

## Dual Credit/Concurrent Enrollment | **New Applicants**

*This guide is for students who have not taken a dual credit class at the University of New Mexico-Main Campus (UNM) before. If you are a returning student, please exit and view the “Returning Student” tab.*

The Dual Credit/Concurrent Enrollment programs are designed to provide high school juniors and seniors the opportunity to earn college credit while still enrolled in high school. Students can take University classes that may not be normally offered at the high school level and fulfill 1000 – 2000 level [General Education](#) requirements. Applicants do not pay the application fee.

### **Dual Credit vs. Concurrent Enrollment**

Both programs provide students the opportunity to take college courses while in high school. However, there are a few differences:

**Dual Credit** allows New Mexico high school students earn high school and college credit. Tuition is waived but students are responsible for course-related fees. Students are limited to take approved courses listed in their school district’s master agreement with UNM.

**Concurrent Enrollment** is an option for students wishing to take courses outside of their school district’s master agreement. No high school credit is earned. Tuition is not waived; the student is responsible for all course-related costs.

### **Questions? Visit or contact us!**

We are located in the University Advisement & Enrichment Center (UAEC, Bldg. 85), Room 170.  
[Mobile Map](#) • [Campus Map](#)

**Email:** [dualcredit@unm.edu](mailto:dualcredit@unm.edu)  
**Phone:** 505-277-7000

### **Admission Requirements**

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

New applicants must -

- Be a high school junior or senior
- Have a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale

Meeting the criteria does not guarantee admission. Individual high schools may require further qualifications. In all cases, final admission to the program will be made by the Director of Advising Strategies. DO NOT

### **Application Process**

Students are to submit the following by the deadline stated on our website: [advisement.unm.edu/dual-credit](http://advisement.unm.edu/dual-credit)

1. **Application** – all forms provided are to be completed with required signatures from the school administrator, parent, and student.
  - ❖ New applicants may only take **one (1) class their first semester**. Students should have at least one class listed under “Course Listing” AND at least one (1) alternative.
2. **Official** high school transcripts
  - ❖ They can be hand delivered (must be signed and sealed by the school administrator) OR ordered via [Parchment.com](http://Parchment.com)
3. **ACT/SAT test scores** – only required if the student is considering taking a Math or English class. Your scores must be received directly from [ACT](#) or [College Board](#).



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.

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



27. List all current courses (either high school or college) you are now taking and/or plan to take before enrolling at UNM:

NAME OF INSTITUTION	COURSE NUMBER AND TITLE	CREDITS

### 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](http://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.

<b>For office use only</b>	Application Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Amount: \$ _____	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Receipt # _____	Initials _____

## COLLEGES AND DEGREES

### Anderson School of Management

Business Administration (B.B.A.)

### School of Architecture and Planning

Architecture (B.A.A.)

Environmental Planning & Design  
(B.A.E.P.D.)

### College of Arts and Sciences

Africana Studies (B.A.)

American Studies (B.A.)

Anthropology (B.A., B.S.)

Astrophysics (B.S.)

Biochemistry (B.A., B.S.)

Biology (B.A., B.S.)

Chemistry (B.A., B.S.)

Chicana and Chicano Studies (B.A.)

Classical Studies (B.A.)

Communication (B.A.)

Comparative Literature & Cultural  
Studies (B.A.)

Criminology (B.A.)

Earth and Planetary Sciences (B.A.,  
B.S.)

East Asian Studies (B.A.)

Economics (B.A.)

English Studies (B.A.)

English-Philosophy (B.A.)

Environmental Science (B.S.)

French (B.A.)

Geography (B.A., B.S.)

German (B.A.)

History (B.A.)

International Studies (B.A.)

Journalism and Mass Communication  
(B.A.)

Languages (B.A.)

Latin American Studies (B.A.)

Linguistics (B.A.)

Mathematics (B.S.)

Philosophy (B.A.)

Physics (B.S.)

Physics and Astrophysics (B.A.)

Political Science (B.A.)

Portuguese (B.A.)

Psychology (B.A., B.S.)

Religious Studies (B.A.)

Russian (B.A.)

Signed Language Interpreting (B.S.)

Sociology (B.A.)

Spanish (B.A.)

Speech and Hearing Sciences (B.A.)

Statistics (B.S.)

Women Studies (B.A.)

### College of Education

Athletic Training (B.S.)

Community Health Education (B.S.)

Elementary Education (B.S.Ed.)

Exercise Science (B.S.)

Family and Child Studies (B.S.)

Nutrition and Dietetics (B.S.)

Physical Education (B.S.Ed.)

Secondary Education (B.S.Ed.,B.A.Ed.)

Special Education (B.S.Ed.)

### School of Engineering

Chemical Engineering (B.S.Ch.E.)

Civil Engineering (B.S.C.E.)

Computer Engineering (B.S.Cp.E.)

Computer Science (B.S.C.S.)

Construction Engineering (B.S.Cn.E.)

Construction Management (B.S.C.M.)

Electrical Engineering (B.S.E.E.)

Mechanical Engineering (B.S.M.E.)

Nuclear Engineering (B.S.N.E.)

### College of Fine Arts

Art Education (B.A.)

Art History (B.A.)

Art Studio (B.A., B.F.A.)

Dance (B.A.)

Design and Technology for  
Performance (B.A.)

Interdisciplinary Film and Digital Media  
(B.F.A.)

Media Arts (B.A.)

Music (B.A., B.M.)

Music Education (B.M.E.)

Theatre (B.A.)

### Health Sciences

Dental Hygiene (B.S.D.H.)

Emergency Medical Services (B.S.)

Medical Laboratory Sciences (B.S.M.L.)

Radiologic Sciences (B.S.)

### Honors College

Interdisciplinary Liberal Arts (B.A.)

### College of Nursing

Nursing (B.S.N.)

### College of Population Health

Population Health (B.S.)

### University College

Integrative Studies (B.I.S.)

Liberal Arts (B.L.A.)

Native American Studies (B.A.)

### College of University Libraries and Learning Sciences

Instructional Technology and Training  
(B.S.)

FOR INFORMATION ABOUT  
MANAGED ONLINE PROGRAMS,  
VISIT US AT  
[ONLINE.UNM.EDU](http://ONLINE.UNM.EDU)

► COLLEGES AND DEGREES ARE SUBJECT TO CHANGE.

► VISIT [CATALOG.UNM.EDU](http://CATALOG.UNM.EDU) FOR UPDATES.

## APPLICATION AND CREDENTIAL DEADLINES

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



# 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

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

