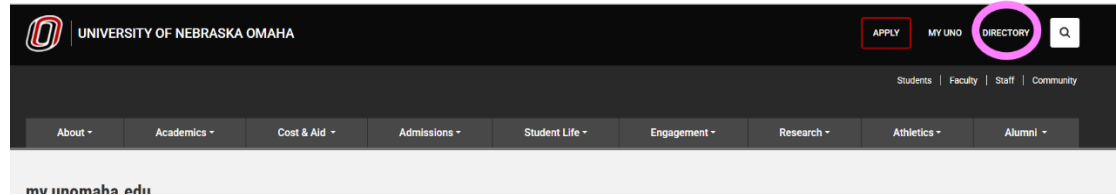


# Senior Passport Program for Lifelong Learning

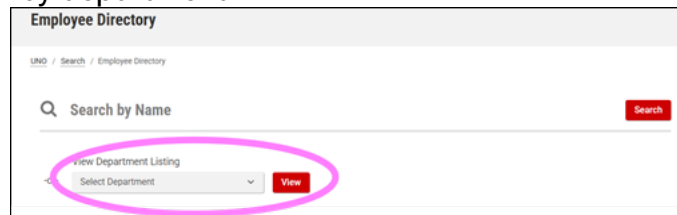
## How to find Department Contacts and Contact Instructors for Permission to Join Classes

### Step 1: Find the Department Chairperson

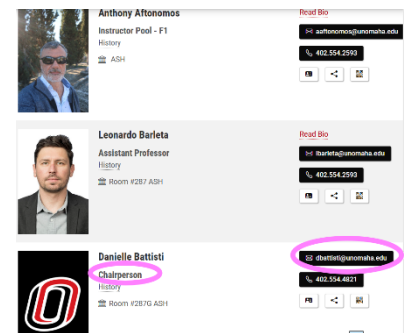
- Open the UNO website and click on the directory located on the top right of most webpages



- Search by department



- Scroll down the list until you see “Chairperson” along with their email address.
  - If Department Chair or Director’s information isn’t easy to find, contact Mindy Hunke at 402.554.4922 or [mhunke@unomaha.edu](mailto:mhunke@unomaha.edu)
- Send the Chairperson a quick email
  - Introduce yourself as a Senior Passport Program student who would like the instructor’s contact information for the name/number/section/time of the course you wish to join, so that you can make a request to that instructor to join their course.
- The chair will give you instructor information, or will forward your request to someone in the department who can assist.



### Step 2: Contact the instructor

**Note:** If you have a favorite instructor and want to know what classes they are teaching, skip the above and write directly to the instructor.

- Write to the instructor and cc Mindy Hunke [mhunke@unomaha.edu](mailto:mhunke@unomaha.edu) on the email
- Introduce yourself and ask to join the instructor’s course as a Senior Passport Program student
- Let the instructor know they can contact Mindy Hunke in the Division of Continuing Studies, if they have questions about the program: [mhunke@unomaha.edu](mailto:mhunke@unomaha.edu) or 402.554.4922.
- Share the instructor’s response with Mindy for registration purposes