



High School Counselor Dual Credit Guide

Application Process for Students earning Dual Credit while enrolled in approved high school courses:

1. At the start of Fall semester, UNMLA advisors will visit appropriate LAHS classrooms to discuss the dual credit process with students and distribute dual credit applications.
2. Students may also get a copy of the **dual credit application** packet from the UNMLA website, their high school counselor, or their high school teacher.
3. **Students must complete the application and return it to their high school teacher by October 5, 2009.**
4. A UNMLA advisor will pick up the completed applications directly from the teachers.
5. At the end of the Fall semester, the UNMLA advisor will submit a list of all students who completed the dual credit application to the high school registrar requesting **transcripts** for these students.
6. In late December or early January, completed applications with attached transcripts will be given to appropriate high school counselors for their review of student eligibility and approval to proceed with dual credit.
7. **UNMLA will pick up all signed and approved applications by January 15, 2010.**
8. The UNMLA registrar will enroll each approved student into the appropriate UNMLA class list.
9. Students who want to drop a dual credit course must complete a **drop form** and get the counselor's approval prior to dropping. The completed drop form must be submitted to the UNMLA registrar according to UNM academic calendar drop dates.
10. Upon successful completion of the high school coursework in both the Fall and Spring Semesters, students will be awarded the appropriate UNM college credits with the same grade that they earned for their high school course.

NOTE: according to NM HED rules, a full-year course at the high school level translates to one 3 or 4-credit hour course at the college level. Therefore, college credit is not awarded until the end of the Spring semester. Also, AP courses are no longer eligible for dual credit.

Application Process for Students earning Dual Credit while enrolled in approved Face-to-face or On-Line courses offer at UNMLA Campus:

1. At least two weeks prior to the start of a college semester, a high school student must meet with his/her high school counselor to determine UNMLA courses that are appropriate for the student's needs/schedule. Student eligibility for dual credit or concurrent enrollment will also be discussed.
2. Student gets a copy of the **dual credit application** packet from the UNMLA website, their high school counselor, or from the UNMLA campus (Registrar's office in Building #2). Note: at some schools, a student needs the signatures of parents, counselors, and principal.
3. **Student must submit the completed, approved application along with his/her transcript to the Registrar's office in Building #2 at UNMLA at least one week prior to the first day of class.** (Students who apply too late will run the risk that the course will be cancelled due to low enrollment.)
4. Students who want to drop a dual credit course must complete a **drop form** and get their high school counselor's approval prior to dropping. The completed drop form must be submitted to the UNMLA registrar according to UNM academic calendar drop dates.
5. Upon successful completion of the UNMLA course, the student will be awarded the appropriate UNM college credits with the grade earned at the end of semester in which the course was taken.

Note: A student is only eligible for dual credit if they have a 2.5 GPA or higher.