



UNITE Distributed Learning Student Guide

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Minneapolis, MN 55455

www.unite.umn.edu

UNITE Administrative Office: Registration, Exam and Coursework Assistance

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

UNITE Technical Office: Technical Issues and Media Access

Email: untechop@umn.edu Phone: 612.624.6008

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: [Claim Account](#)

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](#)

Please complete the Exam Planning form as soon as possible so UNITE staff can best support you this semester.

You are required to take any course exams on the same date/time as the on-campus section of your course unless approved by your instructor in advance. Please forward instructor permission and date/time details to UNITE@umn.edu

Instructor permission is required to take exams on campus with the rest of the class as this is typically a physical space issue. Please forward instructor permission to UNITE@umn.edu

A proctor has to be in person. This person can be:

- 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 paid proctoring service such as Sylvan Learning Centers or MNSCU testing center

Ask us if you don't know if your proctor choice is okay

A proctor cannot be:

- Someone you manage at work
- A family member
- A friend/roommate
- ONLINE: such as a paid online proctoring service such as ProctorU or Proctorio.

UNITE Staff does not offer proctoring services.

[How to use a Proctor:](#)

When the instructor sends the exam to UNITE, we will forward it to the proctor directly - not to the student. All necessary instructions and cover sheet will be provided to the proctor.

Be aware that some proctoring services must receive exams a week or more in advance. Many instructors cannot submit exams to UNITE in that time frame so your proctor should be made aware of this possibility.

A Proctor Must be able to:

- **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 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
- **Print exam and scan completed exam** – [AdobeScan](#) app creates an easily readable high contrast PDF. The Notes app on iPhones includes a scanning option.

[How to Submit Homework and Course Materials](#)

- All homework is due on the same due date as on-campus homework. Audit students aren't required to submit homework/exams.
- Submit homework to your instructor via Canvas or email. CC UNITE@umn.edu for all submissions from your UMN account. The instructor will specify their preferred delivery method.
 1. Submit with a [Homework Cover Sheet](#) as the first page
 2. Label homework PDF with: <Course – Assignment - Your full name - UMN ID
 3. Scan documents. [AdobeScan](#) app creates an easily readable high contrast PDF. The Notes app on iPhones includes a scanning option.
 4. Submit as a single PDF with numbered pages (cover sheet, homework, tables, code etc.)
 5. 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 academic calendar dates and deadlines through One Stop

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