



Central New Mexico Community College

Dual Credit Enrollment Checklist for NEW Students

Congratulations on pursuing your college career at CNM through the Dual Credit program! The program is open to current sophomores, juniors, and seniors attending an eligible public high school.

To get started you will need to:

- Review CNM’s Dual Credit program requirements with your high school counselor and online at <http://www.cnm.edu/dualcredit/requirements.php>
- Apply to CNM online or at any CNM Admissions Office and print the Dual Credit Request Form*.
 - Be sure to select ‘Dual Credit’ as your application type.
 - Use your CNM ID number to setup your myCNM student web site [*http://www.cnm.edu/depts/enrollment/admissions/enrollmentserviceforms.php](http://www.cnm.edu/depts/enrollment/admissions/enrollmentserviceforms.php)
- Complete the Accuplacer Assessment at any CNM campus. Call 224-3244 for locations and hours of operation.
 - If you have taken the ACT/SAT, you do not need to take Accuplacer. Instead, bring a copy of your ACT/SAT score report or a copy of your high school transcript with the scores listed to any CNM Admissions Office.
- Complete the CNM Online New Student Orientation http://www.cnm.edu/depts/ssa/Online_Orientation.php
- If you need help interpreting your assessment scores or selecting the classes you want to take, visit with a CNM Academic Advisor.
 - Bring this form.
 - Review the CNM course catalog (available online at www.cnm.edu) with your parents and/or high school counselor to identify possible career/program interests prior to meeting with a CNM Academic Advisor.

CNM ACADEMIC ADVISEMENT & CAREER DEVELOPMENT		
_____	_____	_____
CNM ADVISOR	STUDENT	HIGH SCHOOL
The following courses are recommendations only. Final approval must be given by the high school counselor. (No Developmental Courses permitted through Dual Credit).		
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Recommended 1	Recommended 2	Recommended 3

- Plan your schedule. www.cnm.edu/shared/shared_registration/scheduleworksheet.pdf. The Schedule of Classes is available approximately two weeks before the start of registration.
- Meet with your high school counselor for final approval of the courses you will take.
 - Bring a copy of your assessment scores.
 - Obtain all needed signatures on the Dual Credit Request Form. The Dual Credit Request form will be used to record your high school ID number, high school counselor and parent/legal guardian approval, and approved course selection.
- Return the completed Dual Credit Request Form including course selection to any CNM Registration or Admissions Office. This form must be submitted in order for you to be officially enrolled at CNM. Keep a copy for yourself. Pre-register and pay fees (if any) for your course(s) at www.cnm.edu by clicking the myCNM icon. Check your myCNM website for registration dates and Request Form due dates.

(NOTE: see additional important information on the RETURNING student checklist)