

## New Mexico Highland University

### Requirements for Dual Credit at NMHU

1. High school junior or senior enrolled at least half-time at their high school.
2. A complete application for NMHU admission, official high-school transcripts, and ACT or SAT scores. If student does not have ACT/SAT scores, Accuplacer testing is required prior to registration.
3. Minimum grade point average of 2.5 or higher on a 4.0 scale.
4. Students can enroll in up to 2 courses per semester. Courses available through dual credit may vary based on the Master Agreements with each school district. Dual Credit is limited to six semesters.
5. The student must meet course-specific pre-requisites and have approval of the high school prior to participation.

TESTBOOKS: See Ms. Lujan for textbooks we have at AIMS. If we do not have it, purchase the book, save the receipt, and the student will be reimbursed upon receiving a C or better in the class. We will not pay for books we already have. See Ms. Lujan for a textbook reimbursements.

Visit the NMHU Dual Credit page: <https://www.nmhu.edu/nmhu-dual-credit/>

### **Required Forms:**

1. Dual Credit request form (PDF)
2. Dual Credit Admissions Application
3. FERPA Release

Step 1: Complete the online dual credit application.



Step 2: Fill out the Request Form and FERPA Release and email to Ms. Quesada at [squesada@aims-unm.org](mailto:squesada@aims-unm.org)

Step 3: You will receive and email form NMHU once your application is processed

Step 4: You will receive an email from Ms. Quesada when she sends your Request form, FERPA form, and transcript into NMHU

Step 5: You will receive an email from NMHU stating when you have been registered for your class(es).

Request Form

# NEW MEXICO HIGHLANDS UNIVERSITY

## Dual Credit Request Form

Academic Year

Summer  
  Fall  
  Spring

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**Student Information**

<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="text" value="00/00/0000"/>	<input type="text" value="123456789"/>	<input type="text" value="Not Required"/>
<input type="text" value="Last Name"/>	<input type="text" value="First Name"/> <input type="text" value="MI"/>	<input type="text" value="Date of Birth"/>	<input type="text" value="STARS Student ID#"/>	<input type="text" value="Social Security Number *"/>
<input type="text" value="123 Main st. NM"/>	<input type="text" value="Albuquerque"/> <input type="text" value="NM"/>	<input type="text" value="12345"/>	<input type="text" value=""/>	<input type="text" value="AIMS@UNM"/>
<input type="text" value="Mailing Address"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="ZIP Code"/>	<input type="text" value="Residency – County"/>
<input type="text" value=""/>	<input type="text" value="not require phone #"/>	<input type="text" value="Leave Blank"/>	<input type="text" value="320109"/>	<input type="text" value="High School Name"/>
<input type="text" value="Gender"/>	<input type="text" value="Ethnicity *"/>	<input type="text" value="Telephone"/>	<input type="text" value="(NEW) Program of Study"/>	<input type="text" value="HS ACT Code **"/>
<input type="text" value="High School GPA/Graduation Year"/>				

\*Social Security number and/or ethnicity are not required for dual credit participation. \*\*HS ACT Code is not required for homeschool students.

**Course Listing and Secondary/Postsecondary Approval**

The above-named student has been given permission to enroll as a dual credit student. Based on this student's Next Step Plan, academic record and overall maturity, I feel he/she will be successful in college level courses. Therefore, as high school representative, I recommend the student take the following course(s):

Schedule # e.g. CRN #	Course #, e.g. MATH 121	Course Section #	Course Title, e.g. College Algebra	STARS Course Code	Day(s) (MTWTF)	Time, e.g. 1-1:30pm	Location of Course	Higher Education Credits	High School Credits

**FERPA Release Information**

We, the student and parent/guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with the above named high school and postsecondary institutions. We understand the high school representative will authorize course selection for each term. We understand that all prerequisite requirements, including assessment and course placement must be met.

We agree to abide by the guidelines in the Dual Credit Memorandum of Agreement, and in high school and postsecondary policies and codes of conduct.

We will cooperate with both the high school and postsecondary institution in fulfilling student responsibilities. We understand that any courses registered for, or grades earned, become a permanent part of the student's high school and college record. At the end of each quarter and/or semester, we authorize the postsecondary institution to send all grades to the high school, including those for courses that are not a part of this agreement.

We understand that it is the student's responsibility to receive approval from the high school representative for permission to drop or withdraw from the course(s) listed above.

According to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), all rights of access to student educational records transfer from parent to student when the student is enrolled in a postsecondary institution. Accordingly, dual credit students still enrolled in high school have rights of access to their postsecondary dual credit records. *In order for the student to receive credit, transcripts of dual credit courses will be shared among the secondary and postsecondary institution, the New Mexico Public Education and Higher Education Departments (NMPED/NMHED).*

All data will be used and maintained in accordance with all federal and state statutes, regulations, and policies.

By signing below, I, the student, authorize the postsecondary institution listed above, to release all information concerning my academic records to my high school, the NMPED, and the NMHED. I understand that information may be released orally, electronically, or on paper. I have the right to inspect any written records released pursuant to this consent and understand that I may revoke this consent at any time.

We, the student and parent/guardian, certify that all the information furnished in this application is true to the best of our knowledge. We understand that any misrepresentation of the facts may result in the immediate cancellation of the student application or registration.

**Signatures**

<hr style="border: none; border-top: 1px solid black;"/>	<input type="text"/>	<input type="text"/>
High School Representative Signature	Date	High School Representative Name (print/type)
<hr style="border: none; border-top: 1px solid black;"/>	<input type="text"/>	<input type="text"/>
Student Signature	Date	Parent/Guardian Signature      Date
<hr style="border: none; border-top: 1px solid black;"/>	<input type="text"/>	<input type="text"/>
Postsecondary Representative Signature	Date	Postsecondary Representative Name (print/type)



NEW MEXICO HIGHLANDS UNIVERSITY®

**Student Authorization to Release Education Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), provides eligible students certain rights with respect to their education records, including the right to provide written consent before Highlands University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without a student's consent.\* A student may grant permission for the student's education records, and the personally identifiable information in those records, to be provided to a third party by completing this consent form. This release may not be used for the purpose of releasing a student's medical and/or psychiatric records.

<b>Name</b>	<b>Leave Blank</b>	
Student Name (Print)	NMHU Student ID #	Daytime Telephone
<b>AIMS Email</b>	<input type="radio"/> Academic Year 20___/20___ or	<input type="radio"/> Until revoked by me in writing
Student Email address		

I **Name** grant permission to New Mexico Highlands University to release all education records that the university maintains concerning me which include, but are not limited to, dual credit/concurrent enrollment, academic standing, academic advising, course work, assignments, tuition & student account information, financial aid information, residency information, housing information, athletics and all forms of athletic participation and FERPA authorized disciplinary information for the purpose of: \_\_\_\_\_

I **Name** grant permission to New Mexico Highlands University to release the following specific education records that the university maintains concerning me for the purpose of (fill out in box below):  
 \_\_\_\_\_

I authorize representatives of Highlands University to discuss the following personally identifiable information from my education records: \_\_\_\_\_  
 for the purpose of (fill out in box below):  
 \_\_\_\_\_

**Release to Recipient:** I authorize release of the education records/information listed above to the following person(s) or entity/entities:

<b>AIMS @ UNM</b>	933 Bradbury dr. SE	<b>Albuquerque, NM 87106</b>	<b>(505)559-4249</b>
Full Name (Print)	Address	City, State, Zip	Phone
<b>Parent/Guardians</b>			
Full Name (Print)	Address	City, State, Zip	Phone

- This authorization is valid on a one-time basis only. Future requests will require submission of a newly completed authorization.
- I understand that I can revoke or amend this authorization at any time, in a written, signed and dated statement by me and delivered to the Office of the Registrar.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Must be presented with a valid ID to the Office of the Registrar**  
**Felix Martinez Building Room 120**  
**Las Vegas, NM 87701**  
**505.454.3455**

\*Disclaimer: FERPA permits the disclosure of personally identifiable information from a student's education record, without the consent of the student, if the disclosure meets certain conditions found in 34 CFR § 99.31 including, but not limited to, disclosure to other university officials within NMHU that have legitimate educational interests; to a parent/guardian of an eligible student if the student is a dependent student, as defined in section 152 of the Internal Revenue Code of 1986; to comply with a court order or lawfully issued subpoena; and to appropriate officials in connection with a health or safety emergency.