



## CO-ENROLLMENT INFORMATION

Requests for dual enrollment may be used by students pursuing majors in which some required courses are never offered at our University and must be taken at a community college, usually TMCC or WNCC. These majors are **Interior Design (INTD) Early Childhood Education (ECE), Construction Sciences (CONS) and some C&I majors (Ag. Ed, Bus. Ed, Industrial Arts, & Tech. Ed.)** The Dual Enrollment form must be submitted for a requested semester by the last day of the month after the month in which classes begin. For example, form must be submitted by the end of September for the fall semester; end of February for the spring semester.

Since these courses are required but are **never offered** by the University, you may apply for financial aid through our office to assist with the expenses of those courses. (Note: scholarships are not included in this policy). To be considered, you must meet **all** of the following criteria:

1. be a degree-seeking student at this University;
2. enroll in a minimum of 6 credits and *no more than 11 credits at this University*;
3. be enrolled in the courses that have been identified as required but never offered here;
4. demonstrate eligibility for financial aid at the University; and
5. will not receive funding for the coursework you are completing at the other college.

**If all of these criteria are met, follow the steps listed below:**

### **STEP 1 – Initiating the Dual Enrollment Agreement**

- Submit the form by the deadline.
- Register for the courses at the community college.
- Pay for the courses at the community college.
- Mail, fax, or hand-carry the completed agreement to Student Financial Aid and Scholarships, 319 Fitzgerald Student Services Bldg. /076.

### **STEP 2 – Processing the Request**

- Our office will review your registration and fee payment at the community college.
- Your budget will be modified, and aid available at the time the agreement is processed will be offered.
- A revised Offer Letter will be available on ePAWS at [www.unr.edu](http://www.unr.edu)
- Be advised that funds never disburse earlier than 10 days prior to the first day of our semester.

### **STEP 3 – Meeting Your Responsibilities**

- Maintain satisfactory academic progress.
- Report all enrollment changes that occur during the semester.
- After the coursework is completed, request an official academic transcript be sent to our Office of Admissions and Records to post the coursework.
- After you are certain that the transcript has been received and evaluated, notify our office in writing.

