

COMPLETING FORMS ON 6E

1. Log on to <http://cehsgrad.unl.edu/UNL6E/to6e.htm>
2. Click on the first button titled “Students and Prospective Students”
3. Determine what your new access code is by clicking on the “Find Access Code” button on the right side of the screen.
Username: _____
Password: _____
Close this window and return to the previous page.

4. Click on the second link “Access an Existing Record”

**IF YOU ARE AN ACTIVE MASTERS DEGREE STUDENT IN SPED, SLP, OR AUD
DO NOT CREATE A NEW RECORD!!**

5. Enter your Username as the User ID and your password
6. Review all name, address, phone numbers and email information in Part One: Personal Information.
7. Scroll down to Part 5: Graduate Forms (MOC used as example)
 - the 3rd form on the list is the Program of Studies or Memorandum of Courses (MOC)
 - click on “Fill out Part 1”
 - complete all open fields pertinent to you
 - click on “Update Record”
** you must do this to save your work!**
 - click on “Fill out Part 2”
 - list all course names, numbers, descriptions, hours, & grades earned
Note: if you run out of space under major courses, continue in minor courses section.
 - click on “Update Record”
** you must do this to save your work!**

8. Once Parts 1 & 2 are updated, the records are automatically submitted to Jill. Email Jill at jengland2@unl.edu and let her know that you have completed your MOC online. She will print out the completed MOC and give to the appropriate advisor for review. If changes are necessary, she will contact you. If no changes are needed, she will get the appropriate advisor and Graduate Chair signatures and then submit the MOC to Terri Eastin in the Graduate Studies Office. You will receive notification from the Graduate Studies Office whether or not your MOC is approved.

If you have trouble using the 6E Database, please contact Jill England at
(402) 472-2141 or jengland2@unl.edu.