



UNITE Distributed Learning

Student Guide and Links to UNITE Website

UNITE Distributed Learning
University of Minnesota
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Minneapolis, MN 55455
www.unite.umn.edu
Phone: 612.624.2332, (toll free)877.668.6483

Welcome!

UNITE Distributed Learning and the University of Minnesota welcome the opportunity to work with you.

UNITE Contact List

UNITE Website: www.unite.umn.edu

UNITE Administrative Office:

Email: unite@umn.edu Phone: 612.624.2332 Toll Free: 1.877.668.6483

UNITE Technical Office:

Email: untechop@umn.edu Phone: 612.624.6008

Academic:

Allison Hubel, Director

UNITE Quick Links Guide

About UNITE

Click above to learn how UNITE works, our programs and courses, special event services and advantages in greater detail.

Enroll Through UNITE

Find out who may enroll through UNITE, how to enroll through UNITE, how to cancel an existing UNITE enrollment.

New to UNITE? Follow these Steps to Success

Information page for students who enroll in courses through UNITE Distributed Learning.

Homework, Proctors, and Exams

Find links to homework submission information, proctor guidelines, and exam protocol. PDFs for [Homework Cover Sheet](#) and [Proctor Exam Cover Sheet](#) are found [here](#).

Troubleshoot UNITE Media

First, check the UNITE System Requirements for accessing UNITE Media link in the "More About Troubleshooting Media" box on this page.

POLICIES AND PROCEDURES

[Click here to learn about UNITE Policies and Procedures](#)

University Email Account

UNITE sends all communications to your U of M internet account – emails will not be sent to personal accounts. All correspondence to UNITE@umn.edu should include your Student ID Number in the email.

You can set this account to forward to a work or personal email address. 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 email once you are enrolled.

Homework, Proctors, and Exams

[Click here to learn about homework, proctors, and exam procedures](#)

Exams and 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. If the instructor approves,** UNITE students may take exams on campus as an exception. This is only on *approval* as there isn't always classroom space for UNITE students.

Let UNITE know who your proctor will be by completing the "Exam Planning Form" sent via email. Every student should complete the Google form.

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

Instructors must approve all student requests for time/date shifting exams and taking the exam on campus with the rest of the class.

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
- ✦ Paid proctoring services such as Sylvan Learning Centers or MNSCU testing center are allowed, but students are responsible for any charges.

A Proctor MAY NOT be:

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

Exams

Exams must be taken the SAME DAY AND TIME as the on-campus class unless the professor allows a change. Please forward all approved changes to UNITE@umn.edu. Off-campus exams must be proctored. Proctors are required for off-campus exams.

Some professors accommodate exam time changes to exams when students travel, observing religious holidays, etc., UNITE requires notification if the exam/homework deadlines cannot be met. Students should email 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.

If you write "UNITE" at the top of your exam, it helps instructors know you're not an on-campus student.

How to use a PROCTOR:

When the instructor or TA sends the exam to UNITE, we will forward it to the proctor directly. 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 at the proper time.

A Proctor Must:

- ✦ Verify student identity by checking a valid photo ID
- ✦ Be physically present and able to account for student actions during the time of the exam; the proctor may allow student to have access to a computer so they can view a live stream of the on-campus exam in the event that there are questions or updates to the exam.
- ✦ Schedule an appropriate room for the quiz/exam
- ✦ Use the [UNITE Proctor Exam Cover Sheet](#) when submitting completed exams
- ✦ Be able to scan completed exam – [AdobeScan](#) app creates an easily readable high contrast PDF. The Notes app on iPhones includes a scanning option.

Instructions for Proctors: *Proctors will receive similar instructions.*

- ✦ Submit a single PDF including the [UNITE Proctor Cover Sheet](#)
- ✦ Entitled: <Course number, "Exam for student full name >
- ✦ First page should be the [UNITE Proctor Cover Sheet](#)
- ✦ 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 for student full name >

If a "received" reply is not received from UNITE, check with us to determine whether or not the exam was received.

How to Submit Homework and Course Materials

Tips:

- All homework is due on the same date as on-campus students. Exams are taken on the same day and time as they are on campus.
- Submit homework as directed by your instructor - via Canvas, email, or UNITE. The instructor will likely specify their preferred delivery method. If it is unclear what the instructor prefers – ask them.
- UNITE prints the homework and delivers a copy to the TA/instructor daily.
- Corrected homework is retrieved from the instructor/TAs 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.

UNITE Homework Submissions

Unless told otherwise by the instructor, send all coursework due to UNITE@UMN.EDU, not individual UNITE staff. Audit students don't need to submit homework/exams.

1. Send from your UMN account
2. Submit with a [Homework Cover Sheet](#) as the first page
3. Label homework PDF with: <Course – Assignment - Your full name - UMN ID
4. Scan documents. [AdobeScan](#) app creates an easily readable high contrast PDF. The Notes app on iPhones includes a scanning option.
5. Submit as a single PDF with numbered pages (cover sheet, homework, tables, code etc.)
6. Email Subject line: <Subject – Assignment - Your full name>

STREAMING VIDEO AND PODCASTS

[Click here for information about streaming video and podcasts](#)

UNITE offers live and asynchronous access to course lectures for students who enroll in a UNITE section of a course.

[Click here for information about UNITE media access](#)

The UNITE Media Portal is a "portal" web site - a single, personal online gateway to the UNITE-created content for courses. Each course that UNITE offers has a unique page, with links to course Canvas or other web sites, faculty and TA information and exam dates.

[Click here for student policies](#)

UNITE media assets are the intellectual property of the course instructor. The University of Minnesota holds the copyright to the recordings. All downloads must be erased at the end of the term.

Registration and Billing Information

Click here for general information about enrollment

To enroll in a UNITE section, click the link which matches your enrollment:

- [Graduate credit enrollment information](#)
- [Undergraduate credit enrollment information](#)
- [Guest of the University enrollment](#)

[Click here for UNITE registration form](#)

[Click here for course change or cancellation form](#)

Click here for information about tuition and fees

UNITE is a self-supporting unit within the College of Science and Engineering. UNITE students pay a special fee for services in addition to regular tuition and fees.

[Click here for One-Stop fee information](#)

Click here for information about student health benefit fees

Note that UNITE courses are excluded from the automatic assessment of the Student Services Fee. If you are enrolled in both UNITE and non-UNITE courses, you may be automatically enrolled into the [University-sponsored Student Health Benefit Plan](#).

Click here for how to make a payment through One Stop

The University bills students electronically and does not send out paper billing statements. A few weeks after the start of a term, billing information will be sent to your U of M email.

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 fees.

Click here for when and how to pay through One Stop

There are several ways to pay the balance due on your student account. Paying online is the fastest and most convenient way to pay.

Whatever payment method you choose, you need to pay your "Due Now" amount by the due date to avoid late fees and [a hold on your record](#).

Click here for dates and deadlines through One Stop

Search for upcoming dates and deadlines by selecting a category and term from the drop-down menus