



# Dual Credit

## Admission & Enrollment Checklist

**Students wishing to earn dual credit from NMSU Grants must complete these steps:**

1. **Application for Undergraduate Admission Form:** Students are to complete the [Dual Enrollment Application.pdf](#) labeled "DUAL ENROLLMENT/WAIVE FEE". This step admits you as a student into *NMSU Grants*.
2. **Dual Credit Request Form:** Students must complete the [NMStateDualCreditRequest.pdf](#) for Eligible Secondary School Students. This form is used to enroll the student into a specific course(s) and requires the following information:
  - a. Signature of Parent/Legal Guardian
  - b. Signature of Secondary Representative (Principal or Counselor)
  - c. Signature of College Representative (VP Academic Affairs)
  - d. Schedule # or specific Course Request Number (CRN)
3. **Official High School Transcript:** An official high school transcript from the last semester attended is required before you may be registered for the current semester.
4. **COMPASS Skills Assessment:** This is required for certain courses which require documentation of prerequisite skills such as in English and Mathematics.
5. **Meet with the Dual Credit Coordinator:** This is essential to start learning about academic regulations, career choices, and other important issues. Register EARLY to get your choice of course(s). Attending *New Student Orientation* is also highly recommended.
6. **Bookstore Credit Memos:** After registering for classes, take your class schedule to the *Business Office* to obtain a credit memo for any books needed for the classes being taken. **You must have a class schedule in order for the *Business Office* to complete the credit memo.**
7. **Bookstore:** Take the credit memo to the *Barnes and Noble Bookstore* to obtain your books. All books must be picked up within two weeks of the start of classes. Books may not be available after the specified time period as they are returned to the publishers. If a student decides to drop a class, the books **MUST** be returned to the *Barnes and Noble Bookstore*.
8. **Complete the Course:** You must successfully complete all requirements (earn a passing grade) for the college course you enrolled in to earn college credit and high school elective credit.