

DUAL CREDIT CHECKLIST

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

- **Application for Undergraduate Admission Form:** Students are to complete the Dual Enrollment Application labeled "DUAL ENROLLMENT/WAIVE FEE". This step admits you as a student into NMSU Grants. (Once admitted to the college you do not have to repeat this step.)
- **Dual Credit Request Form:** Students must complete the New Mexico State Dual Credit Request Form. (Must be completed for every semester.) This form is used to enroll the student into a specific course(s) and requires the following information:
 - a. Complete Student Information – INCLUDING STAR ID & SSN.
 - b. Schedule # or specific Course Reference Number (CRN)
 - c. Signature of Parent/Legal Guardian
 - d. Signature of Secondary Representative (Principal and/or Counselor)
 - e. Signature of College Representative (VP Academic Affairs)
- **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.
- **COMPASS Skills Assessment:** This is required for certain courses which require documentation of prerequisite skills (e.g. English and Mathematics).
- **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.
- **Bookstore:** Go to 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.
- **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.
- **Return the books and unused course supplies to your high school.**
- **Rinse. Repeat.**

IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS – PLEASE CONTACT THE DUAL CREDIT

COORDINATOR, JAMES C. OLGUIN.

New Mexico State University Grants

1500 N Third St. Grants, NM 87020

Phone: 505/287-6620

Fax: 505/287-2329

Email: jamesol@nmsu.edu

NMSU GRANTS DUAL CREDIT – AGREEMENT OF UNDERSTANDING

Welcome to NMSU Grants! We are very pleased to welcome new and returning students to the Dual Credit Program. It is important that you understand the responsibility accepted when enrolling in college level coursework. You, your parents, and your high school have agreed that you have the academic ability and maturity to take a college course at NMSU Grants.

Please take a few moments to review the following statements. Initial each statement indicating that you have read and understood it. If you have any questions please talk with James C. Olguin (505/287-6620 or email jamesol@nmsu.edu). Note: Paperwork will not be processed if any signatures are missing.

I understand:

_____ I am enrolled in a college course and will be treated as a college student. I am responsible for class attendance and assignments.

_____ I need to stay in contact with my instructor during the course. Contact information, including office hours, are available in the syllabus. Many instructors count off for non-attendance. (Instructors do not have to accommodate outside schedules.)

_____ I will do my best to complete required work, turn it in on time, and be successful in class. I will pay attention to the instructor's grading policy as listed in the syllabus. Course assignments and deadlines are available in the syllabus.

_____ I am taking this course for dual credit. My grade will be reflected on my high school transcripts and could affect graduation, grade point average, and class placement. The grade will be reflected on my college transcripts and may affect financial aid for college after graduation. (Lottery scholarship requires a 2.50 cumulative GPA after the first college semester.)

_____ If I am having difficulty in my class, I will contact my instructor and James. James will work to find the best solution.

_____ There are deadline dates for dropping or withdrawing from a course. These dates are in the *Schedule of Classes*. If I quit attending the class, I will receive an F grade. To use one of these options and/or avoid a failing grade I must speak with James before the deadline.

_____ The final exam schedule is in the Schedule of Classes. Finals may not be at the same time or location as my class. It is my responsibility to make arrangements to be at the time and place specified for my final exam.

I have read and understood the above statements. All my questions have been answered.

Signature of Student

Printed Name of Student

Date

I have read the above statements related to my son/daughter's enrollment at NMSU Grants. I also understand that once my son/daughter is admitted to the university their information becomes private unless my son/daughter is present.

Signature of Parent/Guardian

Printed name of Parent/Guardian

Date

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State of New Mexico Dual Credit Request Form

Summer
 Fall
 Spring
 2012
 2013

Student Information

<input type="text"/> Last Name	<input type="text"/> First Name	<input type="text"/> MI	<input type="text"/> Date of Birth	<input type="text"/> STARS Student ID#	<input type="text"/> Social Security number *
<input type="text"/> Mailing Address	<input type="text"/> City	<input type="text"/> State	<input type="text"/> Zip	<input type="text"/> Residency – NM County	<input type="text"/> High School Name
<input type="text"/> Gender	<input type="text"/> Ethnicity *	<input type="text"/> Telephone	<input type="text"/> Expected Graduation Date	<input type="text"/> HS ACT Code	<input type="text"/> High School GPA

*Social Security number or ethnicity are not required for dual credit participation.

Course Listing and Secondary/Postsecondary Approval

The above-named student has been given permission to enroll as a dual credit student. Based on this student's academic record and overall maturity, I feel he/she will be successful in college level courses. Therefore, as high school representative, I recommend the student take the following course(s):

Schedule # e.g. CRN #	Course #, e.g. MATH 121	Course Section #	Course Title, e.g. College Algebra	Day(s) (MTWThF)	Time, e.g. 1-1:30pm	Location of Course	Higher Education Credits	High School Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FERPA Release Information

We, the student and parent/guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with stated high school and postsecondary institution. We understand the high school representative will authorize course selection for each term. We understand that all prerequisite requirements, including assessment and course placement must be met.

We agree to abide by the guidelines in the Statewide Dual Credit Master Agreement, and high school and postsecondary policies and codes of conduct.

We will cooperate with both the high school and postsecondary institution in fulfilling student responsibilities. We understand that any courses registered for, or grades earned, become a permanent part of the student's high school and college record. At the end of each quarter and/or semester, we authorize the postsecondary institution to send all grades to the postsecondary school, including those for courses that are not a part of this agreement.

We understand that it is the student's responsibility to receive approval from the high school representative for permission to drop or withdraw from the course(s) listed above.

According to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), all rights of access to the student's educational records transfer from parent to student when the student is enrolled in a postsecondary institution. Accordingly, dual credit students still enrolled in high school have rights of access to their postsecondary dual credit records. *In order for the student to receive credit, transcripts of dual credit courses will be shared among the secondary and postsecondary institutions the public education department, and the higher education department.* All data submitted to secondary and postsecondary institutions or the NMHED will be used and maintained in accordance with all federal and state statutes, regulations, and policies.

By signing below, I, the student, authorize the postsecondary institution listed above, to release all information concerning my academic records to my high school, the NMPED, and the NMHED. I understand that information may be released orally, electronically, or on paper. I have the right to inspect any written records released pursuant to this consent and understand that I may revoke this consent at any time.

We, the student and parent/guardian, certify that all the information furnished in this application is true to the best of our knowledge. We understand that any misrepresentation of the facts may result in the immediate cancellation of the student application or registration.

Signatures

<hr/> High School Representative Signature	<input type="text"/> Date	<input type="text"/> High School Representative Name (print/type)
<hr/> Student Signature	<input type="text"/> Date	<hr/> Postsecondary Representative Signature Date
<hr/> Parent/Guardian Signature	<input type="text"/> Date	<input type="text"/> Postsecondary Representative Name

Administrative Purposes at the Postsecondary Institutions

Dual Credit Form Received by (print/type name)

Date

Entered by (print/type name)

Date

Completed/Signed Dual Credit Request

Student meets course(s)

Student high school transcript received (if applicable)

English

ACT Scores
Math

Reading

Postsecondary Institutional PLACEMENT Scores
Reading

Writing

Math

Other Comments:

Agreement of Parties

A. STUDENTS AND PARENTS OR GUARDIANS

Endorsement of the **Form** by the STUDENT and PARENT, unless the STUDENT is 18 years old, shall be evidence that they possess an awareness of, and agree with the following provisions. For purposes of this agreement, Local Education Agency (LEA) means public school districts, state chartered charter schools, state-supported schools and bureau of Indian education-funded high schools.

1. Admission and Enrollment of Students. For a student to be accepted and enrolled into a dual credit program, the STUDENT shall:

- a. Discuss potential dual credit courses with the appropriate LEA and POSTSECONDARY INSTITUTION staff, including POSTSECONDARY INSTITUTION admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
- b. Obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
- c. Meet the prerequisites and requirements of the course(s) to be taken;
- d. Complete the Form available online or in hard copy from LEA or POSTSECONDARY INSTITUTION;
- e. Return the Form with the specific courses requested, required signatures and, if applicable, a current high school transcript, and copies of any assessment results to LEA representative;
- f. Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Form and submit form to POSTSECONDARY INSTITUTION representative;
- g. Register for courses during POSTSECONDARY INSTITUTION's standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
- h. Discuss any request for a change in registration (add, drop, withdrawal), recognizing that "audit" is not allowed for a dual credit course, and complete all necessary forms and procedures with appropriate LEA and POSTSECONDARY INSTITUTION staff; and
- i. Comply with POSTSECONDARY INSTITUTION and LEA student code of conduct and other institutional policies.

2. Rights and Privileges of Student. The right and privileges of STUDENTS participating in Dual Credit include:

- a. The rights and privileges equal to those extended to LEA and POSTSECONDARY INSTITUTION students, unless otherwise excluded by any section of this Agreement;
- b. The use of POSTSECONDARY INSTITUTION library, course related labs and other instructional facilities, use of POSTSECONDARY INSTITUTION programs and services such as counseling, tutoring, advising, and special services for the students with disabilities, and access to POSTSECONDARY INSTITUTION personnel and resources as required; and
- c. The right to appeal, in writing to LEA or POSTSECONDARY INSTITUTION, as applicable, any decision pertaining to enrollment in the dual credit program.

3. Financial Responsibility for Funding Dual Credit. The STUDENT shall:

- a. Return the textbooks and unused course supplies to LEA when the student completes the course or withdraws from the course;
- b. Arrange transportation to the site of the dual credit course. Depending upon the time and course location, the student may have access to transportation through LEA if the dual credit course is offered during the school day; and
- c. Be responsible for course-specific (e.g. lab, computer) fees.

4. Confidentiality of Student Records.

- a. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with FERPA requirements;
- b. Participation in dual credit courses requires STUDENT and/or PARENT/GUARDIAN signatures on the Dual Credit Form to comply with FERPA regulations.

5. Secondary School and Postsecondary Institution Calendars.

The regular operating institutional calendar and schedule of POSTSECONDARY INSTITUTION shall be observed by STUDENTS earning dual credits. Dual credit STUDENTS are required to comply with the requirements of both LEA and POSTSECONDARY INSTITUTION official calendars. In instances in which the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with school counselors for assistance.

B. LEA. Endorsement of the Dual Credit Form shall be evidence the LEA has and will comply with the provisions outlined in the Agreement between the POSTSECONDARY INSTITUTION and the LEA.

C. POSTSECONDARY INSTITUTION. Endorsement of the Dual Credit Form by the POSTSECONDARY INSTITUTION shall be evidence that the POSTSECONDARY INSTITUTION has and will comply with the provisions outlined in the Agreement between the LEA and POSTSECONDARY INSTITUTION.

Citizenship

Permanent Residents must submit a copy of their I-551 card. Passport and visa will be requested as needed. Students who request an I-20 will be required to meet the International Applicant requirements. Students who falsify their citizenship may have their admission revoked.

- US Citizen
 Permanent Resident
 Foreign
 Other Immigrant Status _____
 If other immigrant status, what is your country of citizenship? _____

Ethnicity/Race (Optional)

This information is requested by government agencies to demonstrate compliance with the Civil Rights Act.

What is your ethnicity?

- Hispanic or Latino
 Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

- American Indian or Alaskan Native Principle tribe or pueblo _____
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Residency

Residents of New Mexico for more than one year and residents of some other states may qualify for in-state tuition.

If you are less than 23 years old, were you reported as a dependent on your parent or legal guardian's federal income tax return for last year? Yes No If yes, in what state were taxes filed? _____

What is your state of legal residence? _____

If a New Mexico resident, as of the date of this application how long have you been living continuously in NM?

Years _____ Months _____ Days _____

For more information, visit <http://www.nmsu.edu/~registra/residency.html>

If New Mexico is your state of legal residence, what county do you live in? _____

SECONDARY CONTACT INFORMATION: CONTACT 1**Name**

LAST NAME FIRST NAME MIDDLE NAME

- Mother Father Spouse Emergency contact Check if this person is a graduate of NMSU.

Address

STREET AND NO. OR PO BOX NO. APARTMENT, ROOM OR SPACE NO.

CITY STATE ZIP CODE

Phone

HOME PHONE

CELL PHONE

Email

EMAIL

SECONDARY CONTACT INFORMATION: CONTACT 2**Name**

LAST NAME FIRST NAME MIDDLE NAME

- Mother Father Spouse Emergency contact Check if this person is a graduate of NMSU.

Address

STREET AND NO. OR PO BOX NO. APARTMENT, ROOM OR SPACE NO.

CITY STATE ZIP CODE

Phone

HOME PHONE

CELL PHONE

Email

EMAIL

ACADEMIC INFORMATION

High school last attended

NAME _____ CITY _____ STATE _____

High school graduation or GED completion

When did you graduate from high school?

MONTH _____ YEAR _____

If you are not a high school graduate, give the location of the GED testing center and the date the test was taken.

LOCATION _____ COMPLETION DATE _____

Previous colleges or universities attended

If more than five, attach a sheet with additional information.

Academic regulations require that students who have registered at other colleges or universities may not disregard their records at such institutions when making application for admission to this university.

Students concealing attendance at another college or university and not submitting a transcript from that college or university will be subject to suspension.

Students must be eligible to return to their last institution in order to be admitted to NMSU.

Have you attended any educational institutions other than NMSU?

Yes No

NAME OF PREVIOUS INSTITUTION (MOST RECENT FIRST)	FROM	TO	LOCATION	OFFICE USE ONLY

Are you eligible to return to the last college or university you attended? If you are not certain, check with your previous institution.

Yes No

Have you been awarded a college or university degree?

Yes No

If Yes, give the degree, year and granting institution.

DEGREE _____ YEAR _____ GRANTING INSTITUTION _____

DEGREE _____ YEAR _____ GRANTING INSTITUTION _____

DEGREE _____ YEAR _____ GRANTING INSTITUTION _____

TESTING DATA

ACT or SAT scores (For NMSU-Las Cruces applicants only)

Test scores are required for all freshmen and for transfer students who have fewer than 30 academic credits from previous institution.

I have not taken the ACT or SAT.

I plan to take the ACT _____ SAT _____
MONTH YEAR MONTH YEAR

I have taken the ACT _____ SAT _____
MONTH YEAR MONTH YEAR

Other programs may also require ACT scores.

APPLICATION CHECKLIST

To complete an application to NMSU, please:

- Complete the application form in full and submit it to the appropriate NMSU campus (see addresses below). Incomplete applications will not be processed.
- Ensure that all required copies of documents are mailed directly to the appropriate NMSU campus (see addresses below).
- Submit the \$20 nonrefundable application fee by check or money order with the application form. Include your full name and date of birth.

SIGNATURE

I understand that withholding information in this application, failure to submit all documents, or giving false information may make me ineligible for admission to, or continuation at, New Mexico State University. I certify that all of the preceding statements are correct and complete.

APPLICANT'S SIGNATURE (APPLICATION MUST BE SIGNED)

DATE OF APPLICATION

NMSU Alamogordo

Office of Admissions and Records
2400 North Scenic Drive
Alamogordo, NM 88310

575 439-3700
<http://nmsua.edu>

NMSU Carlsbad

Office of Student Services
1500 University Drive
Carlsbad, NM 88220

888 888-2199 or 575 234-9221
<http://cavern.nmsu.edu>

Doña Ana Community College (Includes all satellites)

Admissions Office
MSC 3DA, Box 30001
Las Cruces, NM 88003-8001

800 903-7503 or 575 527-7710
<http://dacc.nmsu.edu>

NMSU Grants

Admissions and Records
1500 N. Third Street
Grants, NM 87020

505 287-6678
<http://grants.nmsu.edu>

NMSU Las Cruces

Office of Admissions
MSC 3A, Box 30001
Las Cruces, NM 88003

800 662-6678 or 575 646-3121
<http://admissions.nmsu.edu>

Non-degree status policies

Non-degree admission is designed to meet the needs of students who do not wish to pursue a degree.

Students considering non-degree status should be aware of the following:

- Non-degree students may not transfer more than 30 credits from this status to any undergraduate degree-seeking program, or more than nine credits to a graduate degree-seeking program.
- Non-degree students are not eligible to receive financial aid, student employment or graduate assistantships.
- Non-degree students are not eligible to participate in student government or intercollegiate athletics.
- Non-degree students may not be eligible for Veterans benefits. Consult with your VA certifying official.
- Transcripts from previous institutions, high school, and/or results of college entrance exams may be required.
- Students interested in using non-degree credit for initial teacher certification or recertification in a new field will be admitted to the College of Education.