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

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>UNO (Aug. – Dec.)</td>
<td>9 credit hours</td>
<td>UNO (Jan. – May)</td>
</tr>
<tr>
<td>Metro (Sept. – Nov.)</td>
<td>4.5 credit hours</td>
<td>Metro (Dec. – Feb.)</td>
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</tbody>
</table>
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