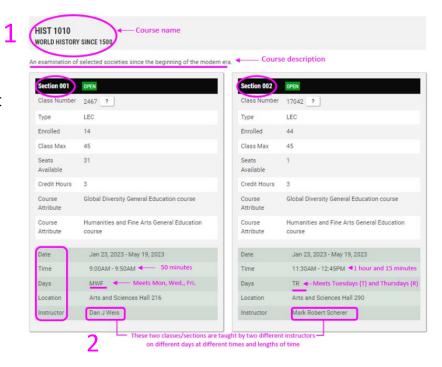
Senior Learning Passport Program at UNO

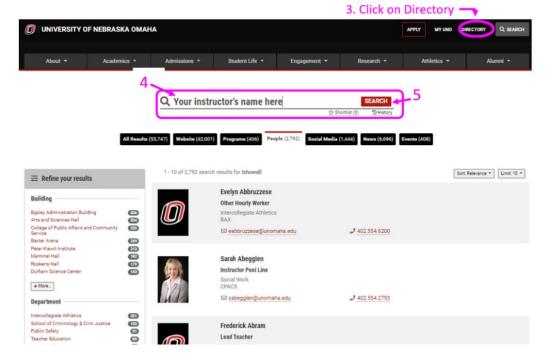
How to find and contact instructors for permission to join classes

Where to find the Instructor's Name

- Locate the course you want by using a class search
- **2.** Find the instructor's name listed at the bottom of the class section



- 3. Look in the black band at the top right side of any UNO webpage to locate and click on the Directory
- **4.** Type the instructor's name on the directory search line
- **5.** Click on the red Search button to get the instructor's contact information



Obtaining Instructor Permission and Documentation to Join a class

Option one Email (preferred):

Send an email to the instructor introducing yourself and asking permission to join their class. Forward the instructor's email with permission to the Passport Program coordinator, Mindy Hunke at mhunke@unomaha.edu

Option two Phone with first-day-of-class follow up:

Contact the instructor by phone to introduce yourself and get verbal permission to join their class. Ask your instructor to sign the Passport registration form on the first day of class. Mail or drop off registration to the Division of Continuing Studies office, CPACS 207.

UNO Division of Continuing Studies CPACS 207 6001 Dodge Street Omaha NE 68182-0328

Expectations and Program Education

Not all UNO instructors are familiar with the Senior Learning Passport Program and would appreciate knowing more. You can refer them to the <u>Senior Learning Passport Program</u> <u>webpage</u> using a link or a UNO Search for "Senior Learning Passport Program."

The Passport Program is a University of Nebraska program designed to support lifelong learning. It's open to Nebraska citizens who are at least 65 years of age. Senior learners may attend and "sit-in" on undergraduate courses based on available space and instructor permission. Passport participants can attend up to two classes per semester for a small fee.

Optional Email Example:

Hi Instructor X,

I am a Senior Passport Program Learner and would like permission to join your Spring 2023 name and number of course, section number.

Optional:

(insert a paragraph about why you want to join the class or share a little about yourself)

In case you are not familiar with the <u>Senior Passport Program</u>, I have provided a link which gives details about this program. If you have any questions about the Passport Program, contact Mindy Hunke in UNO's Division of Continuing Studies at 402.554.4922 or <u>mhunke@unomaha.edu</u>.

End with your contact information

Senior Learning Passport Program UNO Division of Continuing Studies CPACS 207 402.554.2370 unodcs@unomaha.edu

Mindy Hunke, Coordinator 402.554.4922/mhunke@unomaha.edu

Christine Billings, Director cbillings@unomaha.edu