

DUAL CREDIT APPLICATION and REGISTRATION ROADMAP

An updated MOU is required between DACC and the School/School District to have high school students participate.

1. HS Counselor/School Representative will identify and create a list of the Dual Credit Students that will participate in the dual credit program. Students interested in participating must meet the following requirements
 - Must be a high school junior or senior enrolled at least half-time at their high school (a current high school transcript that includes STARS ID/State Student ID).
 - Must have a current high school cumulative GPA of at least a 2.0 (at the time of advising)
 - Obtain approval from a high school guidance counselor.
 - Obtain approval from parent or guardian.
2. Complete the [DACC/NMSU Dual Credit Online Admission Application](#). **Required if the student is not an active dual credit student**
 - Please view **Instructions for Accessing and Filling Out the Dual Credit Website Application** (below) for step-by-step instructions.
 - Once the student is admitted to the DACC Dual Credit program, a welcome email will be sent with the next steps for students. Please view **Dual Credit Welcome Email** (last page).
3. Complete the [Dual Credit Request Forms](#) and obtain required signatures (student, parent, and high school representative/counselor). **Required every semester.**
4. Turn in completed [Dual Credit Request Forms](#) to the high school counselor **by a deadline set by the high school counselor.** (must be prior to the academic advising visit).
 - These forms must be fully signed and accompanied by a high school transcript at the time of the academic advising meeting.
 - A High School transcript is needed at the time of the academic advising meeting that shows STARS/State Student ID to be accepted.
5. Have an Academic Advising meeting to complete and submit the online dual credit application, explain the dual credit program and next steps for the student and to select **any DACC or NMSU System courses** that the student will register for.
 - **Academic Advising Visits to the High School.** If the school is in the county of Doña Ana and a substantial number of students are being enrolled in Dual Credit, a visit from our Academic Advisors might be preferable. HS Counselors/School Representatives will have to provide the following to coordinate the visit:
 - List of students that will be participating in the Dual Credit Program, along with the students' scheduled appointment times. This will determine the number of days and advisors required to advise all students from that school
 - Students who do not show for their academic advising meeting are required to schedule a virtual or in-person academic advising meeting. They will need to email dualcredit@dacc.nmsu.edu to schedule the advising meeting. The high school counselor will need to scan and email us the student's dual credit forms and transcript before the meeting.
 - **Virtual/In-person Advising Meetings.** If the High School is outside of Doña Ana County or if it's an online-based institution, virtual meetings will be preferred. HS Counselors/School

Representative need to provide a list of students that will need to be registered, their signed dual credit request forms and current transcripts.

- Students will then need to contact dualcredit@dacc.nmsu.edu to schedule an academic advising appointment.
- Students will need to produce a valid ID (current school or state issued ID) when attending a virtual session

All dual credit documents must be submitted to the college by 5pm on the second Wednesday of December (Fall semester) or the second Wednesday of May (Spring semester), or as assigned by the dates published on the dual-credit important dates website, whichever is later. For more specific information visit: <https://dacc.nmsu.edu/student-services/dual-credit/documents/dual-credit-important-dates.html>

Expectations for Dual Credit/ECHS Students

- Students are held to college-level academic standards.
- Students must the **New Student Dual Credit** Orientation prior to classes starting.
- Class schedules, and students must follow the [NMSU/DACC academic calendar](#).
- Grades earned through dual credit enrollment are part of a student's permanent academic record, on both high school and college transcripts.
- Students must take responsibility for performance, deadlines, and behavior.
 - If a student does not pass a course or receives a "W" for withdrawing from a course – it will affect the student's [Satisfactory Academic Progress](#) (SAP) and will impact future financial aid eligibility.
 - Students have access to all DACC Student Services including computer labs, libraries, and tutoring services while enrolled in the program.

FERPA: Protecting Student Privacy

- The Federal Educational Rights and Privacy Act of 1974 (FERPA) governs the confidentiality of student records. FERPA applies to all admitted students at New Mexico State University.
 - Parents do not have access to their dual credit student's educational records without the student's written consent. **All rights transfer to the student upon enrollment.** Written consent may be obtained by the student completing permission via [PROXY](#).
 - For more information visit: <https://dacc.nmsu.edu/student-services/dual-credit/information-for-families.html>

Instructions for Accessing and Filling out the Dual Credit Application

Accessing the Dual Credit Application

1. Go to the **DACC Dual Credit** website: dacc.nmsu.edu/student-services/dual-credit/index.html
2. Click on **Apply Now**
3. Under **First-Time Users**, click on **Create an Account**
 - Use assigned high school email if possible.
4. Once the account is created, click on **Start New Application**
 - Click on **Open Application**.

Filling Out the Dual Credit Application

1. Under **Enrollment Information**, select the following options:
 - What type of student are you? **Dual Credit Student**
 - When do you plan to enroll? (**Select the term where the student will be enrolled in DACC courses**)
 - Where do you plan to enroll? **DACC-Dona Ana**
 - What type of degree are you seeking? **Non-Degree**
 - Program: **DA-Dual Credit Student**
2. Complete the **Personal Information**
 - If student is US citizen: Select **United States** next to Primary Citizenship
 - SSN will be required (if student doesn't remember SSN during application, the application can be submitted but the student will have to contact DACC Advising to provide missing information)
 - If student has another nationality: Select the appropriate country
 - Select US Permanent Resident if US Permanent Resident... SSN will be required
 - Undocumented applicants residing the U.S., or applicants eligible for deferred action, select Other.
3. Complete the **Residency** portion.
4. Complete the **Secondary Contact Information** portion.
5. Complete the **Other Information** portion.
6. Complete the **Signature** portion.
7. Review and submit the application
 - Once the application is submitted, it is recommended to ask the student to take a picture to the **Reference Number** in case there is the need to track this application

Note: *The dual credit application is only open two times per year – in October and July*

Dual Credit Welcome Email

Welcome to DACC!

Your Aggie ID number is 800

Below are instructions on your next steps to complete the registration process. If you require further assistance or have questions, email us at dualcredit@dacc.nmsu.edu

Important Next Steps:

1. **Activate you MyNMSU account-** Go to <https://myaccount.nmsu.edu/activation/>
2. **Log into your MyNMSU account:**
 - o Set up your security questions under passphrase
 - o Activate you NMSU outlook email under student tab
 - o If you need help setting up your account, contact the [NMSU Help Desk \(click here to view contact info\)](#)
3. If you missed the advising day at your high school or have any questions about your dual credit course(s) - email dualcredit@dacc.nmsu.edu
4. Complete the **New Student Dual Credit Orientation** online before classes start
5. First day of Semester, Year classes is Month, Day, Year!

Thank you,

DACC Dual Credit Team



DACC Student Success Vision Statement

“DACC will actively support students to be agents of their own learning in an inclusive, culturally responsive, and equitable environment. Students will explore, establish, navigate through, and achieve their personal, academic, and professional goals to enrich their lives, the lives of their families, and their communities.”