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 optional 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 optional 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-I )       □ 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
15. Please indicate the highest level of your parents’ or legal guardians’ educational background:

**Father/Legal Guardian**

Email address: _______________________________________________________________

____ No High School    ____ Some High School    ____ High School Diploma or GED    ____ Some College

____ Associate’s/2-year Degree    ____ Bachelor’s/4-year Degree    ____ Graduate/Professional Degree    ____ Unknown

Did father/legal guardian attend The University of New Mexico? ☐ Yes ☐ No

**Mother/Legal Guardian:**

Email address: _______________________________________________________________

____ No High School    ____ Some High School    ____ High School Diploma or GED    ____ Some College

____ Associate’s/2-year Degree    ____ Bachelor’s/4-year Degree    ____ Graduate/Professional Degree    ____ Unknown

Did mother/legal guardian attend The University of New Mexico? ☐ Yes ☐ No

**MILITARY STATUS**

16. Are you active duty Military/National Guard/Reserves? ☐ Yes ☐ No

17. Are you a spouse or dependent of an active duty member of the military? ☐ Yes ☐ No

18. Are you a veteran? ☐ Yes ☐ No

19. Are you a spouse or dependent of a veteran? ☐ Yes ☐ No

> FOR INFORMATION AND REQUIRED DOCUMENTATION ON TUITION WAIVERS FOR VETERANS AND THEIR DEPENDENTS, PLEASE SEE VRC.UNM.EDU

**ACADEMICS**

20. Intended field of study (Degree seeking only): _____________________________________________________________

   Please refer to last page of application for a list of colleges and degrees.

21. High school: ____________________________________________________________

   Name              City                        State           Month         Year

22. If not a high school graduate, have you earned a GED certificate? ☐ Yes ☐ No

   Date GED earned: ________________________________

   Month        Year

23. College Entrance Exams: ☐ ACT ☐ SAT

   Date taken or plan to take: __________ ____________

   Month             Year

24. Have you previously taken courses at any UNM Campus? ☐ Yes ☐ No

   Dates: ________________________________

25. Have you ever been suspended from any college or university (including UNM) for any reason? ☐ Yes ☐ No

   Institution: ________________________________

   Date of Suspension: ________________________________

   ☐ Academic ☐ Disciplinary

26. List all institutions at the college level, including UNM, that you have ever attended (or currently attend) and request an official transcript from each institution to be sent to the UNM Office of Admissions. Do not list study abroad programs separately if they are included as part of a transcript program from an accredited U.S. Institution. Failure to report all institutions attended may result in delay of admission, loss of credit, or dismissal from the University. You do not need to submit transcripts from UNM. Note: Non-Degree applicants do not need to submit transcripts.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City and State</th>
<th>From</th>
<th>To</th>
<th>Credit Hrs Earned</th>
<th>Degree Earned</th>
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<tr>
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<td>Month</td>
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<td>Month</td>
<td>Year</td>
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</tr>
</tbody>
</table>
27. List all current courses (either high school or college) you are now taking and/or plan to take before enrolling at UNM:

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>COURSE NUMBER AND TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
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**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 consecutive months.

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

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

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

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

_______________________________________________________________________________________________________

Evidence of New Mexico Residency

☐ 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 505-277-8900.

- 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.

28. **Non-New Mexico Residents:** The New Mexico Amigo Scholarship Program provides scholarship opportunities to well-qualified degree-seeking students based on a selective review of college entrance exams and GPA scores. Would you like UNM to consider you for any non-resident scholarship opportunities for which you may be qualified?

☐ Yes  ☐ No

FOR MORE INFORMATION REGARDING UNM SCHOLARSHIPS VISIT SCHOLARSHIP.UNM.EDU

**APPLICATION FEES:**  Freshman/Transfer - $25  Non-Degree to Degree - $25  Readmit - $15  Non-Degree - $10

(A fee is not required for transferring from Associate Degree status at a UNM Branch Campus to Bachelor Degree status if within three semesters of last attending a UNM Branch. If beyond three semesters, the $15 readmit fee applies.)

**Mail the completed & signed application and non-refundable application fee to:**

UNM Admissions, P.O. Box 4895, Albuquerque NM 87196-4895

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. Misrepresentation in any statement by 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.

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 formats. If you have special needs and require an auxiliary aid or service, please let us know.

For office use only  Application Fee Paid: ☐ Yes  ☐ No

Amount: $ ________  Check # ________  Cash  Receipt # ________  Initials ________
Applications for admission are reviewed on a rolling basis. Admission decisions are issued by mail after all application materials are complete. Students are advised to apply early in the event of the need for additional information or supporting documentation.

For priority consideration, apply by the following dates:

- **Spring Semester**: November 15
- **Summer Semester**: May 1
- **Fall Semester**: May 1

FOR INFORMATION ABOUT MANAGED ONLINE PROGRAMS, VISIT US AT ONLINE.UNM.EDU

> COLLEGES AND DEGREES ARE SUBJECT TO CHANGE.
> VISIT CATALOG.UNM.EDU FOR UPDATES.
State of New Mexico  
Dual Credit Request Form  

School Year
- [ ] Summer  - [ ] Fall  - [ ] Spring

Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Date of Birth</th>
<th>STARS Student ID#</th>
<th>Social Security Number *</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Residency – NM County</th>
<th>High School Name</th>
</tr>
</thead>
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</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Ethnicity *</th>
<th>Telephone</th>
<th>Expected Graduation Date</th>
<th>HS ACT Code</th>
<th>High School GPA</th>
</tr>
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</table>

*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 #</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) (MTWRF)</th>
<th>Time, e.g. 1-1:30pm</th>
<th>Location of Course</th>
<th>Higher Education Credits</th>
<th>High School Credits</th>
</tr>
</thead>
<tbody>
<tr>
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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 prerequisites 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 (NMPED/NMHEC).

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 NMPED, and the NMHEC. 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

<table>
<thead>
<tr>
<th>High School Representative Signature</th>
<th>Date</th>
<th>High School Representative Name (print/type)</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Parent/Guardian Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Postsecondary Representative Signature</th>
<th>Date</th>
<th>Postsecondary Representative Name (print/type)</th>
</tr>
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</tbody>
</table>
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
  - [ ] All documentation in my file
  - [ ] My Financial Aid Awards
  - [ ] 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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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Relationship to Student</th>
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</tbody>
</table>

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

Rev 200904
### Dual Credit/Concurrent Enrollment Application – Demographics Update

**Application for:**  
- □ FALL  
- □ SPRING  
- □ SUMMER  
- YEAR 20___

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGAL NAME:</td>
<td>UNM STUDENT ID:</td>
</tr>
<tr>
<td>NAME OF HIGH SCHOOL:</td>
<td>Date:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>City/State/Zip Code:</td>
</tr>
<tr>
<td>Parent/Guardian Name:</td>
<td>Phone Numbers: (home)</td>
</tr>
<tr>
<td></td>
<td>(Cell)</td>
</tr>
<tr>
<td>Gender:</td>
<td>Birthdate:</td>
</tr>
<tr>
<td>□ Male</td>
<td>/         /</td>
</tr>
<tr>
<td>□ Female</td>
<td>Alien Registration Number: __________ - __________</td>
</tr>
<tr>
<td>Are you a United States citizen:</td>
<td>Visa Type:</td>
</tr>
<tr>
<td>□ Yes</td>
<td>Ethnic Information (UNM is required by Federal law to request this information)</td>
</tr>
<tr>
<td>□ No</td>
<td>□ African American, Black</td>
</tr>
<tr>
<td>If foreign, indicate country:</td>
<td>□ American Indian (Principal tribal group)</td>
</tr>
<tr>
<td></td>
<td>□ Asian or Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>□ Prefer not to specify</td>
</tr>
<tr>
<td></td>
<td>□ White, Non-Hispanic</td>
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<tr>
<td></td>
<td>Hispanic</td>
</tr>
<tr>
<td>Birth City:</td>
<td>Birth State or Foreign Country:</td>
</tr>
<tr>
<td>Have you previously attended UNM in any status?</td>
<td>□ Yes □ No Dates:</td>
</tr>
<tr>
<td>Have you ever been convicted of, pled guilty to, or charged with a felony offense in any court:* □ Yes □ No</td>
<td></td>
</tr>
</tbody>
</table>

*If yes, you must attach a detailed explanation. Include state and location, dates, and case number. If applicable, provide the name and phone number of a probation/parole officer.

You are under a continuing obligation to immediately update your response to this question if your circumstances change after you submit this application.

### SIGNATURE AGREEMENT

As part of the application process, the student consents to the release of an official UNM transcript to the high school.

Student Signature  
Date  

Parent’s Signature  
Date  

HS Administrator/Principal  
Date  

UNM Dual Credit/Advisement Dir  
Date