

## DUAL CREDIT Enrollment Packet

Prior to completing the application packet, please read the information below and then acknowledge that you have reviewed it by signing here:

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

The Dual Credit Program at UNM – Los Alamos is designed to provide high school students with the opportunity to take university-level courses and earn simultaneous academic credit applicable to both the college and the high school.

Admission to Dual Credit is in non-degree status and is not considered “Early Admission” to the University. Students desiring to continue in degree status after high school graduation must apply for freshman admission at UNM-Los Alamos.

### Benefits of Dual Credit

- Earn college and high school credit at the same time.
- Experience university instruction and prepare for a college major and career field.
- Enjoy small classes and personalized attention from faculty.
- Tuition and general fees for up to two courses per semester is waived by UNM-Los Alamos.
  - Students are responsible for course specific fees.
  - **To avoid service charges or collection fees, it is recommended that a payment for fees be attached to the application upon submission. Fees can also be paid online through LoboWeb or in person with the cashier.**
- The school district pays for required textbooks. Home-schooled students purchase their own textbooks.

### To Qualify for the Dual Credit program, students must

- Be currently enrolled at least half time at a public, private, or charter high school or a high school level home school.
- Have proof of current high school or home school enrollment on an official transcript.
  - The official transcript must include grade point average and NM State ID number.
- Have the certification and unconditional recommendation of the high school as well as proof of parental consent prior to participation.

### Additional requirements include

- Enroll in a maximum of two courses per semester using the Dual Credit tuition waiver.
  - Our priority is student success. In order to achieve a successful experience, students who are enrolled half time at their home high school should only enroll half time in Dual Credit. Enrollment beyond two courses may be extended through Concurrent Enrollment.\*
- Meet course prerequisites. Submit ACT or SAT scores or take the UNM-Los Alamos Accuplacer Placement Exam to test into courses that require English or Math placement.
- Take only college-level courses, courses number 101 or higher (except PE-NP courses). 0-100 level courses and PE-NP may be taken through Concurrent Enrollment.\*
- Dual Credit courses cannot be audited.

## Steps to enroll in Dual Credit

- Review current UNM-Los Alamos schedule.
- Download and fill out the UNM – Los Alamos Dual Credit admission application with attached State Request Form. <http://losalamos.unm.edu/students/forms/dual-credit-concurrent-application.pdf>
- Meet with high school counselor homeschool administrator to select appropriate courses and obtain certification with their signature.
- Submit an official high school transcript with your application to Student Services, Building 1, at UNM – Los Alamos.
- Pay any tuition or course-specific fees that are charged to your student account.
  - To avoid service charges or collection fees, it is recommended that a payment for the fees be attached to the application upon submission. Fees can also be paid online through LoboWeb or in person with the cashier.
- Review detailed orientation instructions for accessing your records, making payments and reviewing your student accounts, and understanding more about your responsibilities.
- Set up your Net ID and Password to access MyUNM and LoboWeb.
- Pick up your required textbook(s), when you are notified of availability and pick-up location, OR order your textbooks if you are a home-schooled student.
- Visit the UNM-Los Alamos Library to obtain your official Lobo Card.

## Dropping or failing a course

The last day for students to drop a course, or to be dropped by their instructor without a grade, is the Friday of the third week of classes for 16-week courses, or Friday of the second week of classes for 8-week courses. Students who drop or are dropped after these dates receive a grade of “W,” which stands for “withdrawal”. Students should do everything possible to avoid dropping a class. A dropped class counts as attempted hours and may affect future financial aid status. Students are encouraged to seek advice from the college instructor, a UNM staff member, or a high school counselor if they are in this situation.

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*\*Concurrent Enrollment allows eligible high school students (public, private, or homeschool) to enroll in college-level courses through UNM- Los Alamos and earn early college credit. Concurrent Enrollment students are responsible for all course costs including tuition, fees, and books.*



-USE BLACK INK ONLY-

Application for (select one) [ ] Fall [ ] Spring [ ] Summer Year 20\_\_

Answer all questions completely. A current official high school transcript showing grade point average and NM State ID number must accompany this form.

1. First Name Middle Name Last Name

2. Previous name(s): If your educational records have been under another name or names, please include the name(s) under which transcripts will arrive.

3. Social Security Number (REQUIRED\*): [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ][ ]

\*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your SSN is mandatory based on University regulation. Your SSN is used to ensure an accurate academic record and to provide full access to all services such as financial aid. Your SSN will not be used as your primary University Identification number. If you are unable to provide a SSN, the University will assign an alternate number to you. This will not impact the admission decision.

4. Mailing address: Number and Street or PO Box

City State Zip Code

Parent:

Number and Street or PO Box

City State Zip Code

E-mail address:

5. Phone numbers: ( ) ( ) ( )

6. Gender: [ ] Male [ ] Female

7. Date of Birth: / /

8. Birth City: Birth State or Foreign Country:

9. Are you a United States citizen? [ ] Yes [ ] No

For non-U.S. citizens:

Country of Birth: Country of Citizenship: -

Are you a permanent resident of the United States of America? [ ] Yes [ ] No

If you answered yes, provide your Alien Registration Number (required):

Do you presently have a visa? [ ] Yes [ ] No

If yes, indicate visa type: [ ] Student (F-1) [ ] Other (specify):

10. Race and Ethnicity: The University of New Mexico is required by Federal Law to request this information for statistical reporting purposes. Your response is voluntary.

Do you consider yourself to be Hispanic/Latino(a)? [ ] Yes [ ] No

In addition, select one or more of the following racial categories to describe yourself:

[ ] American Indian or Alaska Native (Principal tribal group: )

[ ] Asian [ ] Native Hawaiian or Pacific Islander [ ] Black or African American [ ] White

11. High School: Name City State Graduation Date: / /

## In-State Tuition Classification

A New Mexico resident is a person who has (or a dependent person whose parent or legal guardian has) established and maintained legal residency in New Mexico for at least the past twelve months.

**Note: If you are under 23 years old and not a member of the armed forces or married, please use your parent(s) or legal guardian(s) information to answer all residency questions including the Evidence of New Mexico Residency section.**

Do you regard New Mexico as your permanent residence?  Yes  No

Have you lived in New Mexico for at least the past 12 consecutive months?  Yes  No

If you have not lived in New Mexico for the past 12 consecutive months, please provide a brief explanation:

Evidence of New Mexico Residency. Check all that apply.

- I have a New Mexico driver's license or ID card.
- My vehicle is registered in New Mexico.
- I am registered to vote in New Mexico.
- I filed previous year New Mexico state income taxes as a resident and my address as New Mexico.
- I am employed full time within the State of New Mexico.
- I own residential property in New Mexico.
- I rent a home/apartment/condo within New Mexico.
- I pay utility bills at a New Mexico address.

The following situations may qualify you for resident tuition. Contact the Admissions Office for information at (505) 662-0332.

- Certified member of a nation, pueblo, or tribe located wholly or partially in New Mexico
- Member or a dependent of a member of the U.S. Armed Forces or National Guard
- Relocation to New Mexico for employment or retirement

## Course Registration Request

Enrollment in math and/or English courses requires test score placement or prerequisites. Submit ACT, SAT, or ACCUPLACER test scores with application. This student is academically qualified to enroll in the following course(s):

Dual Credit or Concurrent Enrollment	CRN	Dept/Number	Section	Title	Credit Hr	Days
Dual	12345	Math 121	300	College Algebra	3	W

**If you are registering for courses in Dual Credit status, you must also enter those courses on the attached State of New Mexico Dual Credit Request Form. Please include signatures from 1) High School Representative/Counselor, 2) Student, 3) and Parent or Guardian.**

I certify that all information given in this application is complete and accurate to the best of my knowledge. If I am accepted as a student at the University of New Mexico, I agree to conform and abide by the letter and spirit of all rules, regulations, and procedures of the University. Misrepresentations in any statement of the applicant or failure to abide by University academic regulations will be considered adequate grounds for denying admission, for cancellation of registration, or for suspension from the University.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
DATE

The University of New Mexico is an Affirmative Action/Equal Opportunity Institution. To comply with the ADA and the Rehabilitation Act of 1973, UNM provides this publication in alternative forms. If you have a special need and require auxiliary service, please let us know.

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNSELOR SIGNATURE

\_\_\_\_\_  
DATE



## State of New Mexico Dual Credit Request Form

Summer     Fall     Spring

School Year

### Student Information

<input style="width: 95%;" type="text"/> Last Name	<input style="width: 95%;" type="text"/> First Name	<input style="width: 95%;" type="text"/> MI	<input style="width: 95%;" type="text"/> Date of Birth	<input style="width: 95%;" type="text"/> STARS Student ID#	<input style="width: 95%;" type="text"/> Social Security number *
<input style="width: 95%;" type="text"/> Mailing Address	<input style="width: 95%;" type="text"/> City	<input style="width: 95%;" type="text"/> State	<input style="width: 95%;" type="text"/> Zip	<input style="width: 95%;" type="text"/> Residency – NM County	<input style="width: 95%;" type="text"/> High School Name
<input style="width: 95%;" type="text"/> Gender	<input style="width: 95%;" type="text"/> Ethnicity *	<input style="width: 95%;" type="text"/> Telephone	<input style="width: 95%;" type="text"/> Expected Graduation Date	<input style="width: 95%;" type="text"/> HS ACT Code	<input style="width: 95%;" 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 style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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### 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

High School Representative Signature	Date	High School Representative Name (print/type)
Student Signature	Date	Postsecondary Representative Signature    Date
Parent/Guardian Signature	Date	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)

**ACT Scores**  
English   
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.