

UNIVERSITY OF NEBRASKA-LINCOLN DUAL MATRICULATION (DUAL DEGREE)

Last Name	First Name	MI	Student Identification Number
Local Address			Expected Graduation Date
City	State	Zip Code	
Phone Number			

Office Use

TO THE STUDENT:

It is your responsibility to visit with Scholarships and Financial Aid Office concerning the impact of two undergraduate degrees on your financial aid. Also, you must meet the residency and degree requirements in both colleges.

STUDENT SIGNATURE: _____

To be Completed by Primary College

College*	Degree*	Major(s)*	Code	Minor(s)	Code	Bulletin Yr*
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
* Required Items						
Adviser Name:* _____						
Advising Folder Location: _____ <small style="text-align: center;">Advising Folder with Chief Adviser of Primary College/Major</small>						
Approved By:* _____ <small style="text-align: center;">Primary College Advising Center/Dean Date</small>						
Hours Required for Primary (First) Degree:* _____						
<input type="checkbox"/> Check Here to Completely Delete Secondary Matriculation						
<input type="checkbox"/> Check Here if Secondary Matriculation is Unchanged						

To be Completed by Secondary College

College*	Degree*	Major(s)*	Code	Minor(s)	Code	Bulletin Yr*
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
* Required Items						
Adviser Name:* _____						
Approved By:* _____ <small style="text-align: center;">Secondary College Advising Center/Dean Date</small>						
Additional Hours Required for Secondary Degree: * _____						

Please keep a copy of this form for your records

PROCEDURES FOR DUAL MATRICULATION (DUAL DEGREE)

To the Student

- 1) Visit with your primary college about dual matriculation, primary college requirements, bulletin used, and residency.
- 2) Complete the top portion of the "Dual Matriculation Form". Your college fill out their portion and copy your advising file.
- 3) Take the "Dual Matriculation Form" and the copy of your advising file to your secondary college to see an adviser.
- 4) Visit with your secondary college adviser about dual matriculation for the secondary college including total hours and residency.

To the Primary College

- 1) Review the primary college requirements and residency requirements with the student.
- 2) Remind the student to visit with Scholarships and Financial Aid.
- 3) Complete your portion of the form including your signature and the number of hours required for the first degree.
- 4) Copy the student's advising file for the student to take to the secondary college.
- 5) If student is simply deleting their secondary matriculation, mark that box on the form and give one copy to the student, keep one copy for yourself and send one copy to the secondary college. Send the original "Dual Matriculation Form" to the Records Office, 107 Canfield Administration Building.
- 6) If student is simply changing their primary matriculation, mark that box on the form and give one copy to the student, keep one copy for yourself and send one copy to the secondary college. Send the original "Dual Matriculation Form" to the Records Office, 107 Canfield Administration Building.

NOTE: If you wish to switch the Primary and Secondary Matriculations or make the current Secondary Matriculation the only Matriculation for the student, fill out a whole new Dual Matriculation Form. Registration and Records will assume that the student's matriculation as shown is what is intended.

To the Secondary College

- 1) Advise the student about dual matriculation and secondary college requirements including total hours, bulletin used, and residency.
- 2) Remind the student to visit with Scholarships and Financial Aid.
- 3) Complete the form including your signature and the number of hours required for the second degree.
- 4) After all signatures have been obtained, give one copy to the student, send one copy to the primary college, and keep one copy for the secondary college. Send the original "Dual Matriculation Form" to the Records Office, 107 Canfield Administration Building. If necessary for your college, inform the secondary major adviser.

Distribution of Copies

_____	Dean's Office, Primary College	_____	Records Office, 107 Canfield Administration Building
_____	Dean's Office, Secondary College	_____	Student

12/12/06 Revised