

# Dual Credit/Concurrent Enrollment Application

**-USE BLACK INK ONLY-**

Application for (select one)  Fall  Spring  Summer Year 20\_\_\_\_\_

**Answer all questions completely. A current official high school transcript showing grade point average and NM State ID number must accompany this form.**

1. Legal Name: \_\_\_\_\_  
Last First Middle

2. Previous name(s): \_\_\_\_\_  
If your educational records have been under another name or names, please include the name(s) under which transcripts will arrive.

3. 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. If you are unable to provide a SSN, the University will assign an alternate number to you. This will not impact the admission decision.

4. Mailing address: \_\_\_\_\_  
Number and Street or PO Box

City State Zip Code

Parent:

Number and Street or PO Box

City State Zip Code

E-mail address: \_\_\_\_\_

5. Phone numbers: Home \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Day \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

6. Gender:  Male  Female 7. Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

8. Birth City: \_\_\_\_\_ Birth State or Foreign Country: \_\_\_\_\_

9. Are you a United States citizen?  Yes  No  
 If not a U.S. Citizen: Alien Registration#: \_\_\_\_\_ Visa Type: \_\_\_\_\_

Country of Birth/Citizenship: \_\_\_\_\_

10. Race and Ethnicity: The University of New Mexico is required by Federal Law to request this information for statistical reporting purposes. Your response is voluntary.

Do you consider yourself to be Hispanic/Latino(a)?  Yes  No

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaska Native (Principal tribal group: \_\_\_\_\_)
- Asian  Native Hawaiian or Pacific Islander
- Black or African American  White

Federal Race and Ethnicity Definitions:  
*Hispanic or Latino:* A Person of Cuban, Mexican, Puerto Rican, South or Central American or Spanish culture or origin regardless of race.  
*American Indian or Alaska Native:* A person having origins of the original peoples of the North and South America (Including Central America) who maintains cultural identification through tribal affiliation or community attachment.  
*Asian:* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. Including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  
*Black or African American:* A person having origins in any of the black racial groups of Africa.  
*Native Hawaiian or Other Pacific Islander:* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.  
*White:* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

11. High School: \_\_\_\_\_ Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name City State

12. List all colleges and universities ever attended in any status. Failure to provide complete information may result in delay of admission, loss of transfer credit, and/or dismissal. If enrolling in a major or seeking financial aid, SUBMIT TRANSCRIPTS FROM EACH INSTITUTION ATTENDED IN ANY STATUS. UNM transcripts already on file

Name of Institution	City and State	From	To	Degree Earned
		/	/	
		/	/	

### 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 months. Note: If you are under the age of 23, complete the Parent/Guardian information below.

	STUDENT	PARENT OR GUARDIAN
Do you regard New Mexico as your permanent residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Have you lived in New Mexico for at least the past 12 consecutive months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Are you currently registered to vote in New Mexico?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Are you currently registered to vote in another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Do you have a current New Mexico driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Do you have a current driver's license from another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response
Do you have a vehicle currently registered in another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Response

The following situations may qualify you for resident tuition. Call 505-661-4688 for more information: Certified member of a nation, pueblo, or tribe located wholly or partially in New Mexico; Member or dependent of a member of the U.S. Armed Forces or National Guard; Relocation to New Mexico for employment or retirement.

### Concurrent Enrollment Request

Complete this section if enrolling in Concurrent Enrollment Status **(If enrolling in courses for Dual Credit status, skip this section and complete the attached State of New Mexico Dual Credit Request Form.)**

1. High School: \_\_\_\_\_

2. Expected Graduation Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_

3. Cumulative Grade-Point Average: \_\_\_\_\_ 4. Rank in Class: \_\_\_\_\_ Size of Class: \_\_\_\_\_

5. ACT Scores Test Date: \_\_\_\_\_ 6. SAT Scores Test Date: \_\_\_\_\_

English	Math	Read	Science	Comp

Verbal	Math

This student is academically qualified to enroll in the following course(s):

CRN	Dept/Number	Section	Title	Credit Hr	Days

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNSELOR SIGNATURE

\_\_\_\_\_  
DATE

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. Misrepresentations in any statement of 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.

\_\_\_\_\_  
STUDENT 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 forms. If you have a special need and require auxiliary service, please let us know.



## State of New Mexico Dual Credit Request Form



Summer  
  Fall  
  Spring  
  2009  
  2010

### 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"/> Mailing Address	<input type="text"/> City	<input type="text"/> State	<input type="text"/> Zip	<input type="text"/> Residency – NM County	<input type="text"/> High School Name
<input type="text"/> Gender	<input type="text"/> Telephone	<input type="text"/> Expected Graduation Date		<input type="text"/> HS ACT Code	<input type="text"/> HS GPA

### 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 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	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"/>

### 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 stated high school and postsecondary institution. 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 Statewide Dual Credit Master Agreement, as well as 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 forward all grades to the postsecondary school, including grades 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 the student's educational records transfer from parent to student when the student is enrolled in a postsecondary institution. *In order for the student to receive credit, transcripts will be shared among the secondary and postsecondary institutions and the higher education department.* All data submitted to secondary and postsecondary institutions or the NMHED 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

High School Representative Signature	High School Representative Name (print/type)	Date
Student Signature	Date	Parent/Guardian Signature
Postsecondary Representative Signature	Postsecondary Representative Name	Date

## Administrative Purposes at the Postsecondary Institutions

Dual Credit Form Received by (print/type name)

Date

Entered by (print/type name)

Date

Completed/Signed Dual Credit Request Form

Student meets course(s) prerequisites

Student high school transcript received (if applicable)

### ACT Scores

English

Math

Reading

### Postsecondary Institutional PLACEMENT Scores

Reading

Writing

Math

## Other Comments:

## Agreement of Parties

### A. STUDENTS AND PARENTS OR GUARDIANS

Endorsement of the **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.

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

- a. Discuss potential dual credit courses with the appropriate DISTRICT and POSTSECONDARY INSTITUTION staff, including POSTSECONDARY INSTITUTION admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
- b. 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;
- c. Meet the prerequisites and requirements of the course(s) to be taken;
- d. Complete the Form available online or in hard copy from DISTRICT or POSTSECONDARY INSTITUTION;
- e. Return the Form with the specific courses requested, required signatures and, if applicable, a current high school transcript, and copies of any assessment results to DISTRICT representative;
- f. Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Form and submit form to POSTSECONDARY INSTITUTION representative;
- g. Register for courses during POSTSECONDARY INSTITUTION's standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
- h. 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 DISTRICT and POSTSECONDARY INSTITUTION staff; and
- i. Comply with POSTSECONDARY INSTITUTION and DISTRICT student code of conduct and other institutional policies.

#### 2. Rights and Privileges of Student. The right and privileges of STUDENTS participating in Dual Credit include:

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

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

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

#### 4. Confidentiality of Student Records.

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

#### 5. Secondary School and Postsecondary Institution Calendars.

The regular operating institutional calendar and schedule of POSTSECONDARY INSTITUTION shall be observed by STUDENTS earning dual credits. Dual credit STUDENTS are required to comply with the requirements of both DISTRICT and POSTSECONDARY INSTITUTION 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. HIGH SCHOOL DISTRICT.** Endorsement of the Dual Credit Form shall be evidence the DISTRICT has and will comply with the provisions outlined in the Agreement between the POSTSECONDARY INSTITUTION and the DISTRICT.

**C. POSTSECONDARY INSTITUTION.** Endorsement of the Dual Credit Form by the POSTSECONDARY INSTITUTION shall be evidence that the POSTSECONDARY INSTITUTION has and will comply with the provisions outlined in the Agreement between the DISTRICT and POSTSECONDARY INSTITUTION.