

UNO DUAL ENROLLMENT INSTRUCTIONS

Students who are dual enrolling the following classes must complete the following by August 18th (the earlier the better!). Once this is completed you will have to go in and actually register for the classes after your application is approved and we have the teacher codes from UNO. You will need to check the web site starting August 20th for the course codes for your teachers and the instructions on how to enroll in the classes.

IMPORTANT: ONCE YOU ENROLL, YOU ARE RESPONSIBLE FOR PAYING THE TUITION. ST. TAMMANY WILL PAY FOR ONE COURSE THIS YEAR. IF YOU ARE TAKING A COURSE AT SOUTHEASTERN, WE WILL PAY FOR THAT ONE SINCE IT IS 225.00. UNO TUITION IS 150.00.

Students who have previously participated in Dual Enrollment need to submit a [Continuation Request Form](#) for Fall 2020. These were emailed to the email address provided when you signed up.

New students interested in taking courses need to submit an application and have their documents sent (school will take care of this part). Here are the instructions that you can forward to your students:

UNO Dual Enrollment Application Instructions

1. Go to Apply.uno.edu - Under "Apply to UNO" click **APPLY FOR 2020**
2. Click **Sign Up** and create your account using the email address you use most
3. Check your email for a link to create your password
4. Log in and select **START A NEW APPLICATION**
5. Under "Undergraduate" select **START APPLICATION**
6. Select Dual Enrollment for "**Student Type**", and **Fall 2020** for Term
7. After you have completed everything click on **REVIEW APPLICATION**
8. If everything looks right, select **SUBMIT YOUR APPLICATION**
9. Do not select a payment method, Dual Enrollment students do not have to pay an application fee to submit an application, just simply click on **SUBMIT WAIVER REQUEST**

After your application is reviewed, you will receive an email with your UNO student number. Once you are officially admitted to UNO, you will be able to register for classes. You may log in anytime to check your application status.

Students MUST set up their UNO webstar and email accounts once provided with the log in information. Webstar is where you will enroll in the classes you will be taking. **PLEASE PUT YOUR USER NAME AND PASSWORD IN YOUR PHONE SO YOU DON'T LOSE IT! YOU WILL NEED THIS TO REGISTER EACH SEMESTER AS WELL AS TO HAVE YOUR TRANSCRIPTS SENT TO YOUR COLLEGE.**

