



Start Here, Go Anywhere!
New Mexico State University Carlsbad

Dual Credit & Early Admissions Program
(575) 234-9276 or (575) 234-9278

Early Admissions Checklist

1. PICK UP AN EARLY ADMISSIONS PACKET

- At THE NMSU Carlsbad Dual Credit & Early Admissions Office

2. MEET WITH THE 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
- 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 the NMSU Carlsbad Dual Credit Coordinator
 - Acknowledgment of Student and Parent Responsibility Form
 - Admissions Application
 - Early Admissions Request Form
 - Home 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

- Textbooks and supplies can be purchased in the Barnes & Noble campus bookstore, RM 105

7. ACTIVATE YOUR MY.NMSU.EDU ACCOUNT

- Simply go to <http://my.nmsu.edu>
- Select "First Time User" 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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Early Admission Guidelines

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

Eligibility

- Must have a 2.0 or higher cumulative GPA.
- Must be enrolled in a home school program.
- Must have permission from parents/guardians.

Admissions

- Have you taken college 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)
 - Early Admissions registration form with course request and all necessary signatures
 - Home school transcript
- **Requests to change courses must be approved by the appropriate 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

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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