



Dual Credit Student Application Packet

Instructions:

- 1- Complete Dual Credit Admissions online application.
<https://alamogordo.nmsu.edu/student-services/admissions/dual-credit.html>
- 2- In consultation with your school Counselor complete ALL the forms in this packet.
- 3- Bring the signed forms **along with** your High School transcripts to the Student Services Office.

Admissions and Records Dept. - Student Services Bldg.

2400 N. Scenic Drive

Monday through Friday – From 8am to 5 pm

Note: Incomplete applications will NOT be processed.

- 4- After you receive your Admissions Letter, please set up an appointment with your Academic Advisor in order to register for classes.

Email: advisingnmsua@nmsu.edu

Phone: 575.439.3600

**State of New Mexico
Dual Credit Request Form**
School Year



Summer Fall Spring

Changing Program of Study?

Student Information

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

PSAT Scores (Circle)	
Reading/Writing	Math

Accuplacer or Other Scores (Circle)			
Math	English	Essay	ESL

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
- Admissions 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.
 - 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 ; andThe right to appeal, in writing to the LEA or HEI, as applicable, any decision pertaining to enrollment in the dual credit program.
 - 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.
 - 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.
 - 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 in the Memorandum of Agreement between the LEA and the HEI.



NMSU-A Dual Credit Agreement of Understanding

Welcome to New Mexico State University Alamogordo's *Dual Credit* program for high school students. Hundreds of high school students get a head start on college by taking basic college courses here at NMSU Alamogordo.

You, your parents/guardians, and your high school counselor agree that you have the academic ability and maturity to take college-level courses at NMSU-A. However, your understanding of the responsibilities of a dual credit student is imperative.

Below is the *Agreement of Understanding*. Please read each statement carefully. **Check the box to indicate that you understand and agree with the statement.** At the bottom, type your name, phone number, email and date on the appropriate lines. Your parent/guardian **MUST** do the same.

NOTE: Application and/or registration will not be processed if any information is missing.

Please read and complete the following:

- I am responsible for any fees incurred that are directly related to the course (online fees, lab fees, late registration fees, etc.)

ACADEMICS

Course Syllabus: The syllabus is an outline of the course containing the instructor's expectations, attendance, class policies and grading, contact information and office hours, assignments, deadlines, class days/times and holidays, etc.

You are enrolled in a college course and will be treated as a legal adult. You will have all the expectations, responsibilities and rights of any other college student.

- stay in contact with instructors during the course.
- know the instructor's grading and attendance policy
- follow the course guidelines
- complete all work/homework by the deadlines

- I understand what a syllabus is, where to find the class dates and times, instructor's contact information, assignments, grading and class expectations.

ATTENDANCE

You are responsible for knowing and following the class attendance policy.

- no one from the college will remind you to attend class or turn in homework
- many instructors deduct points for absences
- instructors do not need to accommodate your high school schedule even if sports, orchestra/band, or any high school activities make excessive demands on your time

- I understand that I am responsible for following the class and university attendance policy.

DUAL CREDIT

You are taking this course for DUAL CREDIT which involves both high school and college.

NMSU-A Student Services

- classes have to be approved through Student Services (Dual Credit Advisor or Academic Advisor)
- adding or dropping classes must have written confirmation from Student Services
- student is responsible for knowing important deadlines for adding and dropping classes, or withdrawing from the University

DUAL CREDIT (cont.)

Classes

- first class is usually FYEX 1110
- if interested in taking a class in English, Science or Math, you must:
 - have a qualifying GPA
 - take a placement test

Grades and Transcripts

- grades are reflected on high school transcripts AND college transcripts
- could affect high school graduation, GPA, and class placement
- could affect future college admissions AND financial aid

I understand the DUAL CREDIT program policies which involve my high school record and my college record.

Student Services Contacts:

First Semester Students
Continuing Students

Academic Advisors: 575-439-3600

advisingnmsua@nmsu.edu

All information below must be completed. Please type your name, phone number, email and date on the appropriate lines. Your parent/guardian MUST do the same.

STUDENT	
By completing this form, I acknowledge that I have read and understand the above statements.	
Date _____	
_____	_____
Student Name	Student Email
_____ - _____ - _____	_____ - _____ - _____
Student Phone Number (1)	Student Phone Number (2)

PARENT/GUARDIAN	
<input type="checkbox"/> I understand that once admitted to the University, my son/daughter is considered an adult and any information pertaining to this student is private according to federal regulations.	
<input type="checkbox"/> I understand that I will not have access to this student's information unless he/she is present or gives prior written permission to the University.	
By completing this form, I acknowledge that I have read and understand the above statements related to my son's/daughter's enrollment in NMSU Alamogordo.	
Date _____	
_____	_____
Parent/Guardian Name	Parent/Guardian Email
_____ - _____ - _____	_____ - _____ - _____
Parent/Guardian Phone Number (1)	Parent/Guardian Phone Number (2)