in degree/cert.

May 6: • Open registration begins for Spring 2016 for non-degree and visiting students; Last day of Spring 2016 instruction

May 7-8: • Study Days

May 9-14: • Final Exams

May 30: • Official University of Minnesota Holiday – Offices Closed.

For a full listing of dates to remember in accordance to the U of M schedule and specific to the UNITE program please visit: [www.unite.umn.edu/coursesdates/index.html](http://www.unite.umn.edu/coursesdates/index.html)

**CANCELLATION REFUND AND BILLING DATES**

Changes should be in the UNITE office by 3:30 pm of deadline date. If you cancel after January 25, you will be charged a percentage of the course even though the actual bill is not due until January 29. You will need to check your account for the amount you owe, the U does NOT send out a new bill.

<table>
<thead>
<tr>
<th>Calendar Days of Term</th>
<th>Refund</th>
<th>Changes to Grading</th>
<th>Required to Cancel</th>
<th>Required to Add</th>
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<td>Through Jan. 25</td>
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<td>February 9 – February 15</td>
<td>25%</td>
<td>Not allowed</td>
<td>No approval required W - Recorded on transcript</td>
<td>Instructor approval &amp; College approval required</td>
</tr>
<tr>
<td>February 16 – April 4</td>
<td>0%</td>
<td>Not allowed</td>
<td>No approval required W - Recorded on transcript</td>
<td>Instructor approval &amp; College approval required</td>
</tr>
</tbody>
</table>
April 5 – May 6
0%
Not allowed
College approval required
W- Recorded on transcript
Instructor approval & College approval required

For a listing of refunds and drop/add deadlines please visit:
www.onestop.umn.edu/calendars/cancel_add_refund_deadlines/spring_2016.html

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.

**Billing and Due Dates for Spring 2016 Semester**

<table>
<thead>
<tr>
<th>Statement</th>
<th>Billing Date</th>
<th>Payment Due</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Jan. 15</td>
<td>Jan. 29</td>
<td>33%</td>
</tr>
<tr>
<td>#2</td>
<td>Feb. 15</td>
<td>Feb. 29</td>
<td>50%</td>
</tr>
<tr>
<td>#3</td>
<td>March 15</td>
<td>March 29</td>
<td>100%</td>
</tr>
</tbody>
</table>

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](http://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/index.html](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**
Where do I find my…….?  
What is …….? 

**Internet ID/X-500:**
You can find your internet ID (AKA: x500) by doing a search for yourself on the U of MN One Stop web page: [www.onestop.umn.edu](http://www.onestop.umn.edu), and do a search for your self under Search for people (left side of the One Stop homepage).

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

**Student ID number:**
UNITE will send all new students their student ID once one is assigned by the admissions office. This will be done by 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 U of MN bookstore is located in Coffman Union (G55 CMU). You can also call 612-624-6000 or visit their website at [www.bookstore.umn.edu](http://www.bookstore.umn.edu) for daily/special hours and dates of operation, searching and ordering textbooks (fee included) and more contact information.

**What is a UN hold?:**
Once you register with UNITE, an “UN” hold will be placed on your University record. This hold will prevent you from making any adds, cancels or changes to your UNITE record. Unfortunately, this hold will affect any on-campus courses as well. To have this hold removed, you will need to call the UNITE Administrative Office at the University of Minnesota-Twin Cities.
<table>
<thead>
<tr>
<th>Last Name (please print)</th>
<th>First Name (please print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID #</td>
<td></td>
</tr>
<tr>
<td>Course Number#</td>
<td>Assignment/lab #</td>
</tr>
<tr>
<td>Instructor</td>
<td>Date Turned in</td>
</tr>
</tbody>
</table>

STUDENT 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 (pdf).

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

Total number pages, **INCLUDING** this cover sheet: __________

In case of transmittal problems call: ________________________________
**PROCTOR COVER SHEET**

**Course Number:** ______________________

**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
- Complete Proctor Cover Sheet
- Scan and send exam, proctor cover sheet and related materials back to UNITE by email: unite@umn.edu 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:** _________________________________________________________