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# STUDENT HANDBOOK

UNO DUAL ENROLLMENT PROGRAM

UNIVERSITY OF  
**Nebraska**  
Omaha



# THIS STUDENT HANDBOOK

contains information regarding the University of Nebraska at Omaha (UNO) Dual Enrollment program. Students are responsible for carefully reviewing and understanding the information presented in this handbook.

## **Specific responsibilities of the student are to:**

- Know and understand the application process and deadlines. Applications must be submitted **each semester** a student wishes to receive credit.
- 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 by the specific withdrawal deadline if UNO credit is not wanted.
- Maintain complete and accurate account information, including keeping track of the NUID and password.
- Ensure the accuracy of final grades on academic transcripts via MavLINK immediately following the conclusion of the course.

Questions, concerns, or comments about the information presented in this handbook, the student's responsibilities, or about the UNO Dual Enrollment Program can be directed to the Office of General Education and Dual Enrollment at **402.554.3810** or [unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu).

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# GENERAL INFORMATION

## WHAT IS DUAL ENROLLMENT?

Dual enrollment allows academically talented students to earn college credit while still in high school to maximize their time in advanced classes and get a head start on their college degree. Courses are taught at area high schools by high school faculty who have been approved by their respective UNO academic departments to be adjunct faculty. Credit earned is based on a student's cumulative performance throughout the duration of the course. Dual enrollment students shall be held to the same standards of achievement and grading as students taking the same course at UNO. Courses can range from one to five college credits per course

### BENEFITS OF DUAL ENROLLMENT:

- Costs less than 25% of actual tuition and fees at UNO
- Time to explore various areas of interest before having to declare a major in college
- Experience college-level coursework while in high school
- Demonstrate competitiveness for admission to universities and for scholarships
- More time in college to pursue a double major, explore internships, study abroad, or graduate early
- Receive access to UNO campus resources and attend UNO Dual Enrollment events
  - UNO Writing Center
  - Math-Science Learning Center
  - UNO Criss Library
  - Computer Science Learning Center for those courses

## REQUIREMENTS

In order to participate in the Dual Enrollment program, students must meet the following requirements:

- Have a cumulative grade point average (GPA) of 3.0 or higher on a 4.0 scale
- Receive both parent/guardian and Dual Enrollment Coordinator approval

## 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 Dual Enrollment credit.**



## MavLINK

MavLINK is UNO's student information system and can be accessed by visiting [mavlink.unomaha.edu](http://mavlink.unomaha.edu). Once a student is enrolled in the UNO Dual Enrollment program they will be granted access.

Within MavLINK, students can:

- Access their class schedule
- View grades
- Request official transcripts
- Pay bills
- Review various campuswide services

To set up and access MavLINK the student will need the NUID number that was emailed to them by TrueYou upon their enrollment into the Dual Enrollment program.

### First Time Dual Enrollment Students

After being enrolled in the UNO Dual Enrollment program the student will be sent two emails from TrueYou allowing them to set up their MavLINK account:

- One containing the student's NUID number
- One containing a temporary password

### Returning Dual Enrollment Students

The student will continue to use the same NUID and password issued when first admitted into the UNO Dual Enrollment Program. If the student forgot or does not know their NUID and/or password, visit [trueyou.nebraska.edu](http://trueyou.nebraska.edu).

# APPLICATION AND ENROLLMENT

## 1 HIGH SCHOOL VISIT

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

Check the UNO Dual Enrollment website for a list of current dates and application deadlines: [dualenroll.unomaha.edu/highschools](http://dualenroll.unomaha.edu/highschools).

## 2 APPLY ONLINE\*

Visit [applydual.unomaha.edu](http://applydual.unomaha.edu) to complete the application for dual enrollment. See below for specific instructions.

The online application **MUST** be submitted by the application deadline. An email will be sent to both the parent/guardian and the high school representative to approve participation in the program.

### To apply online, the student must:

#### 1. Create an account at [applydual.unomaha.edu](http://applydual.unomaha.edu) and login

*The email address (do not use one provided by the high school) and password used for this step is important as it will be used every time the student submits an application for dual enrollment and for any future applications submitted to UNO for admission.*

#### 2. Enter the following information:

- Nine-digit Social Security Number (SSN). Providing the SSN is optional, however, not providing one means a 1098-T form will not be provided to the student.
- Select courses in which the student is currently enrolled and would like to receive college credit for.
- A parent/guardian's name and their email are required for approval of the application submission.
- The student's cumulative high school GPA. Students must have at least a 3.0 on a 4.0 scale to meet the requirements.

\* Students requesting a paper application should contact their respective Dual Enrollment Coordinator. To find a school's coordinator, visit [dualenroll.unomaha.edu/highschools](http://dualenroll.unomaha.edu/highschools)



## 3 RECEIVE 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 deadline** in order for the student to be enrolled. After the application is submitted by the student, an email with the approval link will be sent to the parent/guardian.

If the parent/guardian approves the application submission, the respective Dual Enrollment Coordinator will review the submission to ensure that the student meets the minimum GPA requirement and approve/deny the submission. If approved, the student will get enrolled once any holds are removed and pre-requisites are met.

### Enrollment Denial

- If the parent/guardian denies the application submission or neglects to approve the application submission by the deadline, the student will not be considered for UNO Dual Enrollment for that semester.
- If the student does not hold a 3.0 cumulative GPA (on a 4.0 scale) or higher, the Dual Enrollment Coordinator will deny the submitted application.

## 4 PAY THE DUAL ENROLLMENT FEE

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



# COST AND BILLING INFORMATION

## Cost & Due Dates

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. To view the balance owed, log in to MavLINK. The balance of your account is subject to change if classes or scholarships are added.

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 23<sup>rd</sup> of the following month.

## Payments

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 UNO Cashiering and 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  
109 EAB | 6001 Dodge Street  
Omaha, NE 68182-0292

### Online via Dual Enrollment Application Portal

- Credit/debit card via PayPal (will not incur a service charge)
- Log in to [applydual.unomaha.edu](http://applydual.unomaha.edu) and click "Make Payment"
  - Login information is the email 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 in to MavLINK and select "Make a Payment"
  - Login information will 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"

## Holds and Nonpayment

All students with an outstanding billed balance will have a hold placed on their account. Dual enrollment bills are generated on the last business day of each month and due by the 23<sup>rd</sup> of the following month. 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 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 nonpayment 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.

**For more information about cost, billing, and payments, contact:**

### Cashiering and Student Accounts

109 Eppley Administration Building  
6001 Dodge Street  
Omaha, NE 68182  
P: 402.554.2324 | E: [unocsa@unomaha.edu](mailto:unocsa@unomaha.edu)

[ [CASHIERING.UNOMAHA.EDU](http://CASHIERING.UNOMAHA.EDU) ]





# SCHOLARSHIPS

## Access College Early 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](mailto:ritchie.morrow@nebraska.gov) | 402.471.0032

[ [CCPE.NEBRASKA.GOV/ACE](http://CCPE.NEBRASKA.GOV/ACE) ]



# GRADING AND WITHDRAWING



## Grading

Upon completion of the dual enrollment course, the high school instructor will post the letter grade on the student's UNO transcript. In most cases, this will be the same letter grade the student 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 its own policies about accepting grades, and it is the student's responsibility to determine how dual enrollment grades from UNO will be accepted. Within the University of Nebraska 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.

## 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.

## 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](http://dualenroll.unomaha.edu/withdrawal)

## Please Note

- The Office of General Education and Dual Enrollment must be notified via the **withdrawal form** for any student who is wanting to withdraw from their dual enrollment course.
- 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

233 Kayser Hall  
6001 Dodge Street  
Omaha, NE 68182-0796  
402.554.3810 | [unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu)

[ [DUALENROLL.UNOMAHA.EDU](http://DUALENROLL.UNOMAHA.EDU) ]

# CREDIT TRANSFER INFORMATION

## Transferring Credits

Acceptance of Dual Enrollment credit is up to each college or university. It is the student's responsibility to find out if/how the college or university accepts the Dual Enrollment credit.

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 Higher Learning Commission (HLC).

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

## 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? (e.g. 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 can order it one of three ways:

### Online Transcript Request

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

1. Log in to 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](http://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](http://dualenroll.unomaha.edu) under Additional Resources.

### Transcript Request through Parchment

UNO Transcript Request through Parchment is available online at [transcripts.unomaha.edu](http://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.



# ACADEMIC INTEGRITY POLICY

[ [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 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.



**For questions or concerns regarding academic integrity, contact**

### Office of Academic Affairs

202 Eppley Administration Building

6001 Dodge Street

Omaha, NE 68182

**P:** 402.554.2262

# 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 their 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

Postsecondary 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](http://REGISTRAR.UNOMAHA.EDU/FERPA) ]

### For questions regarding FERPA, contact

#### Office of the University Registrar

105 Eppley Administration Building  
6001 Dodge Street  
Omaha, NE 68182-0287

P: 402.554.2314 | E: [unoregistrar@unomaha.edu](mailto:unoregistrar@unomaha.edu)





# IMPORTANT CONTACTS



## Office of General Education and Dual Enrollment

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

**Phone:** 402.554.3810  
**Email:** [unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu)  
**Website:** [dualenroll.unomaha.edu](http://dualenroll.unomaha.edu)

## Cashiering and Student Accounts

Direct questions related to current balances, processing payments, payment methods, or setting up a payment plan to:

**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

Direct questions related to transcripts and student records to:

**Phone:** 402.554.2314  
**Fax:** 402.554.2011  
**Email:** [unoregistrar@unomaha.edu](mailto:unoregistrar@unomaha.edu)  
**Website:** [registrar.unomaha.edu](http://registrar.unomaha.edu)

