UNL Honors Program How Can Students Check Previous Honors Form Submissions

Updated 3/29/16

Students may check submission of an Honors Program Form at any time. This includes:

- Honors Course Contracts
- SAIs (Statement of Academic Interest; due 4th semester)
- Thesis Prospectus (due 6th semester)
- Intent to Graduate
- Any other form submitted via the Honors Program website.
- 1. Go to honors.unl.edu
- 2. Click "Login" at the top of the page next to the search box.

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- 3. Enter your my.unl credentials (your Blackboard username and password). Click the "Log In" button.
- 4. You will return to honors.unl.edu. Navigate to the appropriate page for the form you wish to view. For most, you may click on "Current Students," then "Deadlines and Forms," then the appropriate form's link.
- 5. You will see a green box at the top of the form's page if you have a previous submission on file. Click on "View your previous submissions" to see previously submitted forms.



6. On the next page, you will see all previous submissions of this form. You may click "View" to see what information you have previously submitted.

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7. If you wish to change any of that information, please email changes to the Honors Office at <u>uhon-office@unl.edu</u>. Please include the submission number listed on this page.

If you don't have any previous submissions, you either have not submitted the form or the form info has been downloaded by Honors and removed from the website. This happens most frequently with Contracts, since we receive so many each semester. We remove contract submissions from the website after the relevant semester is completed.