



Start Here, Go Anywhere!  
**New Mexico State University Carlsbad**

**Dual Credit Program**  
**(575) 234-9276 or (575) 234-9278**

## Dual Credit Checklist

1. **PICK UP A DUAL CREDIT PACKET**
  - At your high school or NMSU Carlsbad Dual Credit Office
2. **MEET WITH YOUR HIGH SCHOOL COUNSELOR OR DUAL CREDIT COORDINATOR**
  - Discuss requirements, guidelines and qualifications for the Dual Credit Program
  - Select the appropriate course(s) from the Dual Credit Approved Course List
3. **COMPLETE ACCUPLACER TESTING**
  - If you would like to register for an academic or general education course that requires an English, Reading, or Math pre-requisites, you must take a placement exam at the NMSU Carlsbad Testing Center, at your school (if available) or submit ACT test scores
  - Review test prep material in the Learning Assistance Center, room 253, or try a practice test at [www.accuplacerpractice.com](http://www.accuplacerpractice.com)
  - Complete math, reading, and/or writing placement exam as needed. The testing center, room 221, is open Monday through Friday, 8am-4pm on a walk-in basis. Testing after 5 pm is available by appointment only (Testing Center (575) 234-9322.)
4. **SUBMIT YOUR FORMS**
  - Submit all forms to your high school counselor or NMSU Carlsbad Dual Credit Coordinator
    - Acknowledgment of Student and Parent Responsibility Form
    - Admissions Application
    - Dual Credit Request Form
    - High School Transcript
5. **REVIEW YOUR COURSE SCHEDULE**
  - Look over your schedule and ensure everything is correct. If an error appears or changes need to be done, please contact the NMSU Carlsbad Dual Credit Coordinator immediately (575) 234-9276.
6. **GET YOUR BOOK**
  - Pick up your textbook(s) from your high school
  - Remember that they belong to the school and must be returned to the high school at the end of the semester
7. **ACTIVATE YOUR MY.NMSU.EDU ACCOUNT**
  - Simply go to <http://my.nmsu.edu>
  - Click on "First Time Users" and follow the steps
8. **PAY YOUR BALANCE (This includes course fees or distance education fees only)**
  - Charges not paid by the deadline will be moved to a payment plan and a \$10 per month fee will be added
  - Note that all online courses have a \$25 per credit hour distance education fee
  - The NMSU Carlsbad Business Office in room 108 accepts payment in person, by phone at (575) 234-9217 or (575) 234-9213, or online at <http://pay.nmsu.edu>



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## Dual Credit Guidelines

Thank you for your interest in dual credit courses! Below you will find all information needed to enroll in dual credit courses at your high school or NMSU Carlsbad campus.

### Eligibility

- High school students with a 2.0 or higher cumulative GPA.
- Must be enrolled at Artesia, Carlsbad, Loving or Jefferson Montessori Schools
- Must have permission from both parents/guardians and high school

### Admissions

- Have you taken dual credit courses
  - Yes-You will not need a new admissions application (\*Note: If it has been longer than a year since you've taken a dual credit course, you will need an admissions application)
  - No- Please fill out an admissions application

### Registration

- To enroll, submit dual credit packet during the college registration period with the following documentation:
- NMSU Carlsbad admission application( if needed)
- Dual credit registration form with course request and all necessary signatures
- High school transcript
- Requests to change courses must be approved by the appropriate high school and college representatives, and processed according to college registration deadlines.

### Courses

- Check your course prerequisites. Some courses, you will need to meet our Math, English or Reading ACCUPLACER score requirements. Please check your course prerequisites, and then compare your test scores to the table below.
  - **QUALIFYING MINIMUM TEST SCORES**
    - ACT: (Writing 16 or higher), (Reading 21 or higher), (Math 16 or higher)
    - ACCUPLACER: (Writing 75 or higher), (Reading 74 or higher), (Elementary Algebra 66 or higher)
- Cannot audit a college class or enroll in any developmental studies courses (e.g., CCDE, CCDM, CCDR, or CCDS) or a PE course.

### Costs

- Tuition is waived
- Required textbooks are covered by the high school, and students must return them to their high school at the end of the semester
- **Students are responsible for any and all course fees and the cost of any optional/supplemental course materials**



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