



# DUAL CREDIT/ CONCURRENT ENROLLMENT

## APPLICATION PACKET

### ***Important Application Information***

In order to expedite the process, the application and current official high school transcript must be submitted to the Office of Admissions together. The student fills out Part I of the application and the high school fills out Part II, High School Recommendation. This section must be completed stating and certifying qualifications and listing the UNM course(s) approved for the student. The high school provides an official high school transcript showing courses completed and in process. No application fee is required.

The deadline for receipt of these credentials is the Friday before the start of UNM classes.

### ***Social Security Numbers***

The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is mandatory based on University regulations. 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 Social Security Number, the University will assign an alternative number to you. This will not impact the admission decision.

### ***Confidentiality of Records - Family Education Rights and Privacy Act***

Directory information, including your name, address, and telephone listing, may be released without written consent unless you have requested that such information be withheld. To request confidentiality, contact the Records and Registration Office at 505-277-2916.

# Dual Credit/ Concurrent Enrollment Program

**Dual Credit/Concurrent Enrollment** is an “honors program” designed to provide a select number of high school juniors and seniors the opportunity to earn college credit while still enrolled in high school by taking University courses normally not offered at the high school.

Admission to Dual Credit/Concurrent Enrollment is in Non-Degree status and is not considered “Early Admission” to the University. Students desiring to continue in degree status after high school graduation must fulfill the admission requirements described in the current UNM Catalog.

Dual Credit/Concurrent Enrollment participants are not obligated in any way to continue enrollment at UNM after high school graduation. Credits earned in Dual Credit/Concurrent Enrollment may be applied to a UNM undergraduate degree only after a student applies and is admitted to degree status. (Note: Some collegiate institutions do not accept college credits earned while a student was enrolled in high school.)

The quality of work done in all college courses will be taken into consideration by collegiate institutions to which application is made after high school graduation. Students are expected to earn a minimum 2.00 (“C”) cumulative grade point average in all University courses. Students are required to report Dual Credit/Concurrent Enrollment participation on applications to all collegiate institutions.

## Regulations

Dual Credit/Concurrent Enrollment participants are subject to all University academic regulations, including those governing attendance and course prerequisite completion. All course work attempted is recorded on the student’s permanent UNM record. All courses must be taken for letter grades. The “credit/no credit” and “audit” options are not allowed.

**Students are responsible for registering for classes.** The University makes no guarantee of availability of classes. Enrollment is on a first come-first served basis and some classes may be cancelled or times changed as a result of enrollment demands.

The high school principal or guidance counselor and UNM must approve all requested courses. Enrollment will be allowed only in those courses numbered 101 to 199 for which the student has the necessary prerequisite (if any). Classes numbered 200 or higher will require special permission or placement exams. Students may not enroll in developmental or Introductory Studies courses numbered below 101. Placement in all English and math courses is based on ACT or SAT exam scores. For Freshman Composition, placement into English 101 requires a minimum ACT English subscore of

19 or SAT Verbal score of 450. Placement into English 102 requires an ACT of 29 or SAT of 650. In some cases, PLAN or PSAT scores may be used. See the current UNM Class Schedule for the math placement levels.

**\*IMPORTANT: As part of the application process, the student consents to the release of an official UNM transcript to the high school.** Any determination of acceptance of UNM coursework for high school graduation is made at the discretion of high school officials.

## Admission Requirements

*These are the minimum requirements for admission to the Dual Credit/Concurrent Enrollment Program. Individual high schools may require higher qualifications before certifying and recommending a student. Meeting the criteria listed below does not guarantee admission. In all cases, the final admission determination will be made by the Director of Admissions.*

1. The student must be a high school junior or senior.
2. The student must have the course-specific certification and unconditional recommendation of the high school prior to participation.
3. The high school must complete Part II, High School Recommendation, of the Dual Credit/Concurrent Enrollment Application and provide an official high school transcript.
4. Minimum quantitative requirement (one or more of the requirements listed below):
  - a. Class rank in top 25%;
  - b. Minimum cumulative grade point average of 3.0 on a 4.0 scale for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades in subjects counted toward graduation;
  - c. An ACT composite score of 23 or an SAT total score of 1060.

**\*Important: In all cases under number 4 above, the minimum grade point average for acceptance is 2.25 on a 4.00 scale.**

*Students who have attended a non-accredited/non-approved high school or home school may apply for Dual Credit/Concurrent Enrollment; however, they must meet the ACT or SAT requirement to be eligible.*



# Dual Credit/Concurrent Enrollment Application

Application for:  Fall  Spring  Summer Year

- USE BLACK INK ONLY -

## PART I

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

2. Previous name(s): \_\_\_\_\_

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 alternative number to you. This will not impact the admission decision.

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

City State Zip code Email address

5. Parent/Guardian name: \_\_\_\_\_  
Last First Middle

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

City State Zip code Email address

6. Phone Numbers:    -    -

7. Gender:  Male  Female 8. Birth date:   /   /     
Month Day Year

9. Are you a United States citizen?  Yes  No Alien Registration Number:    -    -     
If foreign, indicate country: \_\_\_\_\_ Visa Type: \_\_\_\_\_

10. Ethnic information (UNM is required by Federal law to request this information.):  
 African American, Black  American Indian (Principal tribal group: \_\_\_\_\_)  
 Asian or Pacific Islander  Hispanic  White, Non-Hispanic  Prefer not to specify

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

12. Have you previously attended UNM in any status?  Yes  No Dates: \_\_\_\_\_

13. Have you ever been suspended from any college or university (including UNM) for any reason?  Yes  No  
 Academic  Disciplinary  
Institution Date of Suspension

14. Have you ever been convicted of, pled guilty to, or charged with a felony offense in any court?  Yes  No

**\*If yes, you must attach a detailed explanation. Include state and location, dates, and case number. If applicable, provide the name and phone number of a probation/parole officer.**

**You are under a continuing obligation to immediately update your response to this question if your circumstances change after you submit this application.**

15. List below all colleges and universities ever attended in any status, including UNM and UNM Branches.

Name of Institution	City and State	From Month/Year	To Month/Year	Credit Hours Earned (approx.)

# 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: 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 New Mexico?	<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: 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; or have relocated to New Mexico for employment or retirement. Contact the Admissions Office for information at 505-277-2447.

*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

## PART II High School Recommendation

A High School administrator is required to fill out the following fields. A current official high school transcript showing courses completed and in progress must accompany this form.

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

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

3. Cumulative Grade-Point Average: \_\_\_\_\_  
Number of Semesters (check one): 5  6  7

4. Rank in Class: \_\_\_\_\_ Size of Class: \_\_\_\_\_  
Number of Semesters (check one): 5  6  7

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

English	Math	Read	Science	Comp

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

Verbal	Math

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

Dept	Course Title	Course Number	Section Number	Credit Hours	Class Meeting Day(s) & Time

As part of the application process, the student consents to the release of an official UNM transcript to the high school.

_____ Student's Signature	_____ Date	_____ Principal's Signature (Approval)	_____ Date
_____ Parent's Signature	_____ Date	_____ Counselor's Signature (Approval)	_____ Date