

## University of New Mexico-Dual Enrollment



Visit the Dual/Concurrent Enrollment website:  
<http://dualcredit.unm.edu>

REQUIRED EVERY SEMESTER

- UNM Applications (required every semester) *print form*
- State request form (high school representative, parent and student signature-required) *print form*
- Official** transcripts
- Meet with Dual Credit Coordinator at UNM

### UNM Dual Coordinator responsibilities

1. Submit complete packet for admission every semester after meeting with student
2. Enroll student in class or place on waitlist
3. Notify student by email with class schedule or placement on waitlist
4. Provide email instruction on setting up NETID, and scheduling a mandatory Dual Credit Orientation

### Student Responsibilities

1. Submit a complete packet with appropriate signatures
2. Meet with UNM Credit Coordinator
3. Attend mandatory orientation
4. Contact school or Bookroom follow district procedures for obtaining books.

APS student must submit textbook inquiry form to:

<http://www.aps.edu/libraries/aps-dual-credit-textbook-inquiry-form>

Dee Dee Hatch-Sanders  
Dual Credit Coordinator  
University Advisement Center  
Student Success Center  
[dhatchsanders@unm.edu](mailto:dhatchsanders@unm.edu)



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