

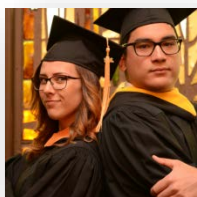


## Undergraduate **Graduation Requirements**

UNION  
COLLEGE  
*Experience the Spirit*

***"The responsibility of meeting requirements for graduation rests primarily upon the student. Students should acquaint themselves with the various requirements in the bulletin and plan their college courses ...accordingly."***

*2018-20 Bulletin, pg. 41*



*Revised August 2019*



## Choose a Bulletin

One of the first decisions you will need to make is - **What bulletin are you going to graduate under?** Some things to keep in mind:

- Students maintaining continuous residence may meet the requirements in any bulletin published during that time of residence. Students discontinuing residence longer than two consecutive semesters generally should meet the requirements in a bulletin valid after they return.
- All parts of your degree (i.e. major, general education, emphasis, and minor) must be completed under the same bulletin requirements.
- If you are completing TWO DIFFERENT DEGREES (i.e. BSN in Nursing and BA in Foreign Language Studies), you may graduate under two different bulletins, as long as the general education requirements and its corresponding degree requirements are completed under the same bulletin.

Your **bulletin year** now shows on your Portal:

Term	Degree	Curriculum	Advisor	Class Standing	Bulletin
FALL 2018	Bachelor of Science	Business Administration	Lisa Forbes	Junior	2017-18
FALL 2018	Emphasis	Accounting	Lisa Forbes	Junior	2017-18
FALL 2018	Emphasis	Finance	Lisa Forbes	Junior	2017-18
FALL 2018	Minor	Business Analytics	Lisa Forbes	Junior	2017-18

Fall 2018 Classes  
(click class for textbook information)

Registered

HMNT 305 01 - Arts and Ideas 11:30AM - 12:20PM - TR	2.000
BUAD 425 01 - Business Communications (WR) (\$25.00) 2:00PM - 2:50PM - MWF	3.000

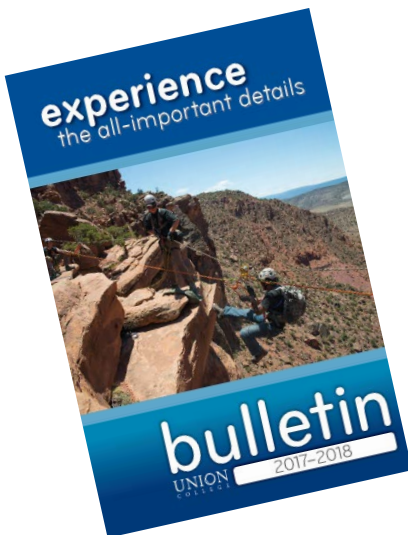
## More about Residency

Students who may not physically be on campus, but who are still involved with a program sponsored or affiliated with Union College, are considered attending for residency purposes.

For example:

- *Student Missionaries*
- *Task Force Workers*
- *Students studying abroad through ACA (through Union)*
- *Students attending Andrews University for Union's Medical Laboratory program*

**IRR- Firefighter and Paramedic Emphases** - Although not technically considered Union College students while away from our campus finishing up the technical aspects of their programs, IRR students who finish up the firefighter/paramedic portion of the program after the junior year at Union College may meet the residency requirement their junior year. *(Please refer to specifics given in the bulletin.)*



# Difference in Bulletins

## 2015 - 2020

### Major Differences in Basic Requirements

*(Note that not all requirements are listed – please refer to the published bulletin for complete listing of all requirements.)*

#### Legend:

**B** = Bachelor's Degree    |    **A** = Associate Degree    |    **T** = Transfer Student

**Lower Division** = 100 & 200 classes

**Upper Division** = 300 & 400 classes


Requirements	2015-16	2016-17	2017-18	2018-19	2018-20
<b>Total Credits</b>	<b>B:</b> 128 <b>A:</b> 64	<b>B:</b> 124 <b>A:</b> 62	<b>B:</b> 124 <b>A:</b> 62	<b>B:</b> 124 <b>A:</b> 62	<b>B:</b> 124 <b>A:</b> 62
<b>Upper Division (UD) Credits</b>	<b>B:</b> 40 <b>A:</b> -0-	<b>B:</b> 36 <b>A:</b> -0-	<b>B:</b> 36 <b>A:</b> -0-	<b>B:</b> 36 <b>A:</b> -0-	<b>B:</b> 36 <b>A:</b> -0-
<b>Residency</b>	<b>B:</b> <ul style="list-style-type: none"> <li>o 30 of the final 36 hours, or at least 100 semester hours, must be taken in residence.</li> <li>o A minimum of 12 upper division hours in the major must be taken in residence.</li> <li>o For a minor, at least 3 semester hours of the required courses numbered at the 300-level or above must be taken in residence.</li> <li>o A minimum of 56 hours must be completed at a four-year college or university.</li> </ul> <b>A:</b> 24 of the final 30 hours, or at least 50 semester hours, must be taken in residence.				
<b>WR</b>	<b>B:</b> 3 WR <b>TB:</b> 2 WR <b>A:</b> None	<b>B:</b> 1 WR <b>TB:</b> 1 WR <b>A:</b> None	<b>B:</b> 1 WR <b>TB:</b> 1 WR <b>A:</b> None	<b>B:</b> None <b>TB:</b> None <b>A:</b> None	<b>B:</b> None <b>TB:</b> None <b>A:</b> None
<b>Internships</b>	Proficiency Credit				
	No credit given, but most majors (and some minors) require an internship to be completed.				

Note: Students maintaining continuous residence may meet the requirements in any bulletin published during that time of residence. Students discontinuing residence longer than two consecutive semesters generally should meet the requirements in a bulletin valid after they return.

*All parts of your degree (i.e. major, general education, emphasis, and minor) must be completed under the same bulletin requirements.*


# Internships

## - Bulletins through 2015-16: Proficiency Credit

 <b>UNION</b> COLLEGE	<b>Request for Internship Credit</b>																		
<p>Student Name: _____ UC ID#: _____</p> <p>I am requesting credit for the following internship:</p> <table style="width: 100%;"><tr><td style="width: 33%; text-align: center;">_____</td><td style="width: 33%; text-align: center;">_____</td><td style="width: 33%; text-align: center;">_____</td></tr><tr><td style="text-align: center;">Course number</td><td style="text-align: center;">Course title</td><td style="text-align: center;">Credit hours</td></tr></table> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;">_____</td><td style="width: 50%; text-align: center;">_____</td></tr><tr><td style="text-align: center;">Student signature</td><td style="text-align: center;">Date</td></tr><tr><td style="width: 50%; text-align: center;">_____</td><td style="width: 50%; text-align: center;">_____</td></tr><tr><td style="text-align: center;">Advisor signature</td><td style="text-align: center;">Date</td></tr></table> <p>A fee of \$25 will be charged to the student's account Recording Fee: \$_____ (\$15/credit hour is charged as a recording fee)</p>  <p style="text-align: center;">Return completed and signed form to the Records Office</p> <hr/> <p style="text-align: center;">FOR DIVISION USE ONLY</p> <p>The grade for the above internship is: _____</p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;">_____</td><td style="width: 50%; text-align: center;">_____</td></tr><tr><td style="text-align: center;">Division Chair Signature</td><td style="text-align: center;">Date</td></tr></table>		_____	_____	_____	Course number	Course title	Credit hours	_____	_____	Student signature	Date	_____	_____	Advisor signature	Date	_____	_____	Division Chair Signature	Date
_____	_____	_____																	
Course number	Course title	Credit hours																	
_____	_____																		
Student signature	Date																		
_____	_____																		
Advisor signature	Date																		
_____	_____																		
Division Chair Signature	Date																		

## Internships

- **Bulletins from 2016-17 forward:** No credit given, but most majors (and some minors) require an internship to be completed.



UNION  
COLLEGE

### Internship Completion Report Form

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To be submitted to the Records Office upon completion of all internship requirements

Student Name: \_\_\_\_\_ UC ID#: \_\_\_\_\_

I am verifying completion of all internship requirements for the following program:

Major \_\_\_\_\_
Emphasis \_\_\_\_\_

Name of Host Organization	Supervisor Report Submitted	Verified Clock Hours Worked
	Date: _____	
	Date: _____	
	Date: _____	
		<b>Total Hours:</b>
Student Report Submitted	Date: _____	

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Advisor signature

\_\_\_\_\_  
Internship Coordinator signature

\_\_\_\_\_  
Division Chair signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date


---

Return completed and signed form to the Records Office

# Graduation Requirements

## Bachelor's Degree Graduation Requirements (2018-20 Bulletin):

- **124** total hours (Watch repeats – only highest grade counts): refer to policies on next page
- **36** upper division hours
- **30** of the final **36** hours or at least **100** hours must be completed at Union College
- A minimum of **56** semester hours must be completed at a four-year college/university
- All courses that fulfill a major, emphasis or minor requirement must have a grade of C or higher
- Minimum cumulative GPA of 2.0 or higher (Some majors require a higher GPA – see next page)
- Completion of General Education requirements (now counted by **courses** instead of a specific number of credits)

### **Per Degree:**

- A minimum of **12** upper division semester hours in the **MAJOR** must be taken in residence.
- A minimum of **3** upper division semester hours in the **MINOR** must be taken in residence.





# Graduation Requirements

## Minimum cumulative GPA:

The general minimum GPA required for graduation is **2.00**.

However, some majors/programs require higher GPA's:

- Education.....	2.75
- Health Sciences.....	3.50
- Honors-Union Scholars .....	3.33
- Medical Lab Science .....	2.50
- Nursing.....	2.50

## Other policies to keep in mind:

- Any courses with a "W," "CR," "AU"; any repeated courses with a lower grade; or any courses below 100 level are not included in the GPA calculation.
- When a course is repeated, the higher grade is used in calculating GPA. Both classes remain a part of the student's permanent record but only the highest grade is computed in the cumulative GPA and the total credits earned.
- You can usually count the same class numerous times for different requirement categories, e.g., General Ed → Major/Emphasis → Minor. However, note that you can't count the same class towards a Major and Emphasis because they are under the same category. If you are a BioMed or IRR major, you may need a supporting area. See your advisor for more details. *(Note: Students pursuing a General Studies degree may **not** count classes already used for General Education towards their 24, 12, 12 major requirements as well.)*
- You may mix/match minors with different degrees (with the exception of Biblical Languages) – but you can't declare a minor without a Bachelor's degree.

## Required Grades in General:

Major, emphasis, contextual or minor grades	<b>C</b> (2.00) or better
General Education or elective classes	Passing ( <b>D-</b> or better)
Transferred General Education or elective classes	<b>C-</b> or better

*Note that some programs may have more prescriptive grade requirements.*

## Electives:

- Any classes not otherwise required for general education/major/emphasis/minor to reach the total hours required. *(Also note that you may not receive credit for a lower level class if you have already received credit for the higher level class).*

## Miscellaneous Class Information:

- Any class with a course number **less than 100** does not count toward the total number of hours required for graduation.
- Some classes are marked in the bulletin as ***“May be repeated for credit.”*** Those specific classes (usually ART, Music, and HHPA classes) will count more than once toward the total hours for graduation because they are specifically designated as **repeatable** for credit.
- Varsity Sports (HHPV 145 (0.5) and HHPV 170 (1.0)) usually count for one semester per academic year, **if** the coach submits your name for credit. Please note that these credits do **NOT** count towards General Education requirements.
- If you play in intramurals, that doesn’t count for credit.

## Transferring Classes

- Check the Transfer Equivalency Tool (see next page) or check with the Records Office before you take the class!
- Make sure school is regionally accredited.
- Some classes don't transfer – police academy, auto mechanics, CNA, etc.
- Even though something has a different title, it may be a class you've already taken.
- **Deadlines:** When you finish a class elsewhere, it may take 2-3 weeks OR MORE for Union to receive your transcript – and it is the student's responsibility to request the transcript. If you are taking a class during spring semester which you plan to transfer, make sure the other school can meet our deadline for graduation. If not, it is likely you will be considered an August graduate.
- **REMEMBER:**
  - ✓ Check the other school's start & end dates for the class.
  - ✓ Ask the other school when your grade will be posted on your transcript.
  - ✓ Check that you will meet the other school's prerequisites before assuming you can take the class.
- Address for sending transcripts:  
Union College, Attn: Records Office  
3800 S 48<sup>th</sup> Street, Lincoln, NE 68506  
[transfer@ucollege.edu](mailto:transfer@ucollege.edu)

# Transfer Equivalency Tool

1. Go to <https://www.ucollege.edu/transfer>
2. Search for your college (AP and CLEP are under “**THE COLLEGE BOARD AP/CLEP**”)
3. The resulting list of classes indicates how credits from another institution will transfer to Union
4. Click on the note checkmark icon (✓) to view more info.
5. If you don’t see your college/course listed, fill out the transfer credit inquiry form at <https://ucollege.edu/transfer>.

Transfer Credit Equivalency Tool				
UNION COLLEGE				
Institution List → EQUIVALENCY LIST				
		<input type="button" value="Search"/>	<input type="button" value="Reset"/>	<input type="button" value="+ Add/View My List"/>
PAGE 1 OF 7				
1234567				
SOUTHEAST COMMUNITY COLLEGE	UNION COLLEGE	Note?	Begin	End
▶ ACCT1200 PRINCIPLES OF ACCOUNTING I (4.5)	ACCT 211 PRINCIPLES OF ACCOUNTING (3)	✓		<input type="checkbox"/>
▶ ACCT1210 PRINCIPLES OF ACCOUNTING II (4.5)	ACCT 212 PRINCIPLES OF ACCOUNTING (3)	✓		<input type="checkbox"/>
▶ ACFS0860 STUDENT SUCCESS (3)	CORE 109 FOCUS IN GENERAL STUDIES (1)			<input type="checkbox"/>
▶ ANTH1020 INTRODUCTION TO CULTURAL ANTHROPOLOGY (4.5)	ANTH 1XX LOWER DIVISION ANTHROPOLOGY ELECTIVE	✓		<input type="checkbox"/>

## Quarter versus Semester

Quarter credits earned	=	Semester credits awarded at Union College
1.0	=	0.67
2.0	=	1.33
3.0	=	2.00
4.0	=	2.67
4.5	=	3.00
5.0	=	3.33
6.0	=	4.00

*Keep in mind that most courses taken at a community college are **all lower division**.*

## How do Transfer Credits Work?

- Some are equivalent to a Union College course and some are electives.
- All transfer courses are given a new code if there is no direct equivalent at UNION, e.g. BIOL 1XX for a Biology elective with no direct equivalent at Union. However, if the transferred Biology class is equivalent to our General Biology I class, it will be transferred as BIOL 151.
- All transfer courses keep original title.
- Grades with C- or above transfer.
- Grades with C or above may fulfill major/minor requirements.

# General Graduation Policies

- **Commencement versus Graduation:**
  - Commencement refers to the ceremony. We have one Commencement ceremony each year in May.
  - Graduation refers to the day we officially consider your degree completed and is shown on diploma. Graduation happens three times per year: May, August, and December.
- Specific notes for August graduates:
  - *Students may need up to 10 credits in the summer and still march in May.*
  - *\$200 deposit to march if planning to complete in summer (This is refunded if you finish everything by the August deadline.)*
- All anticipated May/August graduates must apply and be approved by last Friday in March, in order for his/her name to be included in the May commencement program as an anticipated May/August graduate.
- Anticipated graduates who don't finish in time will have their graduation date moved to the next graduation date.
- **Academic Recognition:** Students graduating from Union College are awarded bachelor's degrees with the following designations appropriate to the minimum cumulative grade point average attained for **classes completed prior to the start of the final semester** (doesn't include final semester – no rounding).

Summa Cum Laude	3.90
Magna Cum Laude	3.75
Cum Laude	3.50

- **Diploma Name versus Legal Name in Program:**

Graduates may choose how they want their name to read on their diploma by completing this information on the Graduation Application. The student's legal name will be used for the commencement program (and on the transcript) as it is listed in the student information system (SIS). Students may request that their legal name be changed by submitting official documentation to the Records Office.

# Graduation Application Details

- Write neatly
- Bulletin year required
- Diploma name is important
- Taking class somewhere else? Where/when are you taking it?
- List internship
- List all the classes you plan to take, including course #, name, credits, etc. and when
- Union Scholars Honors – cleared by Dr. Malcolm Russell
- Education – cleared by Peter Adams
- Turn in any petitions with Graduation Application
- All signatures required!!

## UNION COLLEGE Graduation Application and Agreement

Name: \_\_\_\_\_ UC-ID: \_\_\_\_\_

Planned Graduation Date: Month \_\_\_\_\_ Year \_\_\_\_\_ Union Scholars: ☐ Yes ☐ No

Degree: ☐ BA ☐ BMA ☐ BS ☐ BSN ☐ BSW ☐ AS

Major(s): \_\_\_\_\_

Emphasis(es): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Bulletin: \_\_\_\_\_ (Must be the same for Major, Emphasis, Minor)  
 \*Students who maintain continuous residence may meet the requirements in the bulletin current at the time of entry or any bulletin published during the time of residence\*\*

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Union Scholar: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Declaration Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Union Scholars Student/Student: \_\_\_\_\_ Date: \_\_\_\_\_

**DIPLOMA ORDER:** Please CLEARLY PRINT your name below EXACTLY as you wish it to appear on your diploma – include your full legal name including middle name, including initials and abbreviations.

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

**COMMENCEMENT\*\*** Commencement exercises are held only in May for December, May and prospective August graduates who qualify.

**\*\*You are responsible for ordering your cap and gown and announcements from the Campus Store.**

**GRADUATION:** I agree to complete all listed courses (on next page) in time to allow grades to be in the Records Office by Wednesday before graduation. I agree to report any changes in plans or program to the Records Office for approval.

Please confirm that you have checked the following and that based on the classes listed on the 2<sup>nd</sup> page you are scheduled to meet each of these graduation requirements:

☐ General Education and all degree requirements ☐ U.S. History  
☐ Upper Division credit: Bachelor's degree ☐ Non-thesis  
☐ Thesis/entry \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ UC-ID: \_\_\_\_\_

### COURSES TO BE COMPLETED PRIOR TO GRADUATION

Major, emphasis, concentration or minor grades must be C (2.00) or better

SEMESTER	Term	Year	Union College Classes	Gr. Min.
Profile	Number		COURSE TITLE	

SEMESTER	Term	Year	Union College Classes	Gr. Min.
Profile	Number		COURSE TITLE	

SEMESTER	Term	Year	Union College Classes	Gr. Min.
Profile	Number		COURSE TITLE	

### OTHER CLASSES AND/OR INTERNSHIP\*\*

Profile	Number	COURSE TITLE	Gr. Min.	Where Class is Taken	When Taken (Term & Yr.)

\*\* The student must request official transcripts which should be sent directly to the Union College Records Office after completion of these courses.

Find the Graduation Application form on this page:  
<https://ugroups.ucollege.edu/recordsoffice/surveys/>

# Graduation Application Timeline

**GRADUATION APPLICATIONS ARE DUE 3 SEMESTERS BEFORE INTENDED COMPLETION DATE (e.g. May 2021 graduates should apply before first day of spring 2020 term.**

Reviewing your Graduation Application takes time! Please give your advisor, Division Chair and Records sufficient time to review your Graduation Application thoroughly!! Here's a general timeline of how long this process usually takes:

*(Note that this timeline assumes there were no errors/nothing you needed to change along the way. If there are changes you need to make during this process, it will take MUCH longer!!):*

You submit your Graduation Application to your ADVISOR  
3 semesters before intended completion date.

**\*\*\* Allow 14 business days for ADVISOR to review \*\*\***

Hopefully it all looks good – if so, your ADVISOR signs and passes it along to the DIVISION CHAIR.

**\*\*\* Allow 14 business days for DIVISION CHAIR to review \*\*\***

Hopefully there are still no errors found - if so, your DIVISION CHAIR signs and passes it along to RECORDS.

**\*\*\* Depending on the time of year your Graduation Application arrives in the RECORDS OFFICE, it may take approx 3 months for the review process to be complete. \*\*\***

The Records Office will notify you by email once the review of your Graduation Application is complete and whether it is approved or not.

*(See Insert for specific deadlines for submitting Graduation Application.)*

**Anticipated graduates will receive a Graduation Letter 2-3 months prior to graduation confirming whether student is on track to graduate.**



## Resources

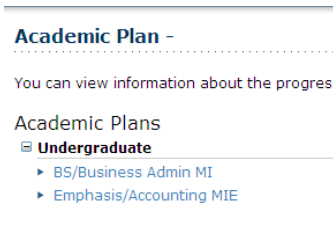
- **Bulletin** (Union Website)  
<https://ucollege.edu/academic-services/academic-bulletin>
- **Historical Schedules** (Union Website)  
(Gives an idea of what upcoming schedules might be – but don't look at DS (Directed Study) courses)  
<https://ucollege.edu/academics/schedules/>
- **Unofficial Transcripts** (Self-Service)
- **Academic Plan** (Self-Service)

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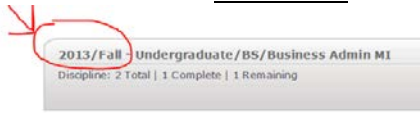
## Academic Plan

**How do I know what classes are required?**

1. Log-in to Self-Service
2. Click on the "**Register**" tab
3. Click on "**Academic Plan**"
4. Click on the part of the Plan that you wish to view:  
Majors/ Emphases/Minors are in separate sections.



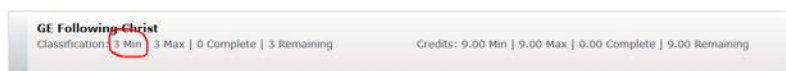
- See which bulletin these requirements are based on by viewing the year/term at the top of the plan. In the example below, the plan is based on the **2013-2014** bulletin:



- Each category of requirements corresponds to a section of requirements as listed in the bulletin. You can see how many credits you have left to complete in each category (this includes "in progress" classes, since those have not yet been completed) – remember that the 2018-19 bulletin counts courses for Gen Ed instead of credits:



- Some categories also have subcategories, or "classifications," within them. Each category indicates how many smaller classifications are required. For example, the General Education (GE) category "Following Christ" requires 3 smaller classifications to be completed—Christian Beliefs, Biblical Studies, and a Religion Elective:



- The smaller classifications are listed below the main category, and similarly list how many credits are remaining for that classification to be considered complete:


GE Following Christ

Classification: 3 Min | 3 Max | 0 Complete | 3 Remaining

Credits: 9.00 Min | 9.00 Max | 0.00 Complete | 9.00 Remaining


Christian Beliefs

Credits: 3.00 Min | 3.00 Max | 0.00 Complete | 3.00 Remaining

Status	Course	Name	Sub Type	Credits	Sequence	Min Grade	Required	Custom
	REL 115	Encountering Jesus as Savior	Lecture	3.00	999	Passing		
	REL 110	Intro to Christian Faith and Adventure	Lecture		999	Passing		
	REL 141	Christian Beliefs	Lecture		999	Passing		
	REL 205	Developing the Christian Mind	Lecture		999	Passing		


Biblical Studies

Credits: 3.00 Min | 3.00 Max | 0.00 Complete | 3.00 Remaining

Status	Course	Name	Sub Type	Credits	Sequence	Min Grade	Required	Custom
	REL 08				999	Passing		

Religion Electives

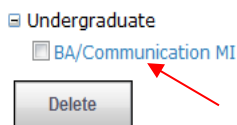
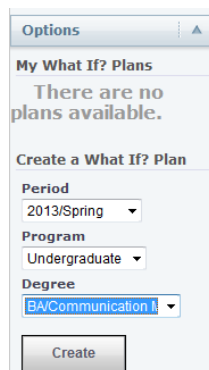
Credits: 3.00 Min | 3.00 Max | 0.00 Complete | 3.00 Remaining

Status	Course	Name	Sub Type	Credits	Sequence	Min Grade	Required	Custom
	REL 08				999	Passing		

## What If?

1. This is helpful if you are thinking of changing your degree.
2. The period corresponds to a specific bulletin.
3. Choose the degree and click "Create".
4. You can create multiple "What If" plans.
5. If you have made a plan, you can click to view it.

My What If? Plans



## Academic Plan - Legend



Shows completion of requirements. A check mark next to a class means you have completed that specific requirement. A check mark next to a classification or category means that all requirements have been completed for that classification or category.



Clicking on this symbol takes you to all available sections for the given course.






Designates a course in progress.

**(Labs will show In Progress even after completion if they don't have credit – which most don't. This is because most labs do not receive a separate grade, so the system doesn't know that they are "done.")**



This means that either the grade required for the course was not met or the course was withdrawn. Clicking on the symbol will take you to a page showing details for the course.

**Course Code:** Click on the course code to see prerequisites for the course, and then “Find Course Sections” to find available sections and add into your cart.

	NURS 383	Mental Health
	 NURS 415	Maternal Child Health
	 NURS 423	Medical-Surgical III
	 NURS 433	Disaster Nursing
	 <b>NURS 453</b>	Management & Leadership
	NURS 474	Community Health (WR)

### Catalog Details

#### NURS 453 - Management & Leadership

Lecture	
Description	
Prerequisites	( NURS 415 / Lecture <min grade
Corequisites	N/A
Fees	N/A
Credits	3.00
Credit Types	Letter

[Find Course Sections](#)

**Pet:** If marked as completed, this means you have successfully petitioned to take and passed a substitute for this requirement. If not marked as completed, this means you plan (or should plan) to meet the requirements outlined in the approved petition.

**Waive:** This requirement has been waived (e.g. CORE 108 for transfer students).

**Memo:** This requirement was substituted by another course as the result of an internal policy instead of a petition (e.g. bulletin change that applies to multiple students).

***We are here to help you!***

**Records Office**

Dick Administration Building,

Room #507

(402) 486-2529

[records@ucollege.edu](mailto:records@ucollege.edu)