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International Studies and Programs

## CONCURRENT ENROLLMENT FOR UNO INTERNATIONAL STUDENTS

**Deadline for approval of concurrent enrollment:**  
Fall semester – First week of UNO classes in August  
Spring semester – Early December before Metro’s Winter Quarter

International students must remain in full-time status (12 credit hours for undergraduate; 9 for graduate). Undergraduate students with concurrent enrollment authorization must take a minimum of 9 credits at UNO. Graduate students with concurrent enrollment authorization must take a minimum of 6 credits at UNO. A 4.5 credit hour class on the quarter system is equivalent to a 3 credit hour class at UNO.

**Important: Follow these steps for concurrent enrollment in the fall and spring semesters:**

- 1) Obtain a signature of approval from your academic advisor on the approval form (on back). The classes you take at the other school **MUST** apply toward the requirements for your UNO degree. Return the signed form to the International Studies and Programs office.
- 2) Register for classes at UNO. (Undergraduate students – 9 credits at UNO / Graduate students – 6 credits at UNO).
- 3) Obtain a letter of eligibility from an international student advisor in ASH 241 to take to the other school.
- 4) Make a copy of your class schedule from the other school and give it to an international student advisor at UNO during the second week of the semester.
  - Remember – **students must be full-time at the beginning of the semester.**

Example of full-time undergraduate (12 hour) concurrent enrollment	
Fall Semester	Spring Semester
UNO (August – Dec.) = 9 credit hours	UNO (Jan. – May) = 9 credit hours
Metro (Sept. – Nov.) = 4.5 credit hours	Metro (Dec. – Feb.) = 4.5 credit hours

**UNO Advisor Approval for Concurrent Enrollment**

To: Academic Advisor/Instructor of \_\_\_\_\_  
Last Name Given Name/Names

Recommendation for concurrent enrollment for: \_\_\_\_\_  
Semester Year

The above-named student has requested permission to be concurrently enrolled at \_\_\_\_\_.  
School Name

Immigration regulations allow a student to take an occasional course at another institution if the course fulfills his/her degree requirements. However, during that semester, an undergraduate student would be required to take 9 credits at UNO, and a graduate student would be required to take 6 credits at UNO. Also, students must be enrolled full-time at the beginning of the semester.

If you would like to discuss the situation before making your recommendation, please contact an international student advisor at 554-2293.

Thank you for your assistance.



**Concurrent Enrollment Authorization**

Please return this form to International Studies and Programs, ASH 241, or fax to 554-2949.

**The student has requested to take the following course:**

\_\_\_\_\_  
Name of Course

**The coursework is required for his/her major**

\_\_\_\_\_  
Signature of Academic Advisor College and Phone Number Date

For International Studies and Programs Use Only

Approved  
 Not Approved

\_\_\_\_\_  
Signature of International Student Advisor Date