DIVISION OF STUDENT SUCCESS

The Division of Student Success provides a variety of services for both students and academic offices at UNMC. Students who are unable to identify the appropriate office to meet their needs, who have general questions, or who have problems/concerns are invited to contact the Division of Student Success.

Division email: studentservices@unmc.edu  phone: 402-559-4199

ASSISTANT VICE CHANCELLOR FOR STUDENT SUCCESS

Philip D. Covington, Ed.D.
Room 2033, Student Life Center
email: philip.covington@unmc.edu  phone: 402-559-4437

UNIVERSITY REGISTRAR

Matthew Schill
6101 University Drive North| Eppley 105
email: mschill@unomaha.edu  phone: 402-554-3041

ACADEMIC RECORDS

Kari Wayman - Residency, Transcripts, Degree Verify, Licensures, Notary
email: kari.wayman@unmc.edu  phone: 402-559-2151

Barbara Breazeale - Degree Applications, Commencement, Transfer Credit
email: bbreazea@unmc.edu  phone: 402-559-1946

Monica Padilla - Grades, Registration, Change of Status, Notary
email: monica.padilla@unmc.edu  phone: 402-559-3475

Transcripts
Grades posted to a UNMC student transcript may be changed only upon request of the faculty member who is the instructor of record for the course for which the grade was awarded or by order of the appropriate dean upon action of the academic unit’s evaluation appeals committee. Only the corrected grade will be shown on the transcript. All dismissals and withdrawals are posted on the transcript along with the date of the action.

UNMC Commencement/Graduation
UNMC awards degrees in May, August and December. Formal ceremonies are held in May (Kearney, Norfolk, Lincoln, Omaha and Scottsbluff) and December (Omaha). Further detail and the UNMC Commencement Policies can be found here (http://catalog.unmc.edu/general-information/student-policies-procedures/commencement-policy/).

The Academic Records Office includes the areas of registration and records. Academic Records creates and maintains the permanent record for each student; processes student registrations, drops/adds, withdrawals and grades; and coordinates graduation activities.

RECRUITMENT AND STUDENT ENGAGEMENT

Channing Bunch, MBA, Director
Room 2036, Student Life Center
channing.bunch@unmc.edu
402-559-3928

The mission of Recruitment & Student Engagement is to recruit and retain a diverse student population for the University of Nebraska Medical Center. Through collaboration, our staff is committed to providing academic, social, financial support programs and services designed to enhance the student educational experience.

Goals

• To recruit a diverse pool of applicants for all UNMC programs which includes students who are first generation with financial needs, have traditional or nontraditional backgrounds, or demonstrate a sincere interest in working in underserved communities.
• To provide a wide range of independent initiatives aimed at identifying, motivating, and preparing college and pre-college level students to pursue careers in the health sciences.
• To initiate and participate in collaborative programs at Nebraska higher education institutions and with professional and community groups to establish pathways for individuals to learn more about UNMC.
• To provide a university experience that is student-centered and focused on meeting students’ needs.

FINANCIAL AID

Paula Kohles, Director
Room 2016, Student Life Center
402-559-4199

The UNMC Office of Financial Aid website (https://www.unmc.edu/financialaid/) contains important information regarding financial aid and scholarships. The links below direct students to vital information and necessary resources:

• Deadlines (https://www.unmc.edu/financialaid/vital/FINANCIAL_AID_PROCESSING_DEADLINES_NO_YEAR.pdf) (Financial Aid and Enrollment)
• MyRecords Login (https://myrecords.nebraska.edu/psp/myrecords/NBM/HRMS/?cmd=login)
• Nebraska Residency (http://www.unmc.edu/studentservices/academic-records/residency.html)
• Tuition Refund Schedule (https://www.unmc.edu/financialaid/vital/ tuition_refund_schedule_policy.pdf)
• FAFSA Submission Instructions (https://www.unmc.edu/financialaid/about-aid/apply-aid/how.html)
• Loan FAQ’s (https://www.unmc.edu/financialaid/vital/FAQs.pdf)
• College/Program Cost of Attendance Information (https://www.unmc.edu/financialaid/coa/)

Financial Aid Staff:

• Patrick Hales - Technical Support Specialist
• Karen Freeman - Scholarship Coordinator, Campus-Based Student Loan Accounting
• Meghan Moore - Undergraduate Student Financial Aid Counselor, Federal Work Study, Verification, Alternative Loans and Veterans Affairs
• Rachael Lane - Graduate/Professional Student Financial Aid Counselor

STUDENT ACCOUNTS

Joan Hill, M.A., Director
Room 2014, Student Life Center
402-559-8086
The UNMC Office of Student Accounts website (https://www.unmc.edu/studentservices/faqs/studentaccounts/) provides many answers to frequently asked questions.

Student Accounts is responsible for coordinating the billing and collection of tuition/fee payments, collection of all other necessary service charges and deposits, and maintenance of all necessary records.

Tuition is calculated approximately two weeks prior to the beginning of the term, students are notified via email of the student bill and due date. If applicable, financial aid is applied to student accounts ten days prior to the start of the term. Refunds are generated directly from the Nebraska State Treasurers Office and either mailed to the students billing address or direct deposit to student’s checking account as directed by the student.

Payment in full is required in accordance with the payment due date shown on the billing statement. Students may pay their bills on-line through My Records. We use Nelnet as our vendor and offer e-check as a free service and all credit card payments will be assessed 2.7% service fee. UNMC offers payment plans, also located on My Records, you may sign up for a 3 month or 4 month payment option. We accept payment via US mail, checks must be made payable to UNMC for the full amount. We accept walk in payments, cash, check or credit cards, credit card payments in house are assessed a 2.75% service fee.

Students may not pay on another student’s account via credit card unless both parties are present at the Student Accounts office at the time of the transaction.

If a payment is past the due date shown on the billing statement, there will be a $100 late fee assessed and added to the total bill due. This includes payments made through the mail that have a postmark later than the due date. The student's university file will then be placed on hold. Students, who are unable to pay by the Due Date through no personal fault, may request a waiver of the late fee from Student Accounts.

Students are encouraged to present authorizations for billing a third party, e.g., U.S. Government, foreign governments, Vocational Rehabilitation, National Guard, etc., to Student Accounts on or before the first day of class. Authorizations not received by Student Accounts before the payment Due Date will be considered delinquent and a late fee will be assessed.

If your employer will reimburse you for tuition and fee costs (after grades have been issued) you MUST meet the regular payment deadlines set by the University or face action in accordance with a delinquent account. This policy also applies to those who have tuition and/or fees paid by a UNMC department.

Students who do not meet the deadlines specified above and in the Delinquent Tuition and Fee Policy (See Student Policy Delinquent Tuition and Fees (http://catalog.unmc.edu/general-information/student-policies-procedures/delinquent-tuition-fee-policy/)) are subject to Administrative Withdrawal from UNMC (See Student Policy Administrative Withdrawal Policy (http://catalog.unmc.edu/general-information/student-policies-procedures/administrative-withdrawal/)).
Monica Padilla  
Academic Records Assistant  
monica.padilla@unmc.edu  
SLC, Room 2040.....................................................402-559-3475

Kari Wayman  
Student Transcript Clerk  
kari.wayman@unmc.edu  
SLC, Room 2032......................................................402-559-2151

Recruitment and Student Engagement — 402-559-3928, ZIP 4275  
Channing Bunch, M.B.A.  
Director, Recruitment and Student Engagement  
channing.bunch@unmc.edu  
SLC, Room 2036.....................................................402-559-3928

Student Accounts — 402-559-8086, ZIP 4245  
Joan Hill, M.A.  
Director, Student Accounts  
jmhill@unmc.edu  
SLC, Room 2014 .....................................................402-559-8086

Sara Jones  
Student Accounts  
sara.jones@unmc.edu  
SLC, Room 2018.....................................................402-559-8086

Changes and updates should be submitted to Bev Hamman at  
bev.hamman@unmc.edu (http://catalog.unmc.edu/general-information/academic-student-affairs/Mail to:bev.hamman@unmc.edu)