



NMSU-A Dual Credit Agreement of Understanding

Welcome to New Mexico State University Alamogordo's *Dual Credit* program for high school students. Hundreds of high school students get a head start on college by taking basic college courses here at NMSU Alamogordo.

You, your parents/guardians, and your high school counselor agree that you have the academic ability and maturity to take college-level courses at NMSU-A. However, your understanding of the responsibilities of a dual credit student is imperative.

Below is the *Agreement of Understanding*. Please read each statement carefully. **Check the box to indicate that you understand and agree with the statement.** At the bottom, type your name, phone number, email and date on the appropriate lines. Your parent/guardian **MUST** do the same.

NOTE: Application and/or registration will not be processed if any information is missing.

Please read and complete the following:

- I am responsible for any fees incurred that are directly related to the course (online fees, lab fees, late registration fees, etc.)

ACADEMICS

Course Syllabus: The syllabus is an outline of the course containing the instructor's expectations, attendance, class policies and grading, contact information and office hours, assignments, deadlines, class days/times and holidays, etc.

You are enrolled in a college course and will be treated as a legal adult. You will have all the expectations, responsibilities and rights of any other college student.

- stay in contact with instructors during the course.
- know the instructor's grading and attendance policy
- follow the course guidelines
- complete all work/homework by the deadlines

- I understand what a syllabus is, where to find the class dates and times, instructor's contact information, assignments, grading and class expectations.

ATTENDANCE

You are responsible for knowing and following the class attendance policy.

- no one from the college will remind you to attend class or turn in homework
- many instructors deduct points for absences
- instructors do not need to accommodate your high school schedule even if sports, orchestra/band, or any high school activities make excessive demands on your time

- I understand that I am responsible for following the class and university attendance policy.

DUAL CREDIT

You are taking this course for DUAL CREDIT which involves both high school and college.

NMSU-A Student Services

- classes have to be approved through Student Services (Dual Credit Advisor or Academic Advisor)
- adding or dropping classes must have written confirmation from Student Services
- student is responsible for knowing important deadlines for adding and dropping classes, or withdrawing from the University

DUAL CREDIT (cont.)

Classes

- first class is usually COLL 101 (College 101)
- if interested in taking a class in English, Science or Math, you must:
 - have a qualifying GPA
 - take a placement test

Grades and Transcripts

- grades are reflected on high school transcripts AND college transcripts
- could affect high school graduation, GPA, and class placement
- could affect future college admissions AND financial aid

I understand the DUAL CREDIT program policies which involve my high school record and my college record.

Student Services contacts:

First Semester Students
Continuing Students

Elma Hernandez, Dual Credit Advisor
Academic Advisors

elmah@nmsu.edu
advisingnmsua@nmsu.edu

All information below must be completed. Please type your name, phone number, email and date on the appropriate lines. Your parent/guardian MUST do the same.

STUDENT	
By completing this form, I acknowledge that I have read and understand the above statements.	
Date _____	
_____	_____
Student Name	Student Email
_____ - _____ - _____	_____ - _____ - _____
Student Phone Number (1)	Student Phone Number (2)

PARENT/GUARDIAN	
<input type="checkbox"/> I understand that once admitted to the University, my son/daughter is considered an adult and any information pertaining to this student is private according to federal regulations.	
<input type="checkbox"/> I understand that I will not have access to this student's information unless he/she is present or gives prior written permission to the University.	
By completing this form, I acknowledge that I have read and understand the above statements related to my son's/daughter's enrollment in NMSU Alamogordo.	
Date _____	
_____	_____
Parent/Guardian Name	Parent/Guardian Email
_____ - _____ - _____	_____ - _____ - _____
Parent/Guardian Phone Number (1)	Parent/Guardian Phone Number (2)