



# DUAL ENROLLMENT STUDENT HANDBOOK

UNIVERSITY OF NEBRASKA AT OMAHA

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## DUAL ENROLLMENT PROGRAM

### WHAT IS IT?

Dual enrollment allows academically talented students to earn college credit while still in high school. College-bound students can get a jump on their degree and maximize their time in advanced high school classes. Dual enrollment helps students remain engaged in high school and helps prepare them for college-level curriculum.

Courses are the result of an alignment between the high school and college courses requiring college-level curriculum. Therefore, not all high school courses are eligible for dual enrollment. Check with your high school counselor to find out which courses are approved. The courses are taught at area high schools by high school staff who have been approved by their respective University of Nebraska at Omaha (UNO) academic departments to be adjunct faculty.

### REQUIREMENTS

- Cumulative GPA of 3.0 or higher
- Parent and high school counselor approval via email

### BENEFITS

- Costs less than 25% of actual tuition and fees at UNO
- Receive access to university resources
- Demonstrate competitiveness for admission to universities and scholarships
- Gain experience and confidence
- Attend UNO Dual Enrollment events
- More time in college to:
  - Pursue a double major
  - Lessen course load
  - Graduate early
  - Explore internships
  - Study abroad

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## UNDERSTANDING ADVANCED PLACEMENT (AP)

Dual enrollment and Advanced Placement (AP) are two separate ways of earning college credit. Some eligible dual enrollment courses may also be AP courses, in which the student may have the opportunity to take the AP Exam. This provides students with greater flexibility to maximize the opportunity to earn college credit.

### DUAL ENROLLMENT

College credit earned through the Dual Enrollment Program is based on a student's cumulative performance throughout the duration of the course. A student will receive UNO credit on their UNO transcript if they have submitted an approved application, paid the appropriate tuition, and received a passing grade in the course. The grade earned in the high school course is the grade that is posted on the student's UNO transcript. Dual enrollment courses can range from one to five college credits per course.

### ADVANCED PLACEMENT

Earning college credit through the AP Program depends on how well students perform on the national AP exam in May. AP credit is received after successfully completing the national AP Exam and receiving a score of 3 or higher. Not every student who passes an AP course will achieve a score high enough on the national AP exam to earn college credit.

Even if dual enrollment credit in that course is earned, we encourage taking the AP Exam.

- Dual enrollment grades and credit are not affected by the AP Exam score.
- Taking the AP Exam provides another opportunity to earn college credit for students who are not certain of their college choice.
- The \$250 dual enrollment fee covers the cost of the AP exam.

Students should contact their college or university to see how the AP scores will be accepted.

## STUDENT RESPONSIBILITIES

### THE STUDENT'S RESPONSIBILITIES ARE TO:

- Review and understand the information provided in the UNO Dual Enrollment Student Handbook.
- Complete the UNO Dual Enrollment application for admission each semester the student wishes to receive credit. This is the only step towards enrolling for credit. The application is located at [applydual.unomaha.edu](https://applydual.unomaha.edu).
- Know and understand the application/registration, drop, and withdraw deadlines for the UNO Dual Enrollment Program. It is the student's responsibility to formally withdraw from a class if they do not want the UNO credit and meet the deadlines to do so.
- Pay the nonrefundable \$250 dual enrollment fee.
- Maintain complete and accurate account information including keeping track of the NUID and password given to the student. Information can be updated in MavLINK at [mavlink.unomaha.edu](https://mavlink.unomaha.edu).
- Ensure the accuracy of final grades on academic transcripts via MavLINK immediately following the conclusion of the course.

### 1. LEARN ABOUT DUAL ENROLLMENT

A dual enrollment representative will visit participating high schools during the beginning of each semester to explain the Dual Enrollment Program. Information about dual enrollment will be passed out to the students and the online application will become available.

Please check the Dual Enrollment Program website for a list of current dates: [dualenroll.unomaha.edu](https://dualenroll.unomaha.edu).

### 2. APPLY ONLINE

Visit [applydual.unomaha.edu](https://applydual.unomaha.edu) to complete the application for dual enrollment.

The online application MUST be submitted by the student within the two-week window following the high school visit date. An email will be sent to both the parent/guardian and the high school representative to approve participation in the program.

### 3. RECEIVE PARENTAL APPROVAL

Once the application is submitted, the parent/guardian will receive an email to approve the application. The parent/guardian is required to approve the application by the high school deadline in order for the student to be enrolled. Approval is done by clicking on the link in the email sent to the parent email after the student has submitted his or her application.

### 4. PAY THE DUAL ENROLLMENT FEE

The cost for each dual enrollment course is a nonrefundable \$250. After parents/guardians approve the application and the student is enrolled into the program, a billing statement will be mailed to the address provided on the application.



## MavLINK

MavLINK is UNO's online student information system portal for students, faculty, and staff that allows students to:

- Access class schedule
- View grades
- Send official transcripts
- Pay bills

To log on to MavLINK, visit [mavlink.unomaha.edu](https://mavlink.unomaha.edu)

### FIRST TIME DUAL ENROLLMENT STUDENTS

After being enrolled into the Dual Enrollment Program, students will be sent two emails from TrueYou; one with the student NUID, and the other with a temporary password that allows students to set up their MavLINK accounts.

### RETURNING DUAL ENROLLMENT STUDENTS

The student will continue to use the same NUID and password issued when first admitted into the Dual Enrollment Program.

### FORGOT NUID AND/OR PASSWORD

Students can retrieve their forgotten NUID or password by visiting [trueyou.nebraska.edu](https://trueyou.nebraska.edu). For further assistance, contact the Office of General Education and Dual Enrollment.

For further assistance, contact the UNO Help Desk at 402.554.4347.

## COST/BILLING

### For questions, contact:

Cashiering and Student Accounts  
402.554.2324  
unocsa@unomaha.edu  
109 Eppley Administration Building

The cost of dual enrollment is \$250 per UNO course. This is a flat fee and is the only cost for the course. After admittance into the program, the fee cannot be refunded even if the student decides to withdraw from the course. No payment is due at the time of registration. To view the balance owed, log into MavLINK. The balance of the student's account is subject to change if classes or scholarships are added.

If a student plans to apply to UNO, the University of Nebraska at Kearney (UNK), the University of Nebraska-Lincoln (UNL), or the University of Nebraska Medical Center (UNMC) at a later date, the application fee will still need to be paid.

### DUE DATES

Billing for dual enrollment students is generated by the UNO Cashiering/Student Accounts Office. Invoices are generated at the end of each month and due dates are the 23rd of the following month.

### PAYMENTS

Payments can be made in person, by mail, or online. UNO is unable to accept payments over the phone. To set up a payment plan, contact Cashiering at 402.554.2324.

#### IN PERSON

- Cash, check, or money order
- Cashiering/Student Accounts  
109 Eppley Administration Building

#### BY MAIL

- Cash, check, or money order
- Include student's NUID number and allow proper mailing time
- Mail to:  
University of Nebraska at Omaha  
Eppley Administration Building, Suite 109  
Omaha, NE 68182-0292

#### ONLINE

- Credit/debit card or electronic check (e-check)
- Log into MavLINK and select "Make a Payment"
- **Payments made by credit/debit card will be assessed a service charge.**  
The service charge is 2.75% on domestic credit/debit cards and 4.25% on international credit/debit cards.

### LATE FEES

If any balance is not paid on time, late payment fees can accrue according to the following schedule:

**Balances of \$100.00 - \$999.99: \$25.00 late fee**

**Balances of \$1000.00 and more: \$50.00 late fee**

Subsequent billings will be generated at the end of each month, and each billing will be subject to late payment fees. One can accrue up to two late payment fees each semester.

### HOLDS AND NON-PAYMENT

All students with outstanding balances beyond the second due date (September 23 for fall and February 23 for spring) will have a hold placed on their account regardless of whether a bill has been generated.

This hold will prevent all registration for future terms or semesters, denial of transcripts, and withholding of UNO diplomas until the debt is paid. Debts that are older than the current term must be paid by cash, money order, cashier's check, or credit card. Payment by check will result in a 30-day delay on release of holds.

Students will not be withdrawn from classes for non-payment of tuition and fees. If the student registers and does not attend, the student is responsible for withdrawing from the course. If a student does not attend and does not withdraw, the student will still be responsible for the payment of the balance and may receive a failing grade.

Access College Early (ACE) Scholarship pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska colleges or universities, either through dual-enrollment or early enrollment agreements with these institutions.

High school students may apply for funding under this program by completing the ACE Student Application, which is reviewed by the Coordinating Commission for Postsecondary Education (CCPE) for award consideration.

The ACE Scholarship pays for a maximum of two dual enrollment courses per year. Scholarships will be awarded until funds have been exhausted.

### THREE WAYS TO QUALIFY

1. The student or student's family must be approved to participate in one of the following federal need-based government programs:
  - Free or Reduced Price Lunch Program
  - Supplemental Security Income
  - Temporary Assistance to Needy Families (TANF)
  - Supplemental Nutrition Assistance Program (SNAP)
  - Special Supplemental Assistance Program (WIC)
2. If a student or family experienced a financial hardship.
3. If a student is participating in a designated Career Education program as established by the Nebraska Department of Education. Required documentation must be provided.

### TO APPLY

**[ccpe.nebraska.gov/ACE](https://ccpe.nebraska.gov/ACE)**

Fall term deadline: December 15 | Spring term deadline: May 15

## ACE SCHOLARSHIP

### For questions, contact:

Ritchie Morrow  
CCPE Financial Aid Officer  
Ritchie.Morrow@Nebraska.gov  
402.471.0032

High School Guidance Counselor

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## GRADING

Upon completion of the dual enrollment course, the high school instructor will post the letter grade on the student's UNO transcript. This will be the same letter grade that they receive in their high school course. Dual enrollment coursework will appear in the same manner as other collegiate coursework showing credit hours and grade earned.

Each college or university has their own policies on accepting grades. Within the Nebraska University (NU) system, UNO, UNL, UNK and UNMC), the grade received for dual enrollment will factor into the cumulative GPA.

### REPEAT POLICY

When an undergraduate course is repeated, only the most recent grade will be counted into the GPA.

- Letter-graded courses must be repeated for a letter grade.
- All courses and grades will continue to be a part of the student's permanent record (transcript).
- When determining eligibility for graduation with honors, every grade awarded is computed into the GPA.
- Repeats must be completed before a degree is granted. Once a degree is granted, repeated courses will not change the GPA established at the time the degree was awarded.
- Students can replace grades earned at another University of Nebraska system campus if they take the articulated equivalent course at UNO. Students should consult with an advisor prior to taking the course at UNO to ensure that they take the direct equivalent to the course they took elsewhere. Upon completing the course, either the student or the advisor must ask the UNO Office of the University Registrar to eliminate the previous grade from their GPA.



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## WITHDRAWING

The student is responsible for formally withdrawing from a class if they do not wish to earn UNO credit. Students will not be allowed to withdraw beyond the withdrawal deadlines. If a student fails to withdraw during the correct time frame, the student will still be responsible for the grade posted on their transcript, even if it is a D or F.

The timeline for withdrawing from dual enrollment at UNO can be found online at: [dualenroll.unomaha.edu/withdrawal](https://dualenroll.unomaha.edu/withdrawal).

- Students are obligated to pay the \$250 course fee even if they choose to withdraw from the course.
- Withdrawing will result in a "W" posted on the student's transcript. "W" grades have no impact on a student's academic GPA.
- Students are responsible to notify our office if they plan on withdrawing from the Dual Enrollment Program after the application is submitted.

The UNO Office of General Education and Dual Enrollment must be notified via phone, fax, email, or mail for all withdrawal requests. This includes:

- Any student wishing to withdraw from a dual enrollment course.
- Any student who withdraws from a high school course or changes high schools.
- Any changes in mailing address or name.

### ATTENDANCE

If a student withdraws from their high school class or changes high schools after they have registered for UNO Dual Enrollment, they must drop or withdraw from the UNO Dual Enrollment course as well.



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## TRANSFERRING CREDITS

Acceptance of dual enrollment credit is up to each college or university. It is the student's responsibility to find out how the college or university accepts the dual enrollment credit. While UNO cannot guarantee course recognition on behalf of another university, it strives to make the transfer of courses from one institution to another as simple as possible.

Course credits are generally accepted by member colleges and universities and by those accredited by other regional accrediting agencies. Some universities have a general statement on their university policy regarding transfer of credit on their website.

There are many factors that affect how and if another college or university will accept UNO Dual Enrollment credit. The grade and what was covered in the class can make a difference. Students should start a file and keep course syllabi and other important information to share with future colleges. UNO is fully accredited by the North Central Association of Colleges and Schools.

Students should speak to an advisor if a course was not automatically transferred when a transcript was provided. Check if there is any additional information that could be provided in order to have that course recognized.

### ORDERING TRANSCRIPTS

Ordering transcripts online through MavLINK is the fastest way to get transcripts processed. To order transcripts online:

- Log into MavLINK using the assigned NUID and password received when enrolled into the Dual Enrollment Program.
- Click on "Request Official Transcript" and complete the request form online.

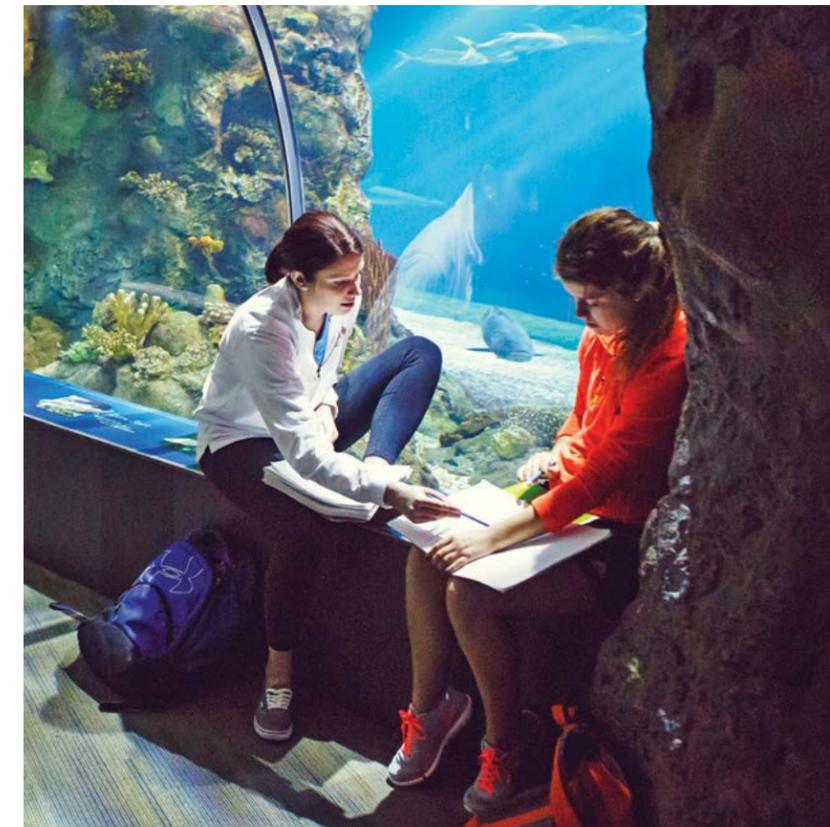
There is a \$3 charge per transcript for students who are enrolled for the current semester at UNO. There is a \$15 charge per transcript for former students and those not currently enrolled at UNO.

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## IMPORTANT QUESTIONS

Students are encouraged to ask colleges or universities the following five important questions regarding the dual enrollment credit.

- 1** Does this institution accept dual enrollment credit?
- 2** If yes, how would this institution take dual enrollment credit from UNO (course number and name)?
- 3** If no, ask about Advanced Placement Exam policies.
- 4** Will I be considered a freshman regardless of the number of credits I bring in? Make sure you would still be eligible for all freshman scholarships.
- 5** Would the credits I bring to college count against the overall length and amount of any scholarship that I might receive?



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**OVER 90% OF COLLEGES AND UNIVERSITIES ACCEPT DUAL ENROLLMENT CREDITS**

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# ACADEMIC INTEGRITY POLICY

For the complete policy, visit [studentlife.unomaha.edu/integrity](http://studentlife.unomaha.edu/integrity)

The maintenance of academic honesty and integrity is of vital concern to the university community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following:

## CHEATING

Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids, or other devices for an academic test, examination, or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination, or exercise.

## FABRICATION AND FALSIFICATION

Falsifying or fabricating any information or citation in any academic exercise, work, speech, test, or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

## PLAGIARISM

Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes, or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.

## ABUSE OF ACADEMIC MATERIALS AND/OR EQUIPMENT

Destroying, defacing, stealing, or making inaccessible library or other academic resource material.

## COMPLICITY IN ACADEMIC DISHONESTY

Helping or attempting to help another student to commit an act of academic dishonesty.

## FALSIFYING GRADE REPORTS

Changing or destroying grades, scores, or markings on an examination or in an instructor's records.

## MISREPRESENTATION TO AVOID ACADEMIC WORK

Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.

## OTHER

Academic units and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under Sanctionable Conduct and the University Disciplinary Procedures. The Office of Academic and Student Affairs maintains a record of students who violate the policy on Academic Integrity. Repeat offenders may be subject to disciplinary action under the "UNO Student Code of Conduct."

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# FERPA NEED TO KNOW

## For questions, contact:

Office of the University Registrar  
402.554.2314  
unoregistrar@unomaha.edu  
105 Eppley Administration Building

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the University of Nebraska at Omaha to comply with the requirements of FERPA.
5. The right to obtain a copy of the University of Nebraska at Omaha's Student Records Policy. A copy of the policy is available at [registrar.unomaha.edu/ferpa](http://registrar.unomaha.edu/ferpa).

## FAMILIES OF DUAL ENROLLMENT STUDENTS

Students who are enrolled in courses at both a high school and a postsecondary institution provide a unique situation. While the rights under FERPA belong to the parents/guardians with respect to high school records, they belong to the student with respect to the postsecondary records. The student can give permission to the parents/guardians to access his/her education record by creating a guest account via MavLINK.

UNO strongly encourages parents/guardians of dual enrolled students to respect the student's ownership of his/her education record at the college level and seek ways to gain that information while safeguarding the student's rights and responsibilities.



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## IMPORTANT CONTACTS

### OFFICE OF GENERAL EDUCATION AND DUAL ENROLLMENT

All questions related to UNO Dual Enrollment (admission, enrollment, holds, etc.).

**Phone:** 402.554.3810

**Fax:** 402.554.3837

**Email:** [unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu)

**Website:** [dualenroll.unomaha.edu](http://dualenroll.unomaha.edu)

### CASHIERING/STUDENT ACCOUNTS

All questions related to current balances, processing payments, payment methods, or setting up a payment plan.

**Phone:** 402.554.2324

**Fax:** 402.554.3574

**Email:** [unocsa@unomaha.edu](mailto:unocsa@unomaha.edu)

**Website:** [cashiering.unomaha.edu](http://cashiering.unomaha.edu)

### OFFICE OF THE UNIVERSITY REGISTRAR

All questions related to transcripts and student records.

**Phone:** 402.554.2314

**Fax:** 402.554.3472

**Email:** [unoregistrar@unomaha.edu](mailto:unoregistrar@unomaha.edu)

**Website:** [registrar.unomaha.edu](http://registrar.unomaha.edu)

UNIVERSITY OF  
**Nebraska**  
Omaha



The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. 0318BOOKDE1017