DUAL CREDIT / CONCURRENT ENROLLMENT
Dual Credit/Concurrent Enrollment is a program designed to provide high school juniors and seniors the opportunity to earn college credit while still enrolled in high school by taking University courses normally not offered at the high school.

HOW DOES THE PROGRAM WORK?
- During their junior or senior year of high school, the student will apply to be a Dual Credit student at the University of New Mexico (UNM).
- Students will continue to take classes at their high school while also taking classes at UNM.
- Tuition will be paid by the state of New Mexico, and the school district provides the textbooks.
  - Please note that students are responsible for all fees (for example, computer lab fees, or other class fees).
- Home-school or private school students may enroll, but are responsible for books and fees.
- Admission to Dual Credit/Concurrent Enrollment 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 fulfill the admission requirements described in the current UNM Catalog.

ADMISSION REQUIREMENTS
These are the minimum requirements for admission to the Dual Credit/Concurrent Enrollment Program. Individual high schools may require higher qualifications before certifying and recommending a student. Meeting the criteria listed does not mean that the student will be automatically admitted to the Concurrent Enrollment or Dual Credit Programs. In all cases the final admission determination will be made by the Director of University Advisement.

- Must be a high school junior or senior
- Must have a cumulative grade point average of 2.5 or better on a 4.00 scale for 9th, 10th, and 11th grades in subjects counted toward graduation OR Class rank in 25%, and a minimum grade point average of 2.25 on a 4.0 scale OR An ACT composite score of 23 or an SAT total score of 1060 and a minimum grade point average of 2.25 on a 4.0 scale.
- Meet application deadlines found on advisement.unm.edu in the “Dual Credit” tab.

APPLICATION PROCESS
- New Students:
  - Print and complete the UNM Admission application (DO NOT COMPLETE ONLINE APPLICATION)
  - Print and complete the State of New Mexico Dual Credit Request Form (requires signatures from a school administrator, parent, and student)
  - Bring OFFICIAL high school transcripts
  - Print and complete the Student Information Release Proxy
  - Physically turn in all the above paperwork to the Dual Credit Coordinator by the deadline
- Returning Students:
  - Print and complete a Demographic Update Form in lieu of the full application (requires signatures from a school administrator, parent, and student)
  - Print and complete the State of New Mexico Dual Credit Request Form, OFFICIAL high school transcripts, the Student Information Release Proxy,
  - Physically turn in all the above paperwork to the Dual Credit Coordinator by the deadline
APPLICATION for UNDERGRADUATE ADMISSION

Be sure to answer all questions completely. Questions left unanswered may delay your admission. USE BLACK INK ONLY.

APPLICATION TYPE
1. Application for (select one): ☐ Fall ☐ Spring ☐ Summer ☐ Year 20 ☐
2. Enrollment Status: ☐ Degree ☐ Non-Degree ☐ High School Dual Credit/Concurrent

PERSONAL INFORMATION
3. First Name ___________________________ Middle Name ___________________________ Last Name ___________________________ Suffix ___________________________
4. Previous Name(s): ___________________________ ___________________________ ___________________________
5. 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. *Applicants who do not possess a Social Security number may leave this section blank. The University will assign an alternative number to you. This will not impact the admission decision.

CITIZENSHIP
6. Are you a United States Citizen? ☐ Yes ☐ No

This section is 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 you answered yes, indicate visa type: ☐ Student (F-1) ☐ Other (specify): ___________________________

BIRTH INFORMATION
7. Birth Month ___________________________ Birth Day ___________________________ Birth Year ___________________________
8. Birth City: ___________________________
9. Birth State or Country: ___________________________

GENDER
10. ☐ Male ☐ Female

ETHNICITY (Optional)
The University of New Mexico is required by Federal law to request this information for statistical reporting purposes. Your response is voluntary.
11. Do you consider yourself to be Hispanic/Latino(a)? ☐ Yes ☐ No

Select one or more of the following racial categories to describe yourself.
☐ American Indian or Alaska Native (Principal tribal group): ___________________________ ☐ Asian
☐ Black or African American ☐ Native Hawaiian or Pacific Islander ☐ White

MAILING ADDRESS
12. Mailing Address:
   Number and Street or P.O. Box ___________________________
   City ___________________________ State ___________________________ Zip ___________________________

   Permanent Address:
   Number and Street or P.O. Box ___________________________
   City ___________________________ State ___________________________ Zip ___________________________

EMAIL ADDRESS
13. ___________________________

PHONE NUMBERS
14. Primary Phone Number ___________________________ Secondary/Cell Phone Number ___________________________
State of New Mexico
Dual Credit Request Form

School Year

Summer ☐ Fall ☐ Spring ☐

Student Information

Last Name ☐ First Name ☐ MI ☐ Date of Birth ☐ STARS Student ID# ☐ Social Security Number *

Mailing Address ☐ City ☐ State ☐ ZIP Code ☐ Residency – NM County ☐ High School Name

Gender ☐ Ethnicity * ☐ Telephone ☐ Expected Graduation Date ☐ HS ACT Code ☐ High School GPA

*Social Security number and/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 Next Step Plan, 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):

<table>
<thead>
<tr>
<th>Schedule # e.g. CRN #</th>
<th>Course # e.g. MATH 121</th>
<th>Course Section #</th>
<th>Course Title, e.g. College Algebra</th>
<th>STARS Course Code</th>
<th>Day(s) (MTWHF)</th>
<th>Time, e.g. 1:130pm</th>
<th>Location of Course</th>
<th>Higher Education Credits</th>
<th>High School Credits</th>
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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 the above named high school and postsecondary institutions. 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 high 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 student 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 institution, the New Mexico Public Education and Higher Education Departments (NMPE/NMHED).

All data 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 NMPE, 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 ☐ Parent/Guardian Signature ☐ Date ☐

Postsecondary Representative Signature ☐ Date ☐ Postsecondary Representative Name (print/type) ☐
Student Information Release Proxy

Completed form must be presented to the Office of the Registrar
Mesa Vista Hall - North - Phone # 505.277.8900

I ______________________________, hereby give consent to the University of New Mexico to release records and other information covered by the Family Rights and Privacy act of 1974 (FERPA). I understand that by signing this form my records and information can be released without my knowledge to the individual(s) listed below. The individual(s) have access to my information for the ___________________________ academic year. I understand this release cannot exceed one academic year in length.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>UNM ID #</th>
<th>Date</th>
</tr>
</thead>
</table>

The individual(s) listed below have access to records and information maintained by the offices listed below.

- [ ] Office of the Registrar - Academic Transcripts, Enrollment Certificates
- [ ] Dean of Students - FERPA Authorized Disciplinary Information
- [ ] Bursars Office - Student Financial Information
- [ ] Housing Office - Account and Assignment Information
- [ ] Admissions - Admission Status, Documents Related to Admission, Residency Status of New Students
- [ ] Academic Advising - Information Related to Advising Sessions, Progress Toward a Degree, Course Selection, and Application for a Degree Program or For Graduation
- [ ] Center for Academic Program Support (CAPS) - Visit history from CAPS database.
- [ ] Financial Aid Office -
  - [ ] The status of my Financial Aid file
  - [ ] My Financial Aid Awards
  - [ ] All documentation in my file
  - [ ] Other (must be specified below)

The information maintained by the office(s) selected above may be released to the following individual(s):

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Relationship to Student</th>
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The student must present this form to the Office of the Registrar (Mesa Vista North) with a valid state or federally issued photo ID. If the form is faxed, mailed, or submitted by someone other than the student it MUST BE NOTARIZED in the space below.

For Official Use Only

Received by: ________________________
Date: ________________________
Type of ID: ________________________
Entered by: ________________________
Date: ________________________

Mailing to: Office of the Registrar, MSC11 6325, 1 University of New Mexico, Albuquerque, NM 87131-0001 - Fax to: 505.277.6809

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