



Office of Student Financial Aid & Scholarships

Co-Enrollment Agreement

CRITERIA FOR ELIGIBILITY

Requests for co-enrollment may be used by students pursuing majors in which some required courses are never offered at the University of Nevada, Reno and must be taken at another college or "host institution"—usually TMCC or WNC. These majors are **Interior Design (INTD), some C&I majors (Industrial Arts), and the Graduate Nursing Practice Program (DNP)**. Deadline for submission is December 1st for fall semester and May 1st for spring semester. Please note that a separate form is required for Millennium Scholarship co-enrollments.

Since these courses are required but are **never offered** by the university, you may request our office to consider your co-enrollment for eligibility for financial aid and scholarships. To be considered, you must meet **all** of the following criteria:

1. be a degree-seeking student at the University of Nevada, Reno,
2. enroll in a minimum of 6 credits and *no more than 12 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 and/or scholarship at this university, and
5. will not receive funding for the coursework you are completing at the other college.

IF ALL OF THE CRITERIA ABOVE ARE MET, FOLLOW THE STEPS LISTED BELOW

STEP 1 - Initiating the Co-Enrollment Agreement Request

- Register for the courses at the host institution.
- Pay for the courses at the host institution and attach a copy of enrollment and paid receipt.
- Submit the completed request to the Office of Student Financial Aid & Scholarships at the University of Nevada, Reno by the deadline.
- Attach a copy of your enrollment and paid receipt from your host institution.

STEP 2 - Processing the Request

- Our office will review your registration and fee payment at the host institution.
- Your budget and Offer Letter will be modified.
- A revised Offer Letter will be available on MyNevada at www.my.nevada.unr.edu.
- Be advised that funds cannot 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 the Office of Admissions and Records at the University of Nevada, Reno.
- After you are certain that the transcript has been received and evaluated, notify our office in writing.

CONTACT US

Phone: 775-784-4666 Fax: 775-784-1025 E-mail: finaid@unr.edu Location: 3rd Floor, Fitzgerald Student Services Bldg.



Office of Student Financial Aid & Scholarships

OFFICE USE ONLY

Co-Enrollment Agreement

THIS FORM MUST BE TURNED IN BY DECEMBER 1 FOR FALL SEMESTER AND MAY 1 FOR SPRING SEMESTER

Student Name: _____ NSHE ID: _____
E-mail Address: _____ Phone Number: _____

SECTION 1: STUDENT INFORMATION

Semester and year of request:
UNR Major and Degree:
Expected graduation date (month/year):
Name of Host Institution:

Are you receiving financial aid at the host institution? [] Yes [] No

SECTION 2: COURSES AT HOST INSTITUTION

Provide course information for classes taken at the host Institution (other than the University of Nevada, Reno) below. If additional space is needed, attach a separate page.

Table with 2 columns: Course Name and Number, Credit Hours. Rows for 1. Course Name and Number, 2. Course Name and Number.

SECTION 3: CERTIFICATION

Check off each item as you agree, then sign and date.

- [] I have read the criteria for eligibility and steps listed on page 1. I understand and will follow these procedures.
[] The coursework listed above is never offered by the University of Nevada, Reno, but is required for my degree.
[] I understand that I must maintain Satisfactory Academic Progress for financial aid and/or scholarships.
If my enrollment status changes, I will notify the Office of Student Financial Aid and Scholarships at the University of Nevada, Reno and be advised of the consequences of dropping credits, which may include: 1) satisfactory academic progress probation or suspension of aid, and/or 2) required repayment of funds received.
[] I have registered and paid my fees in full at the host institution. Attach a copy of enrollment and paid receipt.
[] I understand that my Cost of Attendance will be adjusted to account for the differences in tuition/fees.
It is my responsibility to request that my completed coursework and grades be transferred back and accepted by our Office of Admissions and Records. 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 a request. The processing and review could take up to 7 days. If I plan on co-enrolling for other semesters, I must reapply.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Student SSN: _____ UNR Credits: _____ [] Approved Date Student Notified: _____
Host Institution: _____ Host Credits: _____ [] Denied FAO: _____ Date: _____
Fees Paid: [] Yes [] No Total: _____ [] Pending FAO Title: _____