

The Office of General Education and Dual Enrollment would like to thank you for your interest in teaching UNO dual credit courses. Important guidelines and expectations can be found in the D3 (Office of UNO Faculty & Student Performance, and maintaining alignment of the course with UNO's master syllabus.

If you remain interested in teaching UNO dual credit courses please complete the steps outlined below:

1. Submit copies of your resume and college transcripts to unodualenroll@unomaha.edu or mail to Office of General Education and Dual Enrollment, EAB 108, 6001 Dodge Street, Omaha, NE 68182 (note: official copies may eventually be required for which UNO's Office of General Education and Dual Credit will reimburse you for the cost).
2. Upon preliminary review of your transcripts and resume, UNO's Office of General Education and Dual Credit will notify you whether your academic background meets requirements to teach dual credit courses as determined by UNO academic faculty and the Higher Learning Commission (HLC).
3. Upon notification of status, review UNO's Master Syllabus for the course you are interested in teaching.
4. Prepare your in-class syllabus and ensure your proposed course content, standards of achievement, and methods of assessment are aligned with minimum standards set forth in the Master Syllabus. Submit your proposed syllabus to the Office of General Education and Dual Enrollment for consideration by department faculty.
5. The Office of General Education and Dual Enrollment will notify you with a final determination as to