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: studentssuccess@unmc.edu  phone: 402-559-4199

ASSOCIATE VICE CHANCELLOR FOR STUDENT SUCCESS

Philip D. Covington, Ed.D.
Room 3.0.031C, Williams Science Hall
email: philip.covington@unmc.edu  phone: 402-559-4437

UNIVERSITY REGISTRAR

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

Jenna Olson - Senior Associate Registrar
6101 University Drive North | Eppley 105, University of Nebraska at Omaha
email: jolson@unomaha.edu  phone: 402-554-2059

ACADEMIC RECORDS

Ryan Larson - Assistant Registrar
Residency, Degree Verification, Licensures, Transcripts
e-mail: ryan.larson@unmc.edu  phone: 402-836-9306

Barbara Breazeale - Degree Applications, Commencement, Transfer Credit
e-mail: bbreazeal@unmc.edu  phone: 402-559-1946

Monica Padilla - Residency, Grades, Registration, Change of Status, Notary
e-mail: 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.

ACADEMIC SUCCESS

Tymaree Sing - Academic Success Coordinator
Room 2.0.103, Williams Science Hall
email: tsing@unmc.edu  phone: 402-559-8106

CENTRAL SCHEDULING OFFICE

Andrea Swett - Central Scheduling Coordinator
e-mail: andrea.swett@unmc.edu  phone: 402-836-9906

Kami Wattenbach - Central Scheduling Associate
e-mail: kami.wattenbach@unmc.edu  phone: 402-559-7254

STUDENT LIFE INCLUSION AND DIVERSITY ORGANIZATION

Channing Bunch, MBA, Director
Room 2.0.101, Williams Science Hall
e-mail: channing.bunch@unmc.edu  phone: 402-559-3928

The Student Life Inclusion and Diversity Office (SLIDO) mission is to advocate for the diversity, equity and inclusive excellence through the development and implementation of best practices and programs that foster student’s success.

Goals

• Advance UNMC’s commitment to diversity and inclusion by developing programs that target issues related, but not limited to ability, status, age, ethnicity, gender, national origin, native language, race, religion, sexual orientation, globalization, and socioeconomic background.
• Promote a sense of community, nationality, and acceptance of differences in ethnicity, religion, economic status, and viewpoints.
• Provide support services that facilitate the transition, retention, persistence, and graduation of University of Nebraska Medical Center’s students of color.
• Collaborate with academic units to develop inclusion, diversity and equity content for classes and organize IDE workshops for students.
• Collaborate with the Assistant Vice Chancellor for Student Success to enhance all students’ satisfaction, not only the satisfaction of students of color. Fund campus committees for IDE
• Provide leadership in the training and development of student organizations, officers and advisors.

OFFICE OF FINANCIAL AID

Paula Kohles, Director
Room 2.0.019, Williams Science Hall
e-mail: pkohles@unmc.edu  phone: 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:
Karen Freeman - Scholarship Coordinator, Campus-Based Student Loan Accounting
email: kfreeman@unmc.edu  phone: 402-559-5832

Patrick Hales - Technical Support Specialist
email: patrick.hales@unmc.edu  phone: 402-559-7265

Rachael Lane - Graduate/Professional Student Financial Aid Counselor
email: rachael.lane@unmc.edu  phone: 402-559-1774

Meghan Moore - Undergraduate Student Financial Aid Counselor, Federal Work Study, Verification, Alternative Loans and Veterans Affairs
email: meghanmoore@unmc.edu  phone: 402-559-3123

STUDENT ACCOUNTS
Joan Hill, M.A., Director
email: jmhill@unmc.edu  phone: 402-559-8086

Sara Jones - Student Services Associate
email: sara.jones@unmc.edu  phone: 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 a 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/)).

Student Success Directory
STUDENT SUCCESS DIRECTORY
studentsuccess@unmc.edu
Phone: 402-559-4199, ZIP 4250
Fax: 402-559-6796

Division of Student Success
Philip D. Covington, Ed.D.
Associate Vice Chancellor for Student Success
philip.covington@unmc.edu
WSH, 3.0.031C…………………………………………………402-559-4437

Beverly Hamman, B.S.
Administrative Associate II
bev.hamman@unmc.edu
WSH 3.0.031A…………………………………………………402-559-4196

Andrew P. Faltin, J.D., M.A.
Director of Operations and Strategic Initiatives
andrew.faltin@unmc.edu
WSH 3.0.031B…………………………………………………402-559-4437

Krysta Larson, B.A.
Communications Specialist
klarson@unmc.edu
WSH 3.0.031SW…………………………………………………402-559-3809

Paulo Shila, M.B.A.
PeopleSoft Specialist
paulo.shila@unmc.edu
WSH 2.0.020A…………………………………………………402-559-7266

Mary Will
Software Engineer III
mwill@unmc.edu
WSH 2.0.020A…………………………………………………402-559-4196
Academic Records - 402-559-2151, ZIP 4230
Matthew Schill
University Registrar
mschill@unomaha.edu
6101 University Drive North | Eppley 105..............402-554-3041

Jenna Olson
Senior Associate Registrar
jolson@unomaha.edu
6101 University Drive North | Eppley 105..............402-554-2059

Ryan Larson
Assistant Registrar
ryan.larson@unmc.edu
WSH 2.0.018.................................................402-836-9306

Barbara Breazeale
Records/Commencement Associate
bbreazea@unmc.edu
WSH 2.0.014.................................................402-559-1946

Monica Padilla
Academic Records Assistant
monica.padilla@unmc.edu
WSH 2.0.015.................................................402-559-3475

Academic Success
Tymaree Sing
Academic Success Coordinator
(tschill@unomaha.edu)sing@unmc.edu (tsing@unmc.edu)
WSH 2.0.103.................................................402-559-8106

Central Scheduling Office
Andrea Swett
Central Scheduling Coordinator
andrea.swett@unmc.edu
WSH 2.0.105.................................................402-836-9906

Kami Wattenbach
Central Scheduling Associate
kami.wattenbach@unmc.edu
WSH 2.0.105.................................................402-559-7254

Financial Aid - 402-559-4199, ZIP 4265
Paula Kohles
Director, Financial Aid
pkohles@unmc.edu
WSH 2.0.019.................................................402-559-4199

Karen Freeman, B.S.
Student Loan/Scholarship Coordinator
kfreeman@unmc.edu
WSH 2.0.020B.................................................402-559-4199

Patrick Hales
Financial Aid Support Specialist
patrick.hales@unmc.edu
WSH 2.0.020A.................................................402-559-4199

Meghan Moore
Financial Aid Counselor
meghanmoore@unmc.edu

WSH 2.0.020C.................................................402-559-4199

Rachael Lane
Financial Aid Counselor
rachael.lane@unmc.edu
WSH 2.0.020D.................................................402-559-4199

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
WSH 2.0.101.................................................402-559-8086

Summer Health Professions Education Program
Sonja Tutsch
SHPEP Program Manager
sonja.tutsch@unmc.edu
WSH 2.0.102.................................................402-559-5932

Student Life Inclusion and Diversity Organization — 402-559-3928, ZIP 4275
Channing Bunch, M.B.A.
Director, Recruitment and Student Engagement
channing.bunch@unmc.edu
WSH 2.0.101.................................................402-559-3928

Changes and updates should be submitted to Krysta Larson at krlarson@unmc.edu (krlarson@unmc.edu).