

Dual Credit/Concurrent Enrollment | Returning Applicants

*This guide is for students who have previously taken dual credit classes at the University of New Mexico-Main Campus (UNM). Returning applicants must **re-apply every semester**. If you are a new applicant, please exit and view the “New Applicant” tab.*

Admission Requirements

To re-apply to the UNM Dual Credit/Concurrent Enrollment programs, applicants must meet the following criteria:

Returning students must:

- Have maintained a minimum high school Grade Point Average (GPA) of a 2.5 or above
- Have maintained a minimum University Grade Point Average (GPA) of a 2.5 or above
- Not have two (2) or more grades of a “W” (withdrawing after the add/drop deadline). Students with two or more grades of a “W” might be denied continuous enrollment.

Questions?

Visit or contact us!

We are located in the University Advisement and Enrichment Center (UAEC, Bldg. 85) in Suite 170.

Email: dualcredit@unm.edu

Phone: 505-277-7000

Application Process

Re-applying students are to submit the following by the deadline stated on our website: advisement.unm.edu/dual-credit

1. **Application for Returning Students** – all forms are to be completed with required signatures from the school administrator, parent, and student.
 - ❖ Returning students may take up to **two (2) classes**. It is advisable for students to have at least two (2) classes listed in the New Mexico Dual Credit Request Form, and at least one alternative.
 - ❖ Please note that taking two classes, or 6 credit hours, is **not a guarantee**.
2. **Updated Official** high school transcripts
3. **ACT/SAT test scores** - only required if the student is considering taking their first Math or English class at UNM. Your scores must be received directly from [ACT](#) or [College Board](#).



State of New Mexico Dual Credit Request Form



School Year

Summer Fall Spring

Changing Program of Study?

Student Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	MI	Date of Birth	STARS Student ID#	Social Security Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address	City	State	ZIP Code	Residency – County	High School Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Ethnicity *	Telephone	(NEW) Program of Study	HS ACT Code **	High School GPA/Graduation Year

*Social Security number and/or ethnicity are not required for dual credit participation. **HS ACT Code is not required for homeschool students.

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):

Schedule # e.g. CRN #	Course #, e.g. MATH 121	Course Section #	Course Title, e.g. College Algebra	STARS Course Code	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"/>	<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 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 Dual Credit Memorandum of Agreement, and in 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/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 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

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

For Administrative Use

Dual Credit Form Provided by (print/type name)

Date

Dual Credit Form Received by (print/type name)

Date

- Completed/Signed Next Step Plan Reviewed Student Meets Course(s) Prerequisites Student High School Transcript Received

PARCC Scores (Circle)

Reading	Writing	ELA	Geometry	Algebra2	Math
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PSAT Scores (Circle)

Reading/Writing	Math
<input type="text"/>	<input type="text"/>

Accuplacer or Other Scores (Circle)

Math	English	Essay	ESL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

Agreement of Parties

A. STUDENT & PARENT. Endorsement of the Dual Credit 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; Higher Education Institution (HEI) means public two-year colleges and four-year universities.

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

- Discuss potential dual credit courses with the appropriate LEA and HEI staff. This discussion shall include HEI admission and registration requirements, course requirements, credits to be attempted, congruence with student Next Step Plan, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
- 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;
- Meet the prerequisites and requirements of the course(s) to be taken;
- Complete this *Dual Credit Request Form* available online or in hard copy from the LEA or HEI;
- Return this *Dual Credit Request Form* with the specific courses requested, required signatures and, if applicable, a current high school transcript, and copies of either Compass or Accuplacer assessment results to an LEA representative;
- Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the *Dual Credit Request Form* and submitting this form to an HEI representative;
- Register for courses during standard registration periods of the partner HEI (NOTE: enrollments shall not be permitted after the close of posted late registration);
- 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 HEI staff; and
- Comply with HEI and LEA student codes of conduct and other institutional policies.

2. Rights and Privileges of Student. *The right and privileges of STUDENTS participating in the dual credit program include:*

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

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

- Return the textbooks and unused course supplies to the LEA when the student completes the course or withdraws from the course;
- 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 the LEA if the dual credit course is offered during the school day; and
- Be responsible for course-specific (e.g. lab, computer) fees.

4. Confidentiality of Student Records.

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

5. High School and Higher Education Institution Calendars.

The regular operating institutional calendar and schedule of HEI shall be observed by STUDENTS earning dual credit. Dual credit STUDENTS are required to comply with the requirements of both the LEA and HEI 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 this *Dual Credit Request Form* shall be evidence the LEA has and will comply with the provisions outlined in the Memorandum of Agreement between the HEI and the LEA.

C. HEI. Endorsement of this *Dual Credit Request Form* shall be evidence that the HEI has and will comply with the provisions outlined in the Memorandum of Agreement between the LEA and the HEI.



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 to my information for the _____ academic year. I understand this release cannot exceed one academic year in length.

Student Signature	UNM ID #	Date
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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):

Printed Name	Relationship to Student
Printed Name	Relationship to Student

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: _____