COST/BILLING
The cost of Dual Enrollment is $250 per course. After enrollment into the program, the course fee cannot be refunded even if the student has withdrawn from the course.

This flat fee is the only cost for the course. A UNO billing statement will be sent shortly after course registration explaining how to pay for the Dual Enrollment course(s).

If a student plans to apply to UNO, UNK, UNL, or UNMC at a later date, the application fee will still need to be paid.

DUE DATES
UNO Cashiering/Student Accounts will send out a bill shortly after course registration, explaining how to pay for the Dual Enrollment course(s).

PAYMENTS
Payments can be made by cash, check, money order, or credit card. When mailing in payments, please include the Student’s NUID number. Postmarks are not considered in the posting of our payments, so please allow proper mailing time when sending payments through the mail. The bill may also be paid by logging into MovILNk and selecting Make a Payment. The Cashiering/Student Accounts Office cannot take payments over the phone.

LATE FEES
If any balance due is not paid on time, late payment fees can accrue according to the following schedule:
- Balances of $100-$999.99: $25.00
- Balances of $1,000 or more: $50.00

HOLDs
All students with outstanding balances beyond the second due date will have a hold placed on their account which will prevent registration for future semesters and receipt of transcripts. If you have any questions, please contact UNO Cashiering/Student Accounts at 402.554.2324 or unocsal@unomaha.edu.

ADVANCED PLACEMENT
The Advanced Placement (AP) Exam and Dual Enrollment are two separate ways of earning college credit. AP credit is received after successfully completing the national AP Exam in May and receiving a score of 3 or higher. Even if Dual Enrollment credit in that course is earned, we encourage taking the AP Exam. Taking the AP Exam provides a safety net for students who are not absolutely certain of their college choice. Approximately 8% of institutions do not accept Dual Enrollment credits but will likely accept a high AP Exam score. Dual Enrollment grades are not reflected on your AP Exam score.

The $250 Dual Enrollment fee covers the cost of the AP Exam.

POLICIES
GRADING
The non-weighted letter grade earned in the course is the grade that will be posted onto the UNO Transcript. Dual Enrollment coursework will appear in the same manner as other UNO collegiate coursework, showing credit hours and grade earned.

Some institutes (such as UNO, UNL, UNK & UNMC) will factor your grade into your cumulative GPA. If you are receiving a scholarship at that institution, Dual Enrollment courses will be included in the GPA calculation.

UNIVERSITY POLICY
It is the responsibility of each student to register for or withdraw from Dual Enrollment classes at UNO in accordance with University policies and timelines. Even if you do not attend, classes will remain on your record and you will owe all fees for them. No high school staff member or parent/guardian will withdraw you from classes at UNO as they are not authorized to do so. No exceptions will be made.

WITHDRAWING
Any student who wishes to withdraw from his/her Dual Enrollment course must notify the Office of Dual Enrollment by sending a request via fax, mail, or email. Students are obligated to pay the $250 course fee even if the course is withdrawn from.

Please check our website or call our office for withdrawal deadlines.

TRANSFER CREDITS
Acceptance of Dual Enrollment credit is up to each college or university. It is the student’s responsibility to find out how the college or university accepts the Dual Enrollment credit. Course credits are generally accepted by other member colleges and universities and by those accredited by other regional accrediting agencies. Most institutions have a general statement on their website that explains their credit transfer policy.

QUESTIONS TO ASK
Students are encouraged to ask colleges or universities the following five important questions:
1. Does your institution accept Dual Enrollment credit?
2. If yes, how would you take Dual Enrollment credit from UNO? (i.e. course number and name)
3. If no, what score is needed on the AP Exam to receive credit, and what course would it count for?
4. Will I be considered a freshman regardless of the number of credits I bring in? (Make sure that you would still be eligible for all freshman scholarships.)
5. Would the credits I bring to college count against the overall length and amount of any scholarships that I might receive?

ORDERING TRANSCRIPTS
Students who have been dual enrolled in one of the last three semesters can order a transcript free of charge by completing the Dual Enrollment Transcript Request Form found on dualenroll.unomaha.edu under Documents & Resources. All other Dual Enrollment students can request transcripts online by logging into MovILNk using your assigned NUID and password received via mail or e-mail when enrolled in the program.

GETTING STARTED

dualenroll.unomaha.edu

RECEIVE INFORMATION
A Dual Enrollment representative will visit each high school on a set date each semester to explain the Dual Enrollment Program. Information about Dual Enrollment will be passed out to the students, and the application will become available.

RECEIVE PARENTAL APPROVAL
Once the application is submitted, a parent or guardian will receive an email to approve the application.

NOTE: The Parent or Guardian is required to approve the application within the two-week window for the application to be accepted.

APPLY ONLINE
The online application must be submitted by the high school student within the two week window following the high school visit. An email will be sent to both the parent/guardian and the High School representative to approve participation in the program.

PAY YOUR BILL
The cost for each Dual Enrollment course is a nonrefundable $250. A billing statement will be mailed to the address provided on the application. To see if you are eligible for the Access College Early (ACE) scholarship visit dualenroll.unomaha.edu or contact your high school representative.