

DPH Student Handbook



This handbook lays out the policies and procedures for the Doctor of Plant Health Program at UNL. The majority of the policies have been established by UNL Graduate Studies and adopted by the DPH Program. These requirements are laid out in the Graduate Catalog (see [Graduate Studies website](#)).

Policies and procedures specific to the Doctor of Plant Health Program are laid out in this DPH Student Handbook. Any questions about these policies and procedures should be directed to the office of the Director of the DPH Program.

It is the responsibility of the student to be familiar with the information in this DPH Student Handbook and on the Graduate Studies website, and to know and observe all regulations and procedures relating to the program. In no case will a regulation be waived or an exception granted because a student was not informed of the regulations or procedures. A student planning to graduate should be familiar with the dates relating to application for graduation and other pertinent deadlines.

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The Doctor of Plant Health Program

The Doctor of Plant Health (DPH) at the University of Nebraska – Lincoln is a professional degree focused on educating high level plant health practitioners. Plant health practitioners have a broad interest in plant sciences and the microbes, arthropods, and environmental conditions (soil, water, etc.) that interact to affect the growth and production of healthy plants. Emphasis is on the sustainable management of plant production systems. The scope of plant systems that can be addressed by the program includes plants used for food, feed, biofuels, and those found in natural and/or urban landscapes.

The DPH degree is a professional doctorate for practitioners and leaders in numerous employment arenas of the plant health industry as an alternative to a research based Ph.D. *It is important for students to recognize that the Doctor of Plant Health (DPH) degree is a professional doctorate and NOT a Ph.D. and, therefore, it falls under the auspices of the College of Agricultural Sciences and Natural Resources and not the UNL Graduate College. However, many policies and procedures are the same as the Graduate College and familiarity with the most current [Graduate Bulletin](#) is important.*

The DPH curriculum emphasizes a broad interdisciplinary education across all plant-related disciplines and focuses on practical training and experience, rather than research. The program requires 100 credit hours for graduation, and unique aspects to the program include:

- The core curriculum provides significant depth across all major disciplines involved in plant health (plant science, entomology, plant pathology, soil science, weed science).
- Experiential learning through required internships provides opportunity to develop skills in integrated problem-solving by applying multidisciplinary knowledge and skills to actual plant health problems and management systems.
- Flexibility through elective credits and internships hone professional interests and bolster training credentials.
- Diagnostic training across all disciplines enables comprehensive identification and management of issues affecting plant health.
- A research practicum is a required component as it is important that students understand the research process.
- An emphasis in leadership and other professional development areas launches the DPH student down a career-long path in developing and improving these skills.

Knowledge and practical experience obtained from this program will enable integration of the plant-health disciplines for broad applicability to problem solving and management of plant production systems.

Doctor of Plant Health Program – Learning Outcomes

The mission of the Doctor of Plant Health Program at the University of Nebraska–Lincoln is to produce plant practitioners with broad expertise and experience across the various disciplines that impact plant health and plant management. These plant practitioners (plant doctors) will apply this expertise to diagnose and solve plant health problems and to develop integrated plant and pest management systems that maximize economic, environmental, and social sustainability.

The specific objectives of this program is to produce professionals who:

1. Solve and respond to diagnostic problems by:
 - a. diagnosing plant health issues resulting from biotic and abiotic stressors, including both chemical and environmental causes,
 - b. assessing the impact of plant stressors and addressing mitigation through science-based management recommendations,
 - c. evaluating the significance of emerging biotic threats and their associated risks,
 - d. recognizing current and proposed taxonomy of plants and pest species.
2. Manage plant systems by:
 - a. integrating cross-disciplinary perspectives necessary for decision making,
 - b. developing, implementing, and managing integrated plant systems,
 - c. planning and implementing the application of current and new technology,
 - d. recognizing and evaluating the fundamental economic, environmental, human, and social factors associated with management recommendations.
3. Possess the capabilities to:
 - a. access and determine the appropriateness of informational sources,
 - b. assess the limitations and applications of research findings,
 - c. identify policy and regulatory issues that impact plant production,
 - d. recognize personal leadership qualities and develop individual and group leadership potential,
 - e. demonstrate ability to work in teams,
 - f. communicate effectively through oral and written means across diverse audiences ranging from the general public and farmers through scientific experts.

Doctor of Plant Health Structure and Operation

The Doctor of Plant Health (DPH) Program at UNL is organized and administered under the direction of the College of Agricultural Sciences and Natural Resources (CASNR) and the CASNR Dean. The **DPH Director** is responsible for coordinating and administering the DPH program and policies. A faculty Steering Committee serves as an advisory body to the DPH Director. In addition, matters pertaining to the DPH Curriculum are reviewed and approved by the CASNR Curriculum Committee.

The current steering committee consists of following faculty members:

DPH Director: Dr. Gary Hein

Plant Pathology Department: Dr. Gerard Adams, Dr. Loren Giesler, Dr. Anne Vidaver, Dr. Gary Yuen

Agronomy and Horticulture Department: Dr. Roger Elmore, Dr. Richard Ferguson, Dr. Chuck Francis, Dr. John Lindquist, Dr. Ellen Paparozzi
Entomology Department: Dr. Lance Meinke, Dr. Robert Wright
School of Natural Resources: Dr. Brian Wardlow

DPH Supervisory Committee

The DPH Supervisory Committee provides mentoring to the student with regard to choice of courses, modifications to curriculum, input on internship direction and opportunities, and diversifying contacts and connections. In addition, the Committee is responsible for review of the student's Doctoral Document and involvement in the student's final oral examination. The supervisory committee will consist of the Director of the DPH Program along with one representative from each of the three primary departments supporting the program Agronomy-Horticulture, Plant Pathology and Entomology. The same committee will be assigned to serve several students in the DPH program. The student is strongly encouraged to include an additional member who the student has had significant interaction while in the program. This additional member may be a university faculty member or it may also be someone external to the university with whom the student has had considerable interaction.

DPH Completion Requirements

Students in the DPH program are required to complete the 100 credit curriculum and its associated components, including the research and internship requirements. There are also completion requirements that are incorporated into the Capstone course. These requirements are summarized as follows:

- Complete the 100 credit curriculum as outline below. Additional courses may be considered in some categories if offerings of listed courses is limited by faculty availability, scheduling or other factors. The flexibility of substituting similar courses may be necessary to avoid scheduling conflicts between courses.
- The Research Practicum requirement can be met through the students M.S. Thesis research (4 transfer credits) or through an independent study project (4 credits) with a UNL faculty member while in the DPH program.
- The Plant Health Internship requirement will consist of experiential opportunities, totaling approximately 6 months in length. Most typically this is met through two, 3-month summer internships; however, this is flexible and could include a single 6-month internship or also can include a series of shorter internships. Distributed internships are also an option where internship experiences are spread out over an extended period of time at less than full time, but must be equivalent to the requirements laid out above. The DPH Director and the Supervisory Committee must approve all internships.
- The final requirement of the DPH program is to complete the Capstone course. Included in this is a series of activities that concludes the program. During the penultimate semester in the program the students take three written exams to test the student's mastery of the major disciplines that constitute the program (Entomology, Plant Pathology and Agronomy-Horticulture). During the final semester in the program the student writes their Doctoral Document. This document is a formal writing experience that addresses and rounds out their experiences associated with the final internship. This document is reviewed by the

Supervisory committee and forms the core of material used in a formal Final Seminar for the student. This seminar addresses the topic of the Doctoral Document and is presented immediately before the student undergoes the final oral examination by the Supervisory Committee.

Doctor of Plant Health Program – Curriculum

Graduate level courses across multiple disciplines, extensive internships and a research project make up the requirements for the Doctor of Plant Health degree. Internships for credit can be internal or external to the university, such as with the private sector, non-governmental organizations and state or federal government. Research projects may be with university personnel or off-campus collaborators. Research projects and comprehensive exams are to be determined by the student's Supervisory Committee. Students with an appropriate background should expect to complete this program within four years. **All classroom courses unless noted with a 'd' for distance or a 'd/c' when offered via both distance and classroom.*

Course #	Title	Cr. Hrs.	d/c*	Credit
<i>Plant Pathology Foundations (Core)</i>				16
PLPT 801	Biology of Plant Pathogens	3		
PLPT 802	Ecology and Management of Plant Pathogens	3		
PLPT 866	Phytopathogenic Nematodes	3		
PLPT 867	Plant Associated Microbes	4		
PLPT 965	Plant Virology	3		
<i>Entomology Foundations (Core)</i>				16-17
ENTO 800	Insect Biodiversity	4		
ENTO 806	Insect Ecology	3	d/c	
ENTO 813	Biological Control of Pests	3	d	
ENTO 817	Pest Management Systems	3		
<i>Choose 1</i>	ENTO 801	4	d/c	
	ENTO 820	3	d/c	
<i>Weed Science Foundation (Core)</i>				7
AGRO 826	Invasive Plants (<i>required only if equivalent Weed Science course not taken as undergraduate. If taken, credited as elective only</i>)	(3)		
AGRO 896	Interplant Competition	3		
<i>(plus 4 cr. from the following or other weed related courses, with permission)</i>				
AGRO 812	Crop and Weed Genetics	1	d	
AGRO 813	Turfgrass and Landscape Weed Management	1	d	
AGRO 822	Integrated Weed Management	1	d	
AGRO 823	Herbicide Action in Plants	1		
AGRO 896	Regional Weed Science Contest	1-2		
AGRO 896	Pest Resistance Management	2	d	
AGRO 896	Technology of Pesticide Application	1		
<i>Plant Science Foundation (Core)</i>				12
AGRO 806	Plant Ecophysiology: Theory and Practice	4		
AGRO 807	Plant-Water Relations	3		
AGRO 811	Crop Genetic Engineering	2	d	
AGRO 835	Agroecology	3		
<i>Soil Science Foundation (Core)</i>				9
HORT 824	Plant Nutrition and Nutrient Management	3	d	
AGRO 855	Soil Chemistry & Mineralogy	3		
AGRO 860	Soil Microbiology	3		

Quantitative Tools (take a minimum of 8 cr. from the following)			8
AGRO 819	Applications of Remote Sensing in Agriculture	4	
NRES 812	Introduction to GIS	4	
NRES 818	Introduction to Remote Sensing	4	
STAT 801	Statistical Methods	4	
STAT 802	Design & Analysis of Research Studies	4	
Policy & Leadership (take a minimum of 3 cr. from the following)			3
AECN 856	Environmental Law	3	d
AECN 857	Water Law	3	d
ALEC 810	Environmental Leadership	3	d
ALEC 800	Overview to Program Planning	3	d/c
Internships			
DPLH 695	Plant Health Internship (typically 2-or more experiential opportunities, totaling approximately 6 months in length)		
Other Requirements			17
	<u>Practicum in research methods</u> (research project completed within faculty supervisor's department)	4	
	<u>Plant Health Diagnosis</u> (to include the following):	7	
PLPT 892	Integrated Plant Health Diagnostics	1	
PLPT 892	Plant Pathology Diagnosis	2	
ENTO 896	Arthropod Diagnosis	2	
	Two additional diagnostics credits required	2	
DPLH 691	Colloquium (1 cr/yr; 2 yrs)		2
DPLH 691	Integrated Plant Health Management (capstone)		4
Electives chosen to meet students professional goals			11-12

Total Credits Required for Degree

100

Additional courses may be considered in some categories if offerings of listed courses is limited by faculty availability, scheduling or other factors. The flexibility of substituting similar courses may be necessary to avoid scheduling conflicts between courses.

Research Practicum

The emphasis of the Doctor of Plant Health (DPH) program is to provide a comprehensive multidisciplinary education for students whose primary career goal is to become a plant health practitioner. Unlike the MS-PhD degrees, the focus is not on research, and as such, there is no thesis or dissertation requirement. However, it is extremely important that DPH graduates have an excellent working knowledge of the research process so they are comfortable interacting with researchers from various disciplines and in obtaining information from the primary literature. Therefore, they must be able to evaluate research and research literature from various disciplines as to its quality and applicability to their situation.

The DPH Research Practicum is a 4-credit required research project for students in the DPH program. Students entering the DPH program who have completed a research (thesis) based M.S. degree will have met this requirement. **The objective of the Research Practicum is to provide the student with experience in applied research so that they better understand the process and methods used to conduct field research.**

To meet the DPH Research Practicum requirement, students are asked to identify a faculty member at UNL in one of the departments related to plant health who is willing to work with the student to provide this research opportunity. For this project, the student will be under the supervision of the faculty member and will enroll for four credits of independent study (e.g. AGRO 896, ENTO 896, PLPT 892) in that faculty member's department. This allows the faculty member to be credited for the effort that they are putting into the project. The research project may be completed during the school year, during the summer or some combination of these. Employment opportunities with the supervising faculty member during the period of the practicum may be a possibility. But this is not a requirement, and these details must be negotiated and understood with the faculty member before the project is undertaken.

The details of the research project should be outlined in writing by the student in consultation with the faculty advisor. This outline should include the following components and a timeline for completion:

1. **Research planning** – The student should be involved in planning the project as much as possible so that they understand the entire planning process. Some level of review of the current literature related to the project should be a part of this process and a clear statement of the research objective.
2. **Study/plot establishment and maintenance** – The student should be involved in activities associated with establishing and maintaining the study/plots. This may be plot layout, planting, application of treatments, or whatever type of activity that may be necessary.
3. **Data collecting** – The student should be involved in monitoring the progress of the study through time, watching for problems that may develop (e.g. non-target pest problems, plant stress issues, spatial differences not likely associated with treatments), note taking, and all data collection necessary to document plot conditions and potential treatment differences (e.g. stand counts, measurements, severity readings/ratings, plant samples/analysis, harvest).

Specific details of the data collection process should be laid out in the research plan or modifications made as they arise.

4. **Data analysis** – Data are to be summarized and statistically analyzed in accordance with guidelines laid out in the research plan and under supervision of the faculty supervisor. (It is advisable that the student take STAT 801 and STAT 802 either before or during the completion of the project.)
5. **Written project report** – A report of the results of the study will be developed in collaboration with the supervising faculty member. There is no requirement that the student publish their findings, but if appropriate, it is strongly encouraged that the student be given an opportunity to publish their results in an appropriate publication (research or extension). The project report should include:
 - a. an introduction, including a statement on the importance of the problem, review of pertinent literature, and objectives of the study,
 - b. research methods (incorporated largely from the project plan),
 - c. results of the study, including results of statistical analysis,
 - d. discussion of the importance of the study results and any resulting recommendations.
6. **Extension activity (optional)** – Although there is no requirement for the student to formally present the findings of their study, it is highly encouraged that, if appropriate, the student be given an opportunity to present their results at a scientific or extension meeting.

Internships

Internship Justification

Professional Plant Health Internships are an integral component of the educational objectives of the Doctor of Plant Health Program. The mission of the Doctor of Plant Health Program at the University of Nebraska–Lincoln is to produce plant practitioners with broad expertise and experience across the various disciplines that impact plant health and plant management. These plant practitioners (plant doctors) will integrate from across this expertise to diagnose and solve plant health problems and to develop integrated plant and pest management systems that maximize the system's economic, environmental, and social sustainability. Through these experiential training opportunities (internships), students will gain experience in integrating interdisciplinary knowledge into practical problem-solving and the development and implementation of integrated plant and pest management systems.

Prerequisite

The student must complete 50 credits of his/her core and elective credits before undertaking one of the required DPH internships. This is necessary as the primary objective of the internship is to enable the student to integrate their knowledge toward solving problems and developing recommendations.

Internship Structure

Internships will be chosen and developed to allow the student experiential opportunities to learn and work in plant-health related areas that support their career objectives (e.g. crop consulting, horticultural consulting, seed/chemical industry, extension, regulatory agencies, organic consulting, and applied field research, among other areas). The structure of the internship is flexible within the following guidelines:

- To meet internship requirements, students must undertake extensive internships totaling about 6 months. Typically, this will represent two, 3-month internships during two consecutive summers. There are no additional credit requirements.
- Internships can also be undertaken as shorter or longer internships, but the total time commitment needs to equal at least 6 months full time work experience.
- Distributed internships are an option where internship experiences are gained at less than full time. Experiences are spread out over an extended period of time but must equal the requirements laid out above.
- Decisions on the suitability of an internship will be determined by the DPH Program Director in consultation with the student's Supervisory Committee, and these will be made during the semester before the internship is scheduled. Suitability of an internship will take into account the level of supervision during internship, the intensity of learning opportunities (i.e. the level of repetitive work assignments), and the level of responsibilities assigned to the intern.

Student requirements for the internships

Students are responsible for identifying and setting up the internship, but assistance and direction will be provided by the DPH Program Director and the student's Supervisory Committee in identifying internship opportunities and in setting up and negotiating the learning objectives and other details of the internship.

The student is responsible for all travel expenses associated with the internship, but this needs to be part of the negotiations with the group or organization providing the internship, along with

expectations and terms of compensation. It is critical that there are clear expectations for both parties in the Memorandum of Understanding.

Internship Memorandum of Understanding

The Internship Memorandum of Understanding will be filled out and filed with the DPH Program the semester before the internship. The Memorandum will be filled out jointly by the student and the employer and is intended to enhance understanding and expectations from the internship. This memorandum will include the student's learning objectives expected to be met by the internship experience, the student's major responsibilities while on the internship, any orientation training or other requirements the employer requires for the student to begin and conduct the internship. Also, included in the agreement will be the time period for the internship and the pay rate and any other economic support that the employer will be paying or requiring of the intern.

Learning objectives for these internships will be designed on an individual basis to meet the student's learning and career objectives. It is best if these learning objectives are as specific as possible.

General learning objectives include the following:

- The student will gain experience in integrating their interdisciplinary knowledge into practical problem-solving and the development and implementation of integrated plant and pest management systems.
- The student will learn and improve technical skills necessary for carrying out their professional activities.
- The student will learn to function in a professional manner associated with their chosen career alternatives.
- The student will gain field and practical experience to enhance their professional background.

Post-Internship assessment

1. Upon completion of the internship the Internship Supervisor will provide the DPH Director and intern with an evaluation of the student's performance (see Employer Internship Evaluation).
2. Upon completion of each internship the student will be required to provide the DPH Director an evaluation of the internship experience (see Student Internship Evaluation).
3. First internship: Upon completion, the student will be required to provide an internship presentation to their fellow students in the DPH program. The oral report will be ca. 15-20 minutes in length and be presented to the other DPH students and perhaps others invited. This report will cover the internship experience and address positives and challenges of the internship, lay out learning objectives, and how well they were met.
4. Final internship: From the experiences in final internship, the student will develop a thesis or topic that will be addressed through the DPH Capstone Document and the Final DPH Seminar. This will be coordinated through the DPH Capstone Course, Integrated Plant Health Management.

DPH Program Sustainability

Cost of attendance can be different from one student to another because tuition rates and fee requirements vary based on course level, whether the courses are online rather than on campus, and other factors. If you have questions about tuition and fees, contact the DPH Program Office or you may contact [Student Accounts](#).

Costs for the DPH program are affected by several factors. Non-resident students will pay somewhat more than resident students. Students who have received an M.S. degree or have taken courses from an accredited graduate program (and accepted by the admissions committee) will complete the degree in less time, and thus, lower their overall costs. Each student's personal expenses will vary depending on their situation.

DPH students fund their studies through a combination of strategies including part-time research, teaching, or extension positions supported by faculty in the participating departments (Agronomy/Horticulture, Entomology, Plant Pathology, etc.), tutoring opportunities, other part-time jobs, low cost student loans, scholarships and fellowships. ([Scholarship & Financial Aid](#))

The following estimates apply for **full-time students** in 2017-2018. These estimates assume 12 credit hours per semester during the first two semesters their first year. Click on the link to our [Cost Estimate Worksheet](#) to calculate **your** specific costs.

Fellowships

Curtis Fellowship: The DPH program can currently offer a limited number of \$20,000 Curtis Fellowships for highly qualified students entering the DPH program. These fellowships are competitive and support students during their first one (\$20,000/yr) or two years (\$10,000/yr) in the program (see link to [Curtis Fellowships](#)). Fellowships are awarded and divided between the Fall and Spring Semester only (i.e. not summer semester). Unlike assistantships which carry certain work requirements, these fellowships do not have any work requirements. Therefore, students may be able to take on additional part-time work for additional support. In order to remain eligible for these fellowships, DPH students must be registered as full-time students (9 or more credits per semester) and also maintain a 3.0 GPA ("B" average) or better in all coursework. If students are awarded a full time graduate assistantship or have full time employment by the university they are not eligible for this fellowship.

Raun Fellowship: This fellowship was created in memory of Dr. Earle S. Raun who was an ardent and outspoken proponent of the Doctor of Plant Health Program. The intent of the fellowship is to provide support to a DPH student to enable the student to undertake some professional plant health related activity that he/she may not be able to undertake without this monetary support. Innovation is highly encouraged in thinking of activities that will benefit the student educationally and professionally. It is not designated specifically for travel, but the funds obtained by the awardee may be used for travel. Funds are awarded near the end of each Spring semester. Examples of these may include:

- Support for travel to educational meeting,
- Support of internship-related expenses (e.g. travel to a distant internship location,

- housing expenses at internship location),
- Funds to enable participation in workshops or other educational activities.

To be eligible for these fellowships the student must be full-time in the DPH program (9 or more credit hours) and in good academic standing (cumulative GPA of 3.0 or better).

We are constantly seeking additional funding for student fellowship support. Please contact the Program Director if you are interested in pursuing these opportunities.

Nebraska Residency

Residency requirements for DPH students will be the same as those for all UNL graduate students. The state of Nebraska does not allow non-resident students to establish residency during the period that they are full-time students (see link to [UNL residency policy](#)). However, non-resident DPH students will receive a tuition waiver that results in tuition being charged at 125% of resident graduate tuition.

CGS Resolution

Below is background information regarding the April 15 acceptance date for students offered graduate assistantships and fellowships. This information is intended for all University of Nebraska-Lincoln graduate programs that offer funding to admitted students.

The Council of Graduate Schools (CGS) has published a [Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants](#) since the mid-1960s. The Resolution is concerned with the conditions surrounding the acceptance of offers of certain kinds of graduate student financial assistance, namely, scholarships, fellowships, traineeships, and assistantships. The University of Nebraska-Lincoln is a CGS member institution and has indicated its support of the Resolution.

The intent of the Resolution is to provide a uniform and widely acceptable framework that provides protection for both student and institution. The Resolution acknowledges that students, after having accepted an offer, may change their minds and withdraw that acceptance. For more information, refer to the [CGS website](#).

Clear wording about acceptance deadlines should be included in all funding offer letters to admitted students. The resolution and sample letters are on this page. Please attach the resolution to all offers of support to applicants who are offered funding.

The general spirit of the Resolution is that:

- students have the opportunity to consider more than one offer and should have until April 15 to do so,
- institutions and students should be able to view acceptances in force after April 15 as binding,
- an offer by the institution and its acceptance by the student constitute an agreement which both are expected to honor.

Application and Admission to the DPH Program

Pre Requisites

Students seeking admission to the DPH program must hold a B.S. or B.A. degree from an accredited college or university. Review the program [Prerequisites](#) and [Recommended Undergraduate Courses](#) pages for more information about appropriate baccalaureate courses of study and degrees. A limited number of deficiencies may be made up during the graduate program, typically during the first year in the program. Additional undergraduate courses do not count toward the DPH program of study, but a limited number of graduate courses may be able to be taken to address deficiencies and these may count toward the DPH degree as elective credits. Direct all inquiries regarding background and admission to the program to the Director of the Doctor of Plant Health Program.

Information for Prospective Students

1. The University of Nebraska is a public university committed to providing a quality education to a diverse student body. Students are selected on the basis of academic preparation, ability, and the availability of space in the desired academic program. **It is the policy of the University of Nebraska-Lincoln not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation** (see [Notice of Nondiscrimination](#)). This policy is applicable to all University administered programs including educational programs, financial aid, admission policies and employment policies.
2. All application materials submitted become the permanent property of The Office of Graduate Studies and the DPH Program and will not be photocopied for individual use, returned, or forwarded to other agencies.
3. Information given falsely or withheld will affect the decision on an application and may make the applicant ineligible for admission and/or enrollment.
4. Persons who have been dismissed from another institution for academic dishonesty or violations of student codes of conduct are not eligible for admission to the Doctor of Plant Health Program.
5. Applicants must have earned a bachelor's degree or higher from an institution that is accredited by an organization recognized by the Council on Higher Education Accreditation (CHEA), or from an accredited foreign institution that is recognized by UNL Graduate Studies.
6. Acceptance for admission to the Doctor of Plant Health Program is determined by the DPH Admissions Committee and the Director of the Doctor of Plant Health Program. This decision is based upon the applicant's record, experience, personal qualifications, and appropriateness of the student's proposed career direction for a DPH degree.
7. Negative admission decisions cannot be appealed.
8. Most applicants will apply formally and be admitted to only the DPH program. Students may apply to multiple programs but can be admitted to only one program unless a dual degree program has been established. When applying to two or more degree programs, submit an application and a \$50 application processing fee for each program.

9. Dual degrees (DPH-MS or DPH-PhD): To be a degree-seeking graduate student in more than one UNL degree program, a student must apply separately to both programs and receive admission to both programs, and obtain approval of the Director of the Doctor of Plant Health Program and the graduate chair of the other graduate program.
10. Entry into the Doctor of Plant Health Program is valid for the specific semester indicated on the Letter of Admission. A newly admitted student may defer enrollment for a maximum of two terms, but must request deferment, indicate a projected enrollment date, and receive permission from the DPH Office.

If there is a request for postponement of enrollment, there will be no guarantee of an offer of an assistantship or fellowship. The DPH Program retains the right to revoke the earlier admission on the basis of new information. Admitted students who neither defer nor enroll must reapply.

International students who wish to delay their enrollment may be required to provide updated financial information for a new I-20 or DS-2019 immigration form.

11. US Military Veterans: All men and women who plan to attend the University and will be affected by the educational assistance and vocational rehabilitation laws administered by the Veterans Administration should inquire at the [Office of the University Registrar](#) before registering for classes. See also: [Veterans Resources](#).

Application Process

The application process begins by completing the [Graduate Application for Admission](#). The DPH program has no application deadlines, and applications are reviewed as they are received by the DPH Admissions Committee. We recommend applying at least two months before the semester you would like to start. Please contact the DPH Office, 402-472-3365, if you have questions concerning your application package.

Applications must include for following:

- [Graduate Application for Admissions with the \\$50.00 non-refundable application fee](#)
- [One set of transcripts uploaded to MyRed](#)
- Three recommendation letters-Submitted from individuals able to comment on your potential to succeed in the program
- Current copy of Resume/Curriculum Vita
- Letter of intent/Career Goals: Provide a written statement, explaining your background and explicitly describing your professional interests and goals and how the DPH program will help you meet these goals
- [If your native language is not English: verification of English proficiency](#)
Minimum English proficiency: Paper [TOEFL](#) 550, Internet [TOEFL](#) 79, [IELTS](#) 6.5
 - *When sending GRE or TOEFL scores, our institution code is 6877 and a department code is not needed*
- *If you are not a US citizen and you expect an F or J visa, check on [financial information requirements](#)*

After you initiate your application to the DPH program, apply, allow one business day for Graduate Studies to set up your access so you can complete these requirements via [MyRed](#).

Admission of International Students

The University of Nebraska-Lincoln welcomes students from all countries as part of the student body and Graduate Studies and the DPH program encourages applications from qualified students throughout the world.

Eligibility

It is recognized that educational systems in other countries differ from that of the United States. Comparability of international course work and degrees will be determined by the DPH Director and the DPH Admission Committee, often with assistance from Graduate Studies. Generally, a four-year first university degree from an academic institution outside the U.S. will be accepted as [comparable to the U.S. bachelor's degree](#) if the degree grants eligibility for graduate study at institutions within the same country.

How and When to Apply

Application materials from international students must include uploaded documents of all college- or university-level [transcripts or mark sheets](#) (records of courses and marks earned), with certificates, diplomas, and degrees plus certified English translations. Official documents are required from all students who are admitted and enroll. Photocopies of certified records cannot be used.

It is recommended that applicants outside the U.S. begin applying well in advance of the desired first enrollment.

Funding Requirements

Evidence of adequate [financial resources](#) for tuition and living expenses is required of all international students seeking F-1 or J-1 visas, including those who received their baccalaureate degrees at UNL. Students should not assume funds or work opportunities will be available at a later date, and should be prepared to have their living and educational expenses increase annually. University-wide fellowships may be sought after one year of graduate study in the U.S.

English Proficiency

Applicants to the DPH program whose native language is not English are required to submit a Test of English as a Foreign Language (TOEFL) score of at least 550 on the paper-based TOEFL; 79 on the Internet-based TOEFL or an International English Language Testing System (IELTS) overall band score of at least 6.5.

Upon Arrival: English Language Test (ELT)

Typically all new international students are required to take the ELT upon arrival in Lincoln if they are not native speakers of English and their scores are:

- A TOEFL iBT writing score below 25 or a TOEFL total below 100
- An IELTS writing score or total IELTS score below 7.0

Each international student's Certificate of Admission will state whether they are required to sit for the ELT. Exemptions from the ELT requirement may be granted based on sufficiently high TOEFL or IELTS writing scores, or for non-native speakers who have received a bachelor's or more advanced degree from a U.S. university or a university outside the U.S. at which English is the official language of instruction.

DPH Program Guidelines

Expectations

Students must take responsibility for their own graduate education and ensure that they meet DPH deadlines and requirements for their degree. In addition to meeting these requirements, it is important that all students seek to maximize their graduate experience. Opportunities for growth in many areas will be provided, and students must pursue these opportunities and embrace their associated responsibilities and obligations. The professors, staff, and fellow students are willing and eager to support and work with the student to have a successful graduate experience.

Guidelines for Good Practice in Graduate Education

The Graduate Studies Bulletin contains the most updated policy regarding [Guidelines for Good Practice in Graduate Education](#) at the University of Nebraska–Lincoln. Please redirect to this webpage for this information. Guidelines found on this page include: Professionalism and Ethics; Teaching; Research; and Advising and Mentoring.

Conduct, Academic Integrity, and Related Policy

The Graduate Studies Bulletin contains the most updated policy regarding [Conduct, Academic Integrity, and Related Policy](#). Please redirect to this webpage for this information. Guidelines found on this page include: Student Code of Conduct; Academic Integrity; Professional Conduct; Nondiscrimination; and Student Privacy.

DPH Credit

Course Levels

- 800s and 900s: These are graduate courses. 800-level courses without counterpart 400-level or lower numbers, as well as 900-level courses, are open exclusively to graduate students.
- 500s, 600s, and 700s: These are professional courses in law, dentistry, architecture, and the Doctor of Plant Health Program. These courses carry graduate credit only if the letter “G” follows the course number.
- 400 or lower: These are undergraduate courses and cannot be applied toward the DPH degree.

A student who enrolls in a course must have completed the general prerequisites, including any specific prerequisite indicated for the course. In graduate-level courses there is a required differentiation of faculty expectation regarding student performance and grading criteria.

Credit by Examination

Credit by examination cannot be earned in graduate level courses or applied to graduate degree programs.

Transfer Credit

It is the responsibility of the student to ensure that official transcripts of graduate work taken elsewhere are received by the Doctor of Plant Health program before transfer credit can be considered. At least 50 credits of course work (50% of the required 100 credits) for the Doctor of Plant Health degree must be completed at the University of Nebraska. To be accepted as transfer credits, graduate credits must:

- Be earned at an institution fully accredited to offer graduate work in the field of the student's major.
- Be for graduate coursework, not professional coursework.
- Must meet grade requirements outlined for DPH credit.
- Be approved by the student's Supervisory Committee for quality, suitability, and being equal to or superior to offerings available at UNL.
- Be approved by DPH Director and College of Agricultural Science and Natural Resources.

Registration

After acceptance into the DPH program, the DPH office will ensure that the student is registered with the university. After being registered, the student should be able to register for classes. Contact the DPH office if you have trouble with this process or have questions.

Registration Requirements

The Graduate Studies Bulletin contains the most updated policy regarding [Registration Requirements](#) at the University of Nebraska–Lincoln. Please redirect to this webpage for this information. This site includes the following: General Information; Drop and Add; and Correction of Registration Errors.

Tuition and Fees

The Graduate Studies Bulletin contains the most updated policy regarding [Tuition and Fees](#) at the University of Nebraska–Lincoln. Please redirect to this webpage for this information. *For additional information visit our DPH Website:* [Program Costs](#) and [Tuition Costs](#).

Summer Registration

DPH students or graduate assistants are not required to register for courses during the summer term. Graduate assistants employed in the summer but who are not registered for 4 credit hours during the summer term are subject to FICA and Medicare taxes. Registration is required for recreation center usage and on-line libraries. Enrollment of 6 or more credit hours will allow access to the health center without being charged a usage fee. Any student may use the health center if under 6 credit hours or if not registered, but will be charged a one-time fee to access services (for any term fall, spring or summer).

Grades

Grading System

The University uses an A through F grading system.

- Letter grades with point value: A+ (4.0), A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), C- (1.67), D+ (1.33), D (1.0), D- (0.67), and F (0).
- Grades without point value: W (dropped/withdrew), I (incomplete), P (pass/C or better), and N (no pass).

DPH students taking undergraduate classes for deficiencies may have a grade requirement set by the DPH Admissions Committee. However, if no specific standard has been set, the student is required to

meet the same standard an undergraduate would be held to. That is, if the class is taken Pass/No pass, pass is the equivalent of a C or better.

Grade Requirements

Credit for the Doctor of Plant Health degree in graduate-level or professional courses is attained as follows:

- For all courses credited toward the Doctor of Plant Health degree:
 - Minimum grade of C or P (pass) is required for all courses.
 - Courses graded C- or below **cannot** be used toward the DPH degree.
 - Due to the breadth of disciplinary study required for the Doctor of Plant Health degree (i.e. across multiple departments), these requirements apply to all courses, including 800 level courses with a 400 level counterpart.
 - **DPH students must maintain a 3.0 GPA or higher.**

DPH students who do not maintain satisfactory progress or do not maintain a 3.0 or better GPA may be placed on probation, terminated from a degree program, and/or denied permission to continue DPH studies in the University.

Incompletes

For any Incomplete ("I") grade in a graduate course, the instructor of the course determines the requirements and deadlines for completing it. It is helpful to have these expectations in writing to prevent miscommunication. A student with a grade of Incomplete should not re-register for that course within the time frame for the removal of the Incomplete. Re-registration will incur new tuition charges.

When requirements are satisfied, the instructor replaces the Incomplete with a grade indicating completion.

- All Incomplete **courses on the DPH Program of Study** must become graded prior to graduation.
- Graduate courses **not** used to complete the degree may remain Incomplete. A grade of "I" for the incomplete course will be on the transcript but will not affect the GPA.

If the instructor leaves the University prior to the date set for the completion of a course, the chair of the academic department of the course will assume the role of the instructor.

Grade Appeals

Doctor of Plant Health students will follow the appeals process for graduate courses that is laid out by Graduate Studies (see below).

Approved by UNL Graduate Council, March 9, 1993.

Appeal of grades in graduate-level courses shall be made through the graduate student grade appeal procedures for the campus through which the grade was awarded.

1. Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the **course instructor**.
2. If unsuccessful, the student may then file a written appeal to the **Graduate Chair** for consideration by the **Graduate Committee** responsible for the administration of the course. This appeal must be filed within sixty days of the posting of the grade report by the [Office of the University Registrar](#). If the department does not have a graduate program, the standing grade appeal committee of the department would consider the appeal. A written determination of the appeal shall be presented to the student and instructor.
3. If the matter is unduly delayed or not resolved, the student may present the original appeal documentation to the **UNL Dean for Graduate Studies** who shall request a review by a **subcommittee of the UNL Graduate Council**. A final appeal may be made to the **full UNL Graduate Council**, if it agrees to hear the case. Since awarding grades in courses occurs at the individual campus level, the decision of the UNL Graduate Council shall be final and is not subject to further appeal beyond the campus.
4. If the instructor's grade is overturned, the instructor of record has the right of appeal, in writing, at the same successive levels of review.

Probation and Termination

Grounds

For all graduate students at UNL, probation or termination recommendations may be made under the following conditions:

- Failure to make academic progress as defined in the program's graduate student handbook,
- Violations of the [Student Code of Conduct](#),
- Failure to satisfy [Scholastic Grade Requirements](#),
- Failure in written comprehensive examinations or final degree examinations,
- Failure to satisfy conditions required for removal of probationary status or provisional admission.

Process

Students who do not meet the conditions outlined above may be placed on probation, terminated from the DPH Program, and/or denied permission to continue studies in the University.

1. Probation or termination is initiated when the DPH Director submits a recommendation to the Supervisory Committee.
2. If the Supervisory Committee approves a recommendation for termination, the DPH Program Director must communicate it in writing to the CASNR Dean and the student.

After Termination or Dismissal

Students **dismissed from the University** due to violations of the Student Code of Conduct are ineligible to reapply for graduate study at UNL.

Students whose UNL **graduate program has been terminated** may apply for admission to another degree program or admission as a non-degree seeking student only with the approval of the Dean for Graduate Studies.

Termination Appeals

Standard Appeal Procedure

In all cases, appeals are made **in writing** to the appropriate committee or council.

1. The initial appeal is to the DPH Director.
2. If denied, the appeal will be submitted to the student's **supervisory committee**.
3. If denied, the appeal may be submitted to the departmental or interdepartmental area **Graduate Committee** administratively responsible for the student's graduate program.
4. If denied, an appeal may be made to the CASNR Dean's office for consideration.

When the appeal concerns graduate-level **qualifying examinations, comprehensive examinations, or final examinations**, the student is responsible for making reasonable efforts to ascertain the results of the examination within **30 days** after its completion, and the student's written initiation of the appeal must be filed within **30 days** following the student's receipt of notification of the evaluation.

When the appeal concerns a **termination of program**, the student's written initiation of the appeal must be filed within **30 days** following the student's receipt of the official written notification.

Academic Leave of Absence

Purpose

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. Active status does not require the student to maintain full time status but may take coursework part time. In the event that a student is unable to continue active participation, the student must complete an Academic Leave of Absence to temporarily suspend his or her studies and the pursuit of a degree.

Policy

An Academic Leave of Absence may be granted to students for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other personal reasons. A leave can be used to suspend study for **one semester or more (up to a full academic year)** during which the student is not expected to make progress toward their degree.

- The one-year time limit can be **extended** for military service or in other cases subject to approval by DPH Director.
- Students granted a leave are **not required to register for any credit hours** for the period covered by the leave.
- With no enrollment, no tuition and fee costs are accrued during the leave.
- Students **returning** from an approved leave do not need to be readmitted.

To be eligible a student must:

- Be a student in good standing (3.0 or above), with at least one semester of prior graduate enrollment at UNL.
- Get approval from the DPH Program.

- Have no course enrollments for the duration of the leave. If already enrolled during the leave, students must officially withdraw from those courses.
- If international, get approval from the International Student and Scholars Office (ISSO). SEVIS updates may be needed and immigration regulations may restrict eligibility; ISSO can help to identify other possible courses of action.

Implications

Students should expect to make **no academic progress** during a leave. A student on leave cannot:

- Take qualifying examinations for advancement to candidacy or final examinations for the degree (although language competency examinations are allowed)
- Make extensive use of faculty/staff time or resources (except for planning a return from leave)
- Receive academic credit for work done during the leave at another institution (unless approved in advance by the DPH Director).

It is the responsibility of any student with **federal financial aid or loans** to consult the Office of Scholarships and Financial Aid and/or their loan agency before applying for a leave, to determine how a leave could affect aid, eligibility to defer loan repayment, and loan status.

A student on leave is not registered for classes and **does not receive the benefits, services, and eligibility** associated with registered-student status, including:

- Graduate assistantships or other student work titles and their benefits (e.g., tuition remission, student insurance, @unl.edu email address)
- UNL Libraries (unless applying for a “community member” library card)
- University Health Center and student health insurance
- UNL Campus Recreation Centers
- Most forms of University financial support
- Access to laboratories, equipment, and other controlled-access campus facilities

Students considering a leave are strongly encouraged to explore alternatives, discuss the impact on their plan of study with the DPH Director and Supervisory Committee, and develop a strategy for completing the degree program. In many cases students are better served by **alternatives that maintain enrollment and eligibility for student services**, for example:

- Modifying program expectations
- Reducing coursework, research, teaching or other educational responsibilities
- Delaying milestone deadlines
- Taking incompletes in the current semester with a plan to address them at a later time

Procedures

Requesting a Leave

1. Students consult the DPH Director and Supervisory Committee to determine whether a leave is the most appropriate course of action.
2. The student submits an Academic Leave of Absence letter to the DPH Director.

3. Upon approval, an email notification with a copy of the signed form is sent to the student, graduate chair, and faculty advisor.

Extending a Leave

To extend an approved leave, students must notify the DPH Director at least four weeks prior to the end of the semester in which the leave terminates. An extension requires further approval by the DPH program and (if international) ISSO.

Returning from Leave

Students on academic leave must notify the DPH Program of their intent to return at least four weeks prior to the end of the leave.

DPH Student Policies

Attendance

Students are expected to be present for all scheduled on-site and off-site assignments. Absences are to be avoided and vacations and travel plans are not acceptable reasons for missing classes. Absences are excused in the following situations:

1. Illness or family emergencies.
2. When the student has provided one week notice to the instructor; no more than one time each semester.

It is the student's responsibility to notify the instructor at the earliest possible time if they are unable to attend a session due to illness or family emergency.

Snow Policy

If the University closes due to inclement weather, classes for the Doctor of Plant Health program will follow University policy. The authoritative information site will be the UNL website, <http://unl.edu>. This site will report the latest and most complete information on weather related closings.

The UNLAlert messaging system will send alerts to e-mail addresses, cell phones via text message and voice alert, landline phones, and other devices. Everyone who attends or works at UNL is responsible for signing up for this notification system and updating their contact information. Sign up at: <http://unlalert.unl.edu>.

Decisions to close the University are not made until late evening or early morning. If you are unable to attend classes, inform your instructor.

Smoke-Free Facility Policy

Upcoming Policy Change: Beginning January 1, 2018, the University of Nebraska-Lincoln will prohibit smoking, tobacco use and vaping on all university properties. To learn more: [Tobacco Free Campus Policy](#)

Departmental Services, Facilities and Supplies

Computers

Are available for purchase from Inventory & Surplus. Graduate students may select items from the surplus warehouse as long as the items are for University use only (not personal use) and stay within the department (not to go back to the dorm or apartment). The cost is minimal-computer monitors is around \$10 and towers are around \$20. The surplus warehouse is open on Wednesdays from 8:30 am – 1:00 pm, and it is located at [4800 Doris Bair Circle](#). You may also bring in your own computer or laptop for use in the student room.

The network also provides access to laser printers. In accordance with university policy, the laser printers are to be used with job-related projects only. The laser printers may be used for course work or assistantship work.

Rules for DPH Student Computer Use (Computer in the DPH Student Center)

1. Do not add shortcuts to the desktop.
2. Do not remove browser shortcuts.
3. Do not change desktop backgrounds or defaults in programs.
4. Do not add or delete programs.
5. Do not use computers for pornography – this is a University regulation. See **Ethical Conduct for the Use of UNL Computing Resources**.

FAX Usage

No personal FAX messages can be sent from the DPH Program. Since UNL has tax-exempt status, the state of Nebraska does not allow personal use of the FAX machine. To fax something please contact the DPH Office for assistance.

Supplies

All office supplies should be requested through the DPH office.

Photocopier

The copier is available for use by graduate students. Students must get a code from the DPH office to gain access. Copies that are not for DPH activities or teaching are 5 cents/page.

Student Room Access-269 PLSH

You will use your NCard to access the student room-269 PLSH. When you begin the DPH program the DPH Office will request that your NCard be programmed to access the student room as well as the doors to Plant Science Hall. Students should secure their personal belongings when they are in the building and remember to lock all doors during non-business hours.

Desk Space

Desk space is available in the DPH Student Center. You will be able to pick which free desk you'd like and be given keys for that desk. As other individuals leave, students have the option of changing desks. Please contact the DPH Office before making a change.

Books, Journals, Reserve Materials

Books and Journals provided in the DPH Student Room are for student use only. Please do not highlight or make personal notations on these materials.

Become familiar with new ways of using the libraries

Get to know your [liaison librarian](#), your subject specialist who can assist in locating materials easily and quickly.

After You're Admitted A Checklist for New DPH Students

Complete the following tasks before the first day of class and you'll be well prepared for your first year at the University of Nebraska-Lincoln, Doctor of Plant Health Program.

Check in at the Doctor of Plant Health (DPH) Program Office

Stop by and introduce yourself to program staff and faculty. If you haven't already, we will give you access to register for classes. Also, bring any academic records that have been requested. Our office is located at 279E Plant Sciences Hall, East Campus. You may have additional paperwork to complete if you are on an assistantship or will be issued access to the building.

Office and Building Hours

Registered students have full access to Plant Sciences Hall Monday-Friday from 7:00am to 7:00pm during the fall and spring semesters, and 7:00am to 5:00pm during summer sessions. The doors are locked on the weekend and holidays. Students must obtain building card access if they want access outside these hours. Building access requires the Director's approval.

Register for Classes

Access [MyRed](#) to [register for courses](#). Consult the [Graduate Bulletin](#) for course descriptions and MyRed for course times and locations. Contact the DPH office with questions.

Get Your NCard

Your NCard is your student ID card at Nebraska. It can be used for identification, access to certain buildings and labs, educational discounts, and purchasing items on campus. To get your NCard, first register for classes and then bring a current photo ID and your NUID number to the NCard office in Room 121 of the Nebraska Union. Office hours are 8 a.m. to 5 p.m. The \$15 issuance fee will be charged to your consolidated account. If you have previously enrolled here and already have an NCard, you do not need a new one.

Enroll In or Waive Student Health Insurance

International students and graduate assistants are automatically enrolled in the [UnitedHealthcare Student Resources](#) insurance plan. Once the student insurance charges appear on your MyRed account, you must accept or waive the insurance. If you are not a graduate assistant and wish to enroll in the [UnitedHealthcare Student Resources](#) plan, you can enroll yourself online via MyRED or in person at the [University Health Center](#). A graduate student on an assistantship will be provided basic individual student health insurance at a reduced rate. The student and UNL shares in the cost of the premium. Approximately 21 percent of the health insurance premium annual cost will be directly billed to the student's account. Students who do not want the UNL health insurance will need to complete a [Waiver of Insurance](#) form each semester and submit to the Health Center business office

within 14 days of the beginning of the semester. F1 or J1 visa holding international students must participate unless they provide proof of comparable insurance and complete a waiver each semester by the published deadline. [Click here](#) for information on medical, dental, vision, and pharmacy coverage.

Purchase a Parking Permit

There is no free parking on campus. If you will have a car, purchase a parking permit from [Parking and Transit Services](#) online or in person in the Stadium Drive Parking Garage. Don't forget to register your bicycle, if you plan to bike to campus. A free bus pass (valid for both campus and city bus systems) will be mailed to all registered students.

Campus Maps can be found here: [City Campus/East Campus](#)

Claim Your My.UNL Account

You'll need to [claim your My.UNL account](#) to access the My.UNL Academic Portal, the campus wireless network, and additional services. (This is in addition to your TrueYou/MyRED account.)

Update Your Contact Information

Check your Profile in [MyRED](#) to make sure we have your current address, phone number, and email. You also have the option of getting a [@huskers.unl.edu](#) email address — you'll be able to continue using it even after you complete your study at Nebraska.

Plan to Attend Welcome and Orientation Events

- [International Student Orientation](#): Meet other international students and learn about services specific to international student needs. Many of the tasks listed here can also be completed during the orientation program.
- [New Graduate Student Welcome](#): Sponsored by the Office of Graduate Studies, it's a great time to meet graduate students from other disciplines and to learn about the various campus and community resources.

Explore Resources for Current Students

Beyond your [basic needs for progressing through a degree program](#), it's your responsibility to take charge of your [development](#) as a student, researcher, teacher, and professional.

For International Students ONLY

Check in at International Student and Scholar Office

Complete New Student Check-In at [International Student and Scholar Office](#) as soon as possible. This is necessary to maintain legal immigration status. Bring your immigration documents including

I-20 or DS-2019, passport, and I-94 card. International Student and Scholar Office is at 1100 Seaton Hall, Suite 201 on City Campus.

How to Complete the New Student Health Requirement

Refer to the following link for information on immunizations and the Tuberculosis test: [How to Complete the New Student Health Requirement](#)

Apply for a Social Security card

If you have employment, apply for a Social Security Number using the [application form](#). Visit the [Social Security Administration](#) for more information.

Arrange for a bank account

There are many banks in Lincoln where you can open a checking or savings account. Many new international students choose to bank at Union Bank because they have a location inside the union on city campus and many ATM's located throughout the campus and downtown. However, there are many other banks close to campus as well. Your choice of bank is up to you. Click [HERE](#) for a map of banks close to the UNL city campus. For more information on opening a bank account: [Banking](#)

Medical/Safety Issues

1. Medical Issues -

Circumstances, which are life-threatening, should be handled by any of the following manners; which are appropriate to the situation:

- Administer emergency first aid **if qualified**
- Call “911”

A first aid kit is located in 279E Plant Sciences Hall

2. Safety Precautions –

Fire drills are held each semester. Tornado Shelter located in Plant Sciences Hall:

- Lower level: Room 199 (west side), cereal & bake labs (north/east corner)
- Lower level: Center portions of the central corridors
- Avoid: Soil Labs

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