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DUAL ENROLLMENT PROGRAM

NEW STUDENT INFORMATION

UNIVERSITY OF
Nebraska
Omaha





WELCOME TO THE
UNIVERSITY OF NEBRASKA AT OMAHA

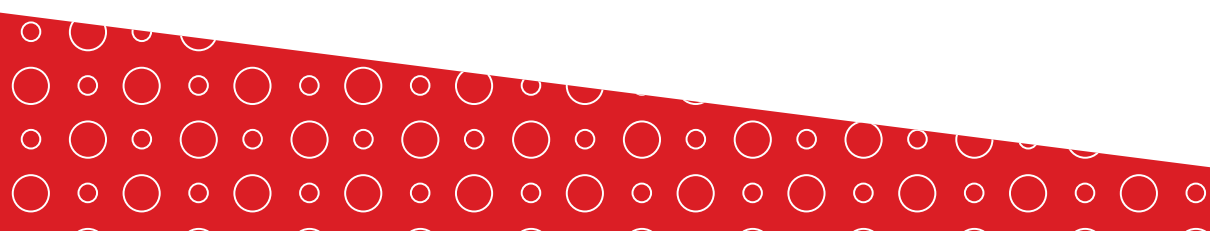
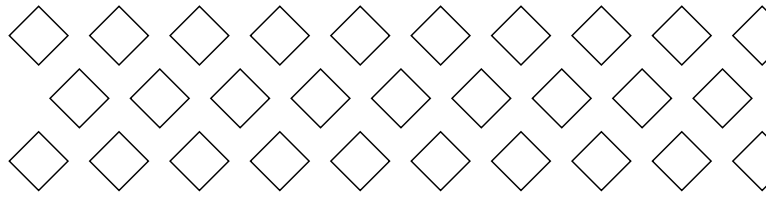
DUAL ENROLLMENT PROGRAM

We are thrilled that you have chosen to partner with us for this valuable and rewarding learning experience. You are now part of the Maverick community, and we sincerely hope you take full advantage of the resources, expertise, and opportunities offered by the University of Nebraska at Omaha (UNO).

This booklet contains important information about your enrollment into the program, including your class schedule and estimated total cost. Review all of the information carefully, and if you have questions, concerns, or comments about the program, please contact the Office of General Education and Dual Enrollment at 402.554.3810 or unodualenroll@unomaha.edu.

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GENERAL INFORMATION

STUDENT RESPONSIBILITIES

As a UNO Dual Enrollment student, it is your responsibility to:

- Pay the \$250 per course fee by the billing due date
- Understand the policy for withdrawing from the program and formally withdraw from a class if you do not want the UNO credit by the specific withdrawal deadline
- Maintain complete and accurate account information, including keeping track of your NUID and password
- Ensure the accuracy of your final grades on your academic transcripts via MavLINK immediately following the conclusion of the course

ACADEMIC INTEGRITY POLICY

As a UNO Dual Enrollment student, you are also considered a UNO student and 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:

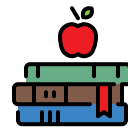
- Cheating
- Fabrication and falsification
- Plagiarism
- Abuse of academic materials and/or equipment
- Complicity in academic dishonesty
- Falsifying grade reports
- Misrepresentation to avoid academic work
- Other

For the complete policy, visit

[STUDENTLIFE.UNOMAHA.EDU/INTEGRITY]

ADVANCED PLACEMENT®

Advanced Placement (AP) is a separate way of potentially earning college credit while in high school. Institutions may award college credit depending on the AP exam score earned by the student. **Dual Enrollment grades and dual credit are not affected by the AP exam score. The AP Exam is not required in order to receive UNO Dual Enrollment credit.**



DID YOU KNOW?

Fun and interactive AP study sessions are hosted on UNO's campus to help UNO Dual Enrollment students prepare for AP exams in May.

Find more information at

[DUALENROLL.UNOMAHA.EDU/EVENTS]



MavLINK



MavLINK is UNO's student information system. Once a student is enrolled into the UNO Dual Enrollment Program they will be granted access. MavLINK is used to access your class schedule, view grades, send official transcripts, pay bills, and other various campuswide services.

To set up and access your MavLINK account, you will need your NUID number, which was emailed to you by TrueYou upon your enrollment into the UNO Dual Enrollment Program.

[MAVLINK.UNOMAHA.EDU]

First Time Dual Enrollment Students

After being enrolled into the UNO Dual Enrollment program, you will be sent two emails from TrueYou that will allow you to set up your MavLINK account:

- One containing your NUID number
- One containing a temporary password

Returning Dual Enrollment Students

You will continue to use the same NUID and password issued to you when you were first admitted into the UNO Dual Enrollment Program. If you forgot or do not know your NUID and/or password, visit trueyou.nebraska.edu.

GRADING, WITHDRAWING, AND TRANSFER CREDIT

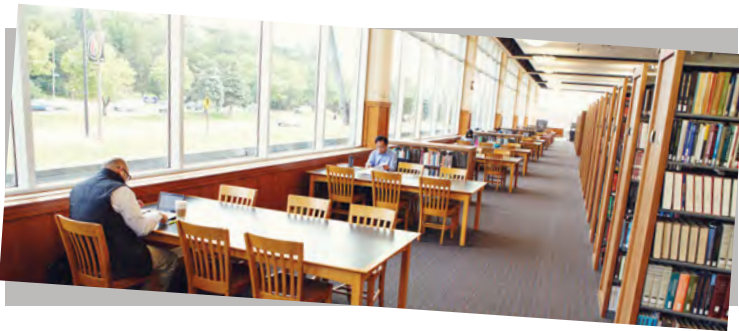


Grading

Dual enrollment students shall be held to the same standards of achievement and grading as those expected of students taking the same course at UNO.

Upon completion of the dual enrollment course, the high school instructor will post the letter grade on your UNO transcript via MaxLINK. In most cases, this will be the same letter grade you received in the 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, and it is your responsibility to determine how dual enrollment grades from UNO will be accepted. Within the Nebraska University (NU) system including UNO, the University of Nebraska–Lincoln (UNL), the University of Nebraska at Kearney (UNK), and the University of Nebraska Medical Center (UNMC), the grade received for dual enrollment will factor into the cumulative GPA.



DID YOU KNOW?

As a UNO Dual Enrollment student you have the same borrowing and access privileges to the UNO Criss Library as UNO undergraduate students.

Find more information at

[LIBGUIDES.UNOMAHA.EDU/DUALENROLLMENT]

Withdrawing

Students are 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 failing grade.

For a list of current withdrawal dates, visit

[DUALENROLL.UNOMAHA.EDU/WITHDRAWAL]

Please Note

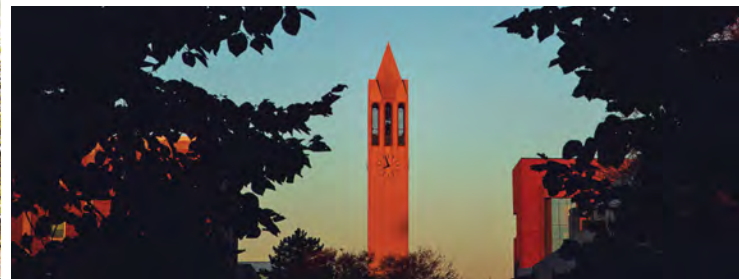
- Parents/guardians or high school staff members cannot withdraw the student from the dual enrollment course at UNO.
- The student is obligated to pay the \$250 course fee even if they choose to withdraw from the course.
- Withdrawing will result in a “W” posted on the student’s transcript. “W” grades will not impact a student’s academic GPA.
- Students must drop or withdraw from the UNO Dual Enrollment course if they withdraw from the high school class or change high schools after they registered for UNO Dual Enrollment.

Students must notify the UNO Office of General Education and Dual Enrollment via phone, email, or mail for the following:

- If a student plans on withdrawing from the UNO Dual Enrollment program after the application is submitted
- If a student withdraws from the high school class or changes high schools after they have registered for UNO Dual Enrollment
- Any change in mailing address or name

To notify, contact:

Office of General Education and Dual Enrollment
6001 Dodge Street, 233 Kayser Hall, Omaha, NE 68182
402.554.3810 | unodualenroll@unomaha.edu



COST, BILLING, AND SCHOLARSHIPS

COST AND BILLING

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 you decide to withdraw from the course. No payment is due at the time of registration.

Your current balance owed can be found on your class schedule included in this packet. This is subject to change if classes or scholarships are added. The balance owed can also be viewed by logging into MavLINK.

Due Dates

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

Paying the Fee/Bill

After enrollment, students can make a payment at any time. **UNO is unable to accept payments over the phone**, but you may use any of the following payment methods or contact Cashiering and Student Accounts to set up a payment plan.

In Person

- Cash, check, cashier's check, or money order
- Cashiering and Student Accounts | 109 Eppley Administration Building

By Mail

- Check, cashier's check, or money order
- Include student's NUID number and allow proper mailing time
- Mail to: University of Nebraska at Omaha
ATTN: Cashiering and Student Accounts
6001 Dodge Street, 109 EAB
Omaha, NE 68182-0292

Online via Dual Enrollment Application Portal

- Credit/debit card via PayPal (will not incur a service charge)
- Log into applydual.unomaha.edu and click "Make Payment"
 - Login information is the e-mail address used to create the Student's Application. Password is the same password created during the Student's Application.

Online via MavLINK

- Credit/debit card (a 2.75% service charge will be incurred) or electronic check (e-check) which will not incur a service charge
- Log into MavLINK and select "Make a Payment"
 - Login information: use your NUID and password

College Savings Plan (529)

- Contact your College Savings Plan administrator 2-4 weeks prior to payment deadline to ensure funds are received by the deadline. Provide them with the UNO Cashiering and Student Accounts mailing address. Shown above under "By Mail"

For additional questions, contact Cashiering and Student Accounts
402.554.2324 | unocsa@unomaha.edu

[[CASHIERING.UNOMAHA.EDU](https://cashiering.unomaha.edu)]

HOLDS AND NON PAYMENT

All students with an outstanding balance(s) beyond the due date posted on their first bill will have a hold placed on their account. Balances remaining unpaid at the end of the term may result in additional collection efforts, such as placement with an outside collection agency.

This hold will prevent all registration for future terms and 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 for non-payment. 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.

ACE SCHOLARSHIP

The Access College Early (ACE) Scholarship Program is awarded by the state of Nebraska to qualified high school students. It 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.

- The ACE Scholarship pays for a specific number of dual enrollment courses per year
- Scholarships will be awarded until funds have been exhausted
- Applicants must submit a separate application for each term enrolled (i.e. Fall, Spring, Summer) and each college/university they are receiving college credit from



FALL DEADLINE: DECEMBER 15 | SPRING DEADLINE: MAY 15

Questions

For questions about the ACE Scholarship or the application, contact:

- Your high school counselor **-or-**
- Ritchie Morrow | Financial Aid Officer - CCPE
ritchie.morrow@nebraska.gov | 402.471.0032

For more information on how to qualify or how to apply, visit

[[CCPE.NEBRASKA.GOV/ACE](https://ccpe.nebraska.gov/ace)]



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.

IMPORTANT QUESTIONS TO ASK



Students are encouraged to ask colleges and universities the following five important questions regarding dual enrollment:

1. Does your institution accept dual enrollment credit?
2. If yes, how would you accept dual enrollment credit from UNO? (i.e. 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 or GPA I bring to college count against the overall length and amount of any scholarship I might receive?

Ordering Transcripts

Students needing a UNO transcript showing their dual enrollment course credit have a variety of options to choose from.

Online Transcript Request

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

1. Log into MavLINK using the assigned NUID and password received when enrolled into the Dual Enrollment Program.
2. Click the Academics drop down link on the left side of the page. Then click "Request Official Transcript".

If the student does not know the NUID or password for logging into MavLINK, visit trueyou.nebraska.edu or contact the Office of General Education and Dual Enrollment.

Paper Transcript Request

A paper transcript request form is available at dualenroll.unomaha.edu under Additional Resources.

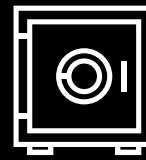
Transcript Request through Parchment

UNO Transcript Request through Parchment is available online at transcripts.unomaha.edu.

Cost

\$3 charge per transcript for students who are enrolled for the current semester at UNO.

\$15 charge per transcript for former students and those not currently enrolled at UNO.



STUDENT PRIVACY



FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records and provides students with certain rights.

Student's Rights Under FERPA

- The right to inspect and review their education records
- The right to seek amendment to those records and in certain cases append a statement to the record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the U.S. Department of Education
- The right to obtain a copy of UNO's Student Records Policy

Families of Dual Enrollment Students

Post secondary institutions must receive written permission from you (the student) in order to release information to parents/guardians regarding your educational record, including dual enrollment coursework. You may give permission to your parents/guardians to access your 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 their education record at the college level and seek ways to gain that information while safeguarding their rights and responsibilities.

For more detailed information about FERPA, visit

[REGISTRAR.UNOMAHA.EDU/FERPA]

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Connect with the Office of General Education and Dual Enrollment

dualenroll.unomaha.edu

unodualenroll@unomaha.edu

[402.554.3810](tel:402.554.3810)

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[@UNOmaha](https://twitter.com/UNOmaha)

[/UNOmaha](https://www.instagram.com/UNOmaha)

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 education programs or activities, including admissions and employment. The University prohibits any form of retaliation being taken against anyone for reporting discrimination, harassment, or retaliation for otherwise engaging in protected activity. 1373BKDE0823