



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
- 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.



2009-2010 CO-ENROLLMENT AGREEMENT

Deadline for submission: Last day of the month after the month in which the requested semester begins.

Student Name: _____ Student ID: R# _____

Address: _____

No. Street Apt. City State Zip Code

University E-mail _____@unr.nevada.edu Phone: (_____) _____ - _____

I am providing the requested details of my enrollment plan for (check only one): Fall Spring

<i>Course Name And Number</i>	<i>Credit Hours</i>	<i>Host Institution (Where You Will Attend)</i>

Please check off each item as you agree:

- I have read the Dual Enrollment Information form. I understand and will follow those procedures.
- My major is in one of the four programs/majors listed and my coursework is listed on the Dual Enrollment Approved Coursework handout.
- The coursework listed above is **never offered** by the University, but is **required** for my degree.
- If my enrollment status changes, I will notify the Office of Student Financial Aid, Employment and Scholarship Services and be advised on the serious ramifications of dropping credits, which may include:
 - A. Satisfactory Academic Progress probation or suspension; and/or
 - B. Repaying funds received.
- I have paid my fees in full at the other college.
- Since my costs at the other college are different than that at Nevada, my "home" institution, my cost of attendance, and therefore, my award may be adjusted accordingly.**
- It is my responsibility to request that my completed coursework and grades be transferred back to our Office of Admissions and Records, and to confirm that the academic credit has been accepted. I understand that our Office of Admissions and Records cannot guarantee how many credits will be awarded until formal transfer and evaluation of these courses.
- I recognize that this is an application; processing and review could take up to 7 days. If I plan dual enrollment for other semesters, I must reapply.

Student Signature _____

Date _____

OFFICE USE ONLY:

SSN _____

APPROVED

PENDING

PACK:

Yes

No

DENIED

FEES PAID:

Yes

No

FAO: _____

Date: _____