

**UNO Dual Enrollment General  
Information and Enrollment  
Process Information  
Millard West High School 2015-2016**

Students taking specified Advanced Placement Courses are given the opportunity to dual enroll for college credit while also receiving high school credit. Currently Millard Public Schools is working with the University of Nebraska at Omaha for these opportunities. UNO determines which of Millard's courses align with their college curriculum and which of Millard's teachers qualify as adjunct professors. Only those courses and teachers approved by UNO offer the option of dual enrollment credit.

Students must have a cumulative GPA of a 3.0 or greater in order to qualify for dual enrollment credit. Students must also sign up for dual enrollment credit concurrently with enrollment in the corresponding Millard course. Students will not be allowed to retroactively pay for dual enrollment credit. Enrollment requirements are set by the University and may be changed by them prior to any registration period.

Students will earn credit from UNO and will need to have a transcript from UNO sent to the university they plan on attending. As with all transfer credit, the attending universities decide if and how they accept the transfer credit from UNO. It is recommended that students call the attending college and ask about the acceptance of the specific transfer credit before enrolling in the dual enrollment course. If a student is enrolling in a science or math program, the attending university will generally not accept dual enrollment credit in science and math. Most dual enrollment credits will transfer as general required courses rather than as major-specific course work. Students should call the admissions' office at the university they are planning on attending to check for specific information on transfer credit acceptance.

All Advanced Placement Courses offer Advanced Placement Testing through the College Board each spring. All students enrolled in AP courses are expected to take the corresponding AP exams. Students may qualify for college credit depending on the grade they earn on the exam(s) and the university they are attending.

**UNO's Enrollment Process**

A UNO representative will visit the dual enrollment courses two weeks prior to the registration deadline. Students are then to turn in their registrations to Dr. Allen or her secretary in the Millard West Attendance Office within the two week window. The cost for each semester course is \$250. The cost is the same whether it is for a three-credit, four-credit, or five-credit class. Millard West will send the registrations to UNO. Each parent/student will receive a bill from the University and will pay UNO directly. No money should be given to Millard West.

The \$250 fee is a significant reduction in the normal tuition for a UNO class. UNO dual-enrolled students are **required to take the AP test** in May; however, UNO will pay for the AP exam costs (a \$92 cost per exam) in the dual-enrolled subject. By turning in the enrollment forms, the parent/student is agreeing to a financial obligation and agreement with UNO. All of UNO's policies apply.

Students must pass the dual enrollment course with a grade of C or better to earn college credit. The grading scale will be the same as for all Millard classes. Grade weighting for Advanced Placement classes is for Millard's GPA purposes only and does not apply to the UNO grade report. If you have questions, please feel free to contact Dr. Allen at Millard West at 715-6007 or by e-mail at [jlallen@mpsomaha.org](mailto:jlallen@mpsomaha.org). For UNO specific questions, please contact Ms. Kelly Malone of the UNO Academic Affairs Office at 554-3810 or e-mail her at [malonek@mail.unomaha.edu](mailto:malonek@mail.unomaha.edu) or check <http://dualenroll.unomaha.edu/studentqa.php>.