# How to Register for Dual Credit Courses offered On-line or face-to-face at the UNM-Los Alamos Campus

## Follow these 8 easy steps:

☐ 1. **Prior to the start of a college semester, visit your LAHS counselor** to look at the current UNM-LA semester schedule (found on our website). Determine UNM-LA courses that would fit into your schedule and discuss your eligibility* for dual credit.

☐ 2. At the start of the semester, **get a copy of the dual credit application** from the UNM-Los Alamos web site, your high school counselor, or a UNM-LA Advisor in Building #2 at UNM-LA.

☐ 3. **Complete the application.** The application is a rather lengthy form, so don't put it off. Notice that you will need signatures from your parents, your high school counselor, and possibly from your principal.

☐ 4. **Submit your high school transcript** with the application.

☐ 5. **Return the completed application** to the Registrar's office in Building #1 at UNM-LA at least one week prior to the start of the class.

☐ 6. **Costs**: All tuition costs are covered by UNM-LA. All book costs are covered by LAHS. The student is responsible for all course-specific fees (ex. computer fees, art supplies, lab supplies, etc.); there will be no extra fees as a result of dual credit status.

☐ 7. **Books:** The textbook for a dual credit course may be retrieved from the high school book depository at the start of the semester and ***must be returned to the high school*** book depository at the end of the semester in which you took the course. (This insures that the book is available for another student.)

☐ 8. **You will be awarded UNM college credit** at the end of the semester in which you took the course.

* **Eligible students must have a GPA of 2.5 or higher.**

Last Update: 9/8/2009