

2025-
2026

NMJC Dual Credit Policy Guide

NEW MEXICO JUNIOR COLLEGE

2025-2026

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Introduction

This handbook is intended to serve as an overview of the policies New Mexico Junior College must follow in order to maintain accreditation under Higher Learning Commission accreditation standards and to stay compliant with all State of New Mexico policies, procedures, and requirements. HLC published an updated [policy book](#) as of September 2019. Effective June 30, 2008, **21-1-1.2 NMSA 1978**, further codified in **6.30.7 NMAC**, authorized the Public Education Department (PED) and the Higher Education Department (HED) to establish a Dual Credit Program in the State of New Mexico. Policies described herein are subject to change in accordance with HLC and State of New Mexico mandates for Dual Credit programs, higher education institutions (HEIs), and Local Education Agencies (LEAs).



HLC Course Guidelines

Course Quality

The institution (New Mexico Junior College) provides high quality education, wherever and however its offerings are delivered.

- NMJC's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).
- All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.
- College sophomore level courses (typically 2000 level) are not available to be taught as dual credit courses on high school campuses.

The institution (NMJC) demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

- The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It assures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.

Curriculum

Courses that carry academic credit toward college-level credentials have content and rigor appropriate to higher education.

The institution has a process for ensuring that all courses transferred and applied toward degree requirements demonstrate equivalence with its own courses required for that degree or are of equivalent rigor.

See HLC's policy manual [here](#)

Faculty Credentials

Faculty teaching general education courses, or other non-occupational courses hold a master's degree or higher in the discipline subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Faculty teaching career-technical education courses must possess a minimum of an Associate Degree or are employed based on equivalent experience as defined by NMJC. In cases where experience is used as a credentialing factor, a minimum threshold of experience is determined using a standardized evaluation process.

New Mexico Program Basics

Dual Credit Master Agreements

Dual enrollment programs in New Mexico are known as "Dual Credit." NMJC must approve faculty for all dual credit courses in accordance with HLC guidelines for accreditation. Each high school offering dual credit courses must submit a signed uniform master agreement with NMJC to the Public Education Department (PED) every three years. The agreement must specify eligible courses, academic quality of dual credit courses, course approval and course requirements. College courses eligible for dual credit must meet the rigor for NMJC credit and be congruent with the NMJC's academic standards. Dual credit courses offered at high schools must conform to college academic standards. Course requirements for high school students enrolled in dual credit courses must be equal to those of regular college students.

Accommodations

LEAs must provide appropriate accommodations and services for special education students while the students are enrolled in dual credit classes, including academic adjustments and auxiliary aids and services for eligible students across educational activities and settings (e.g. equipping school computers with screen-reading, voice recognition or other adaptive hardware or software and providing note-takers, recording devices, or sign language interpreters, or other adaptation as required by law). Districts must also inform students in need of accommodations or other arrangements of the need to speak directly with the Dean of Student Success at NMJC. Dual Credit students with ADA Accommodations (e.g. IEP) must self-disclose this information and provide appropriate documentation to the Dean of Student Success in order for an accommodation plan to be created.

Student Services

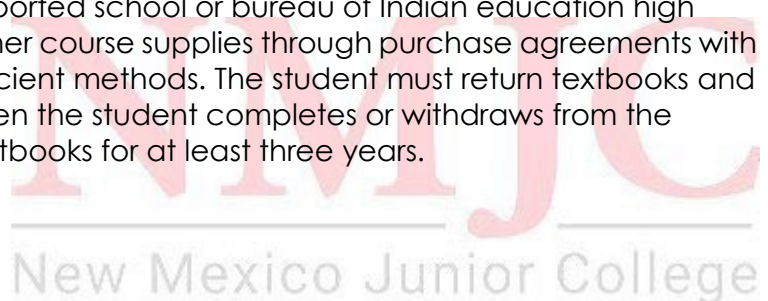
Dual credit students are allowed use of the NMJC library, course-related labs and other instructional facilities, NMJC programs and services such as counseling, tutoring, advising, special services for students with disabilities, and access to NMJC personnel and resources as required.

Detailed information about each service can be found on the NMJC webpage by following the appropriate link under the Resources and Services tab. A one-page informational document covering these services can also be downloaded [here](#).

How much does it cost?

Tuition and books for Dual Credit students at NMJC are free. Please note that there are some administrative fees and expenses for required equipment/materials for select Dual Credit programs.

The student's district, charter school, state-supported school or bureau of Indian education high school must pay for required textbooks and other course supplies through purchase agreements with the NMJC bookstore or through other cost-efficient methods. The student must return textbooks and unused course supplies to his or her school when the student completes or withdraws from the course. NMJC makes every effort to adopt textbooks for at least three years.



Dual Credit at NMJC

1. **ACT Academy** –Advanced Career and Technology (ACT) Academy offers Lea County high school students an arrangement in which students take courses that provide credit for graduation at both the high school- and college-levels, but in subjects and programs that are career- and technology-related and that lead towards an Associate of Applied Science or Certification at NMJC. ACT Academy students take classes at their high schools and participate in two hours per day of courses on the NMJC campus in the following areas of study: Criminal Justice, Certified Nursing Assistant (CNA), Welding, Automotive Technology, Cosmetology, Agriculture Science, and Automation and Industrial Systems.
2. **Dual Enrollment** – The Dual Enrollment program is the starting point to pathways to degrees and/or credentials that lead directly to entry-level jobs in New Mexico. This program allows students the chance to take a course that offers credit at two different schools: a public college or university and the high school at which the student would traditionally take classes. Dual Credit offers New Mexico high school students the opportunity to get a head start in college by earning credits at a public HEI while they finish electives and graduation requirements at their assigned high school.
3. **Early College/Dual Credit Academy** –Early College (also known as Dual Credit Academy) program is a free, accelerated learning model wherein students who are enrolled in Lea County high schools attend classes at New Mexico Junior College. The coursework completed to satisfactory standards at NMJC is then applied to graduation requirements at the local high school. The primary difference between Dual Enrollment and Early College is that many Dual Enrollment students will take their classes via distance or face-to-face modalities at their high school, whereas for a student to be considered in the Early College program, the student must be taking classes on NMJC's campus (classroom residency is at NMJC).

Due to college credit hour restrictions (see Course Load policy in the NMJC Course Catalog), students enrolled in the Early College program are restricted from participating in other dual credit courses offered by NMJC.

Please Note: The public higher education institution in Lea County authorized to offer Dual Credit is New Mexico Junior College. NMJC has Dual Credit Master Agreements, which permit the provision of dual credits, with five school districts in Lea County: Hobbs, Lovington, Eunice, Jal, and Tatum. For students who come from other school districts in NM, some virtual schools, or are homeschooled, Dual Credit is not available; however, students from other schools and districts may take courses that they are otherwise eligible for via Concurrent Enrollment:

- **Concurrent Enrollment** - Concurrent Enrollment allows students the chance to enroll in college courses for credit towards an Associate Degree or certification while they are in high school or are homeschooled, but does not automatically provide credits that count towards graduation for both high school and college simultaneously. Students may request that credit earned through Concurrent Enrollment be considered for Dual Credit by their respective high schools. NMJC cannot guarantee that Concurrent Enrollment credit will be accepted for Dual Credit purposes by any school that does not have a signed Dual Credit Master Agreement with New Mexico Junior College.

Program	Advanced Career and Technology (ACT) Academy	Dual Enrollment	Early College/Dual Credit Academy	Advanced Placement
Description	Receive college credit for taking career technical courses at both high school sites and at NMJC's campus	College-level courses taken at high school sites (face-to-face and ITV) or online, which earn both NMJC and high school credits	College courses taken on NMJC's campus that earn high school and college credits	College-level courses offered in high school that are designed by committees of college faculty and AP teachers
Instructor	Courses taught by both high school and NMJC instructors	Courses taught by NMJC faculty and high school teachers meeting same standards and requirements of college faculty	Courses taught by NMJC faculty	Courses taught by high school teachers who meet AP course evaluation and professional development guidelines
Exam	Depending on program	Accuplacer college placement exam to enter program	Accuplacer college placement exam to enter program	College Board AP exam to earn college credit
Costs	Some minor program specific equipment/material costs	None	None	\$94 per AP exam (with a \$37 reduction for low-income students)
Course Type	Workforce courses	Academic courses	Academic courses	Academic courses
Credit	Credit applied automatically to college transcript	Credit applied automatically to college transcript	Credit applied automatically to college transcript	Apply for credit with an Academic Success Coach
Criteria for receipt of credit/degree	Student receives credit and a grade that reflects class performance; typically, students must attend all classes and earn a grade of D or higher; some degree plans require a C or better in specific courses	Student receives credit and a grade that reflects class performance; typically, students must attend all classes and earn a grade of D or higher; some degree plans require a C or better in specific courses	Student receives credit and a grade that reflects class performance; typically, students must attend all classes and earn a grade of D or higher; some degree plans require a C or better in specific courses	Complete course with a passing grade and score of 3 or higher on the AP exam
Transfer	Applicable, in some cases, to Associate of Arts and Applied Science degrees at NMJC	Most academic coursework earning a C or better will transfer to NM public higher ed institutions and Texas Tech	Most academic coursework earning a C or better will transfer to NM public higher ed institutions and Texas Tech	Acceptance of credit depends on institutions and exam score (usually 3 or higher)

Access to Dual Credit

Admission Requirements

Written approval/recommendation comes from students' school counselors or designees from the school the student primarily attends (their LEA).

Students must meet entrance requirements set by NMJC. NMJC provides course placement evaluation and considers a high school college readiness assessment to verify a student's academic skill level and ensure compliance with course prerequisites.

The agreement between the LEA and NMJC must specify the required academic standing of students eligible to participate in the dual credit program. LEAs must employ a method of qualifying students for dual credit participation based on factors which may include academic performance review, use of Next Step Plans, assessments, advisement and career guidance. LEAs recommend enrollment at NMJC with evidence, usually placement scores and high school transcripts, that the student has the appropriate skills and maturity to benefit from Dual Credit instruction. NMJC employs Accuplacer/SAT/ACT or a combination of these placement tests with GPA to demonstrate that the student has the appropriate skills and maturity to benefit from the instruction requested. Students enrolling in Dual Credit courses at NMJC are required to submit high school transcripts and/or placement scores with Dual Credit Registration Forms to facilitate college readiness assessments. Students have the right to appeal to the LEA or NMJC any decision regarding enrollment in the Dual Credit program. NMJC and LEAs must have a student appeals process for student enrollment in Dual Credit programs (the decision of the institution or LEA to which the student appeals is final). Students requesting appeals at NMJC must provide written notice of their intent to appeal to the Vice President of Instruction or designee, upon receipt of which a hearing will be scheduled.

Orientation

NMJC and LEAs in Dual Credit Master Agreements must collaborate to provide information and orientation to students and parents on the responsibilities of dual credit enrollment, including academic rigor, time commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the NMJC credits attempted in order for dual credit to be awarded. NMJC and LEAs must also inform students of course requirement information, including course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information, which is found in course syllabi.

Students are required to discuss potential dual credit courses with the appropriate LEA and NMJC staff, including institution admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course.



Dual Credit Eligibility

High school students in any of the districts with Dual Credit Master Agreements with NMJC may participate in Dual Credit. Students outside of those districts may participate in Concurrent Enrollment but may not be eligible for Dual Credit. Most Dual Credit students will be juniors or seniors in high school. High school sophomores may be considered for Dual Credit programs using the same course prerequisites and standards for college readiness that are applied to all other students. Certain programs may require Dean approval for interested sophomores.

College Readiness

All students entering Dual Credit programs must demonstrate college readiness. College readiness is determined by high school counselors (or designee) and evaluated by NMJC personnel. In order to determine readiness, a range of factors is considered, including GPA, placement scores, and student interest. Students must submit high school transcripts and/or placement score results with a Dual Credit Registration Form (see Appendix) to take Dual Credit courses. Students are required to take the Accuplacer placement test to enroll in credit-bearing Mathematics and English courses at NMJC; however, the test is not required for admission to all courses or programs. Accuplacer scores are not required for ACT Academy classes, however, all intending ACT Academy students must have a minimum 2.0 high school GPA to be eligible (2.5 minimum for the CNA program). Accuplacer score requirements are listed on the following page (pg. 9).

Students looking to enter into the **Early College** dual credit program should score into College Algebra and MUST score into Composition I. Students that score into Composition I but do not meet the eligibility requirements for College Algebra may be allowed to enter the Early College program at the discretion of the appropriate academic Dean. These students will need to take and pass Intermediate Algebra their first semester in order to continue in the program. If neither requirement is met, the students will not be allowed to enter into the Early College program.

Early College students are required to take 15 -16 credit hours per semester and must maintain 12 credit hours each semester to remain in the program. Any failed/dropped classes must be made up (retaken the following semester or over the summer) if the student wishes to earn their degree before high school graduation. If a student drops below the 12-credit hour requirement, they will be allowed to finish out the remaining classes for the current semester but will not be allowed to continue in the Early College program the following semester.

Accuplacer Testing

Lea County school districts are authorized to administer the Accuplacer placement tests to determine college readiness for students interested in Dual Credit. Please speak with your high school counselor about taking the Accuplacer to be eligible for Dual Enrollment or Early College/Dual Credit Academy. Dual Credit students' first Accuplacer will be administered at each student's high school. Students may retake the Accuplacer at the [Testing Center at NMJC](#). To do this, students must schedule an appointment online and submit the [NMJC High School Accuplacer Form](#) with a valid signature from the student's high school. Instructions can be found on the High School Accuplacer form. Alternatively, you may call the NMJC Testing Center to schedule an Accuplacer test: 575-492-2591.

New Mexico Junior College

Placement Score Cutoffs:

NMJC PLACEMENT POLICY FOR COLLEGE-LEVEL CLASSES

ACT/SAT (scores no more than one year old)

ACT	Score	Course Placement	Name of Course
Math	22+	MATH 1220 or MATH 1350	College Algebra or Statistics
English	18+	ENGL 1110	Composition I
SAT			
Math	530+	MATH 1220 or MATH 1350	College Algebra or Statistics
English	480+	ENGL 1110	Composition I

NMJC NEXT GEN ACCUPLACER (scores no more than one year old)

Test Level	Score	Course Placement	Name of Course
Arithmetic	200-259	TRST 0200	Basic Math
	260-300	TRST 0205	Elementary Algebra
Quantitative Reasoning, Algebra, & Statistics	200-236	TRST 0200	Basic Math
	237-249	TRST 0205	Elementary Algebra
	250-275	MATH 1215 or MATH 1130	Intermediate Algebra or Survey of Mathematics
	276-300	MATH 1220	College Algebra
Advanced Algebra & Functions	200-215	TRST 0205	Elementary Algebra
	216-240	MATH 1215 or MATH 1130	Intermediate Algebra or Survey of Mathematics
	241-300	MATH 1220 or MATH 1350	College Algebra or Statistics
Writing	200-236	TRST 0100	Basic English Skills
	237-248	TRST 0105	Review of English I
	249-255	TRST 0110	Review of English II
	256-262	TRST 0150 & ENGL 1110	*ALP English (co-req. course)
	263-300	ENGL 1110	Composition I
Reading	200-249	TS113	Developmental Reading
	250-262	TS123	Reading Improvement

*Students who earned a grade of "B" or better in TRST 0105-Review of English I are eligible for ALP placement.

Enrollment, Course Change, and Withdrawal

Enrolling

To enroll in Dual Credit courses, a student needs to express interest to his or her high school counselor, which can be done with a [Next Step Plan](#). Before admission to a Dual Credit program, students must demonstrate that they are college ready. College readiness is determined using factors such as placement scores, GPA, and academic/career interests. Students may take a career inventory [here](#). The next step is to complete an application for admission, which can be done online [here](#). If necessary, the student should take the Accuplacer/SAT/ACT (required for English and math Dual Credit courses at NMJC). Finally, with the help of a high school counselor and/or an NMJC Academic Success Coach, the student needs to submit the NMJC Dual Credit Registration Form (see Appendix pg. 11) to the Director of Academic Programs at NMJC, and attach high school transcripts and/or placement score results. Enrollment in courses at NMJC is allowed through the first week of classes and thereafter is recorded on a student's permanent academic record.

Dual Credit programs require college-level effort from enrolled students. The expectations and rigor of coursework in ACT Academy/Dual Enrollment/Early College may surprise some students, as Dual Credit courses will differ significantly from those of high school classes. In order to maintain enrollment in a Dual Credit program, students are required to do the following:

- Continue progressing towards high school graduation
- Obtain course grades of C or better for each Dual Credit course taken
- Avoid withdrawals (W) or incompletes (I) for Dual credit courses
- Avoid violations of relevant student codes of conduct (Dual Credit students must follow both their high school's and NMJC's codes of conduct)

Adding/Dropping a Course

Students may make major changes (ADD/DROP) to their schedules by adding and dropping classes during the first week of classes for full-semester and first-eight-week classes. This is done using the New Mexico Junior College Class ADD-DROP Form (see Appendix pg. 13). For second-eight-week classes, changes to schedules must be submitted before the end of business on the first Wednesday after the start of the term.

NMJC will honor requests to change a Dual Credit schedule for a student after the ADD/DROP Period only where those courses are not held on NMJC's campus. Such requests must be made in advance of the deadline to withdraw from a class for all NMJC students (usually two weeks before the end of a semester or term). Students will not be dropped from classes after the scheduled withdrawal date for the semester unless it is an NMJC error. It is the high school faculty members responsibility to check their dual credit rosters and verify their student list is accurate. Please refer to the NMJC Academic Calendar for more information (see below for links to the NMJC Academic Calendar). For all students in ITV courses, ACT Academy programs, and Early College/Dual Credit Academy programs, NMJC will not honor requests for changes past the ADD/DROP Period. Any exceptions to these policies will require approval from the relevant Dean and/or Vice President for Instruction and may require additional documentation/evidence.



Withdrawing from a Course

Students who wish to withdraw from a Dual Credit course may do so prior to the Withdrawal Deadline. This is done using the New Mexico Junior College Class ADD-DROP Form. Classes may not be added once the ADD/DROP Period has ended. Only withdrawals are permitted. The Withdrawal Deadline is usually two weeks prior to the end of a term or semester. After the Withdrawal Deadline, no changes may be made to a student's schedule and course grades become part of a student's permanent academic record.

When a student enrolls in Dual Credit courses or programs, even if the student takes all coursework at his or her high school, that student will have automatically triggered the creation of a permanent higher education record housed at NMJC. With some exceptions, after the first week of the semester, students may not add or switch courses but may drop a class. It is important to understand that dropped courses after the ADD/DROP Period appear as a W on the student's transcript. A W on a transcript does not affect GPA. However, withdrawing from courses is generally not recommended, as too many withdrawal marks on a transcript can affect eligibility for financial aid and admission to other colleges and universities, in addition to delaying a degree pathway.

Probation and Suspension

Academic Probation

A student whose cumulative GPA at New Mexico Junior College falls below 2.0 in a given semester will be placed on academic probation effective the following term of enrollment. The student will be required to meet with an Academic Success Coach prior to registration. Dual credit students on academic probation may not enroll in more than twelve hours during a semester without permission from the Vice President of Student Services. The student will be removed from academic probation upon attaining a 2.0 cumulative grade point average.

Academic Suspension

A student will be placed on Academic Suspension from NMJC when both the semester and cumulative GPAs are below 2.0 after a semester on probation. The duration of the initial suspension is one full semester, not including summer. Any subsequent suspensions will be for one calendar year.

Please refer to the Academic Standing section of the College Catalog for a full explanation of the probation and suspension policies.

Advising

Advising is critical to student success at NMJC. While Dual Credit participation will originate at the LEAs, Dual Credit students are encouraged to meet with an Academic Success Coach for advisement sometime during their second semester of Dual Credit programming. This meeting with an NMJC Academic Success Coach will culminate in the creation of a degree plan, so that Dual Credit students may clearly see their pathway towards a degree or certification. To get more information about days and times to meet with an Academic Success Coach, speak with your high school counselor or call the Director of Dual Credit Pathways at NMJC at 575-492-2647.



Student Rights and Responsibilities

Dual credit students are required to follow all NMJC policies and procedures with regard to conduct and academic standards and to abide by NMJC's Student Rights and Responsibilities as found in the Student Handbook. Some policies and procedures that may affect students are:

Information disclosure

Students are covered under the Family Educational Rights and Privacy Act (FERPA), which prohibits NMJC from disclosing information to anyone, including parents, without students' written consent. Students wishing to provide consent must submit a Release of Information form when registering.

Attendance

The attendance policies for NMJC are going to differ from those of Lea County's high schools. Dual Enrollment, Early College/DCA, and ACT Academy courses at NMJC follow the [NMJC Academic Calendar](#) and NMJC operates on a semester system. This means timeframes, deadlines, and schedules will not always be in harmony. Where calendars at high schools and at NMJC do not match, it is the students' responsibility to satisfy attendance requirements at both locations. Attendance at all classes for Dual Credit students is expected. Irregular attendance and participation in Dual Credit programs may result in poor grades and program ineligibility. Professors at NMJC reserve the right to set their own attendance policies for their courses and to remove students who have excessive absences.

In cases where a student will miss a Dual Credit class for personal reasons, it is incumbent upon the student to contact his or her professor and inform the professor of the anticipated absence. It is the student's responsibility to ensure that absences are excused and arrangements are made to make-up any missed work. It is highly recommended that whenever a student may miss a class, he or she speaks with his or her professor individually about the anticipated absence in advance. In cases where students will miss class(es) in large groups as a result of an authorized event (testing, authorized extracurricular activities, etc.), LEA staff should inform the Director of Dual Credit Pathways at NMJC so that he or she may properly inform faculty and facilitate communication. This will help to avoid any negative effects on student academic standing. Communication about student status between the LEA and NMJC is critical to ensuring student safety and academic well-being.

Academic Integrity

NMJC students are required to perform their own work on all class/lab/clinical projects, papers, and tests unless a professor specifically allows for collaboration with other students. If students combine their own thoughts with material written by other authors in projects, credit must be given to the creator of that outside material using a format designated by their professor. Students must show their work and may need to keep notes, copies of source material, rough drafts, and lab results. NMJC embraces the belief that all learners – students, faculty, staff, and administrators – will act with integrity and honesty. Fabrication of sources, cheating, or unauthorized collaboration is not permitted on any work submitted in the context of NMJC classes. Academic Integrity violations may have consequences up-to-and-including removal from a Dual Credit program.



Grading

NMJC uses a grading system in which students are assigned letter grades of A, B, C, D, or F to reflect student performance. Please note that, if a student earns a D in a Dual Credit course, credit for that course is unlikely to transfer to another institution. If a student earns an F, he or she will not receive high school or college credit for the course. Repeatedly earning grades lower than a C can make a Dual Credit student ineligible for Dual Credit programs.

Student Code of Conduct

All dual credit students taking classes at NMJC will fall under the NMJC Student Code of Conduct. The codes and policies within the Student Handbook set forth the rights and responsibilities of NMJC students; outline the standards for conduct; provide the types of interim measures and sanctions that may be imposed for a violation; provide a prompt and fair fact-finding hearing, as well as an objective review process if students elect to appeal the outcome of the fact-finding hearing.

Disciplinary Policy

The learning community at NMJC does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of NMJC to call such conduct into question. The College reserves the right to discipline students or student organizations for inappropriate actions that occur on campus which have a direct detrimental impact on the institution's educational functions. Students failing to maintain these higher obligations may be asked to leave the academic community. Students are expected to comply with all NMJC policies and procedures, including the Student Code of Conduct (the Code). Individuals who have established a student relationship with the College are subject to the Code. This document can be found in the Student Handbook at [Student Handbook \(nmjc.edu\)](http://nmjc.edu).

Instructor Expectations

All dual credit courses are college level courses. Each instructor will have course specific expectations for students that are related to their course. These instructor expectations will be explained in the syllabus for the course. General instructor expectations may cover: attendance and preparedness, attentiveness, participation, appropriate behavior, late work policies, communication, and more. It is the student's responsibility to read and familiarize themselves with the information found in the syllabus.



How College differs from High School

Personal Responsibility

High School	College
Teachers usually tell you what you need to learn.	It's your responsibility to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.
Teachers discipline inappropriate behavior in class.	You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.
Effort counts. Courses are usually structured to reward effort.	Results count. Although effort is important, it will not substitute for results in the grading process.
You can count on parents and teachers to remind you of your responsibilities and help you set priorities.	You must balance your responsibilities and set priorities yourself.
Teachers approach you if they believe you need assistance.	Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
Your time is structured by others.	You manage your own time.
Progress and grades are provided frequently.	Students need to monitor their own progress and grades.

Course Structure/ Workload

High School	College
The school year is typically 36 weeks long with most classes extending over two semesters.	The academic year is divided into two semesters, Fall and Spring, with 16-week and 8-week courses.
0 – 2 hours a week per class of studying outside of class.	2 – 3 hours of studying outside of class for each hour of class. 3 hours of class time = 9 hours outside of class
All course content is covered during class time.	Students are responsible for learning all material whether or not it is presented in class.

You can meet a teacher before or after school or email them for help.	You can email your Professors for help or visit with them during assigned office hours – time they have reserved to meet with students.
Teachers arrange test and assignment dates to avoid conflict with school events.	Professors in different courses usually schedule due dates without regard to the demands of other courses or outside activities.
Teachers often remind you of assignments, incomplete work, and due dates and offer opportunities to make up work.	Professors expect you to read and consult the course syllabus and schedule. They may not remind you of incomplete work and rarely accept late work.
Good homework grades may raise your overall grade when test grades are low.	Grades on tests and major papers usually provide most of the course grade.
Testing can be frequent with each test covering small amounts of material.	Testing is usually infrequent and may cover large amounts of material. A particular course may have only 2 or 3 tests in a semester
Makeup tests and retakes are often available.	Makeup tests are seldomly given; if they are, you need to request them.
Extra credit projects are often available to help raise your grade.	Extra credit projects will rarely be used to raise a grade in a college course.

While several of the differences between College and high school have been listed here, students should understand that these are not the only differences. Students are responsible for understanding what is expected of them while attending college classes.



New Mexico Junior College Roles and Responsibilities

The following are specific roles in dual credit at NMJC and a common but not exhaustive list of responsibilities for each role.

The Director of Dual Credit Pathways is responsible for:

- Certifying to the New Mexico Higher Education Department (NMHED) that NMJC is in full compliance with PED guidelines on dual credit.
- Processing student registration.
- Meeting national program accreditation standards through the National Alliance of Concurrent Enrollment Partnerships (NACEP).
- Serving as a liaison between NMJC and its dual credit partners.
- Collaborating with department heads and dual credit faculty.
- Communicating with program participants, parents, instructors, and high school administrators.
- Maintaining and updating all handbooks, form, webpages, etc.

The Dean of Arts and Sciences in collaboration with the Dean of Career and Technology Education are responsible for:

- Certifying dual credit faculty to ensure the same qualifications are met as are required of all adjunct faculty at the college.
- Aligning syllabi with the requirements of NMJC.
- Confirming dual credit courses curriculum aligns with the equivalent courses offered at NMJC.
- Ensuring student outcomes are the same as those required of students enrolled in on-campus courses.
- Observing and evaluating dual credit faculty.

Dual Credit Instructors are responsible for:

- Collaborating with department heads in the design and delivery of dual credit courses.
- Providing a syllabus, assignments, assessments, and evaluations that are equivalent with their university counterparts to ensure that dual credit courses are held to the same standards as their on-campus counterparts.
- Confirming accurate class rosters each semester.
- Submitting grades in a timely manner.
- Keeping good course records in case NMJC needs them in the event of a grade appeal.
- Checking NMJC email regularly.
- Use the Director of Dual Credit Pathways as the single point of contact for communications to NMJC.

High School Dual Credit Counselors are responsible for:

- Confirming student eligibility for the NMJC Dual Credit Program.
- Providing high school transcripts and placement scores for each student to verify student eligibility and course requirements.
- Assisting in the enrollment process.
- Serving as a liaison between the high school and NMJC.
- Use the Director of Dual Credit Pathways as the single point of contact for communications to NMJC.



New Mexico Junior College

Promoting Success through Learning

DUAL CREDIT REGISTRATION FORM

Fall ☐ Spring ☐ Year: 20__

Sophomore - 10th ☐

Junior - 11th ☐

Senior - 12th ☐

Check All That Apply

Dual Credit ☐

Early College ☐

ACT Academy ☐

CTECH ☐

Last Name		First Name		M	Date of Birth	STARS Student ID	Social Security Number*
Mailing Address				City	State	Zip	County High School
Gender	Ethnicity*	Telephone	Program of Study	Graduation Date	GPA	HS ACT Code**	A-Number

*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):

CRN	Course # (MA121)	Section #	Course Name	STARS Course Code	Days	Start Time	Course Location	College Credits	HS Credits

Signatures

High School Signature _____ Date _____ College Signature _____ Date _____

Student Signature _____ Date _____ Parent/Guardian Signature _____ Date _____

Please Note: student transcripts, placement scores (if applicable), or other proof of college readiness must be attached with this form.

New Mexico Junior College

CONSENT FOR RELEASE OF STUDENT INFORMATION

Student Name _____

NMJC ID# _____

In accordance with The Family Educational Rights and Privacy Act (FERPA) of 1974, New Mexico Junior College will only disclose confidential information from the education records of students to parents or other third parties provided the College has written consent from the student on file. Please sign below and return to the Enrollment Services Office if you consent for the College to release your education records to your parents or any other third-party.

Note: This release form will remain valid through the student's enrollment at New Mexico Junior College unless specifically revoked by this student.

- ☐ Complete access to all records with no exceptions
- | | | |
|--|--|---|
| <input type="checkbox"/> Academic Records | <input type="checkbox"/> Admissions Records | <input type="checkbox"/> Advising Records |
| <input type="checkbox"/> Billing Records | <input type="checkbox"/> Course Schedule | <input type="checkbox"/> Disability Records |
| <input type="checkbox"/> Disciplinary Records | <input type="checkbox"/> Financial Aid Records | <input type="checkbox"/> Graduation Records |
| <input type="checkbox"/> Other (please specify): _____ | | |

Please indicate the individual(s) to whom the above information may be released to upon request.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

By signing below, I consent that New Mexico Junior College may disclose and discuss the information noted above from my education records with the individuals listed above.

Student Signature _____ Date _____

☐ I wish to revoke my permission for release of information to the above-named individual(s).

Student Signature

Date

If this form is not presented in person to the Registrar's Office by the student with a valid state or federally issued picture ID, this form MUST BE NOTARIZED in the space below.

NOTE: The requesting student shall submit this completed form to asknmjc@nmjc.edu from their NMJC email account or in person to the NMJC Help Desk, Ben Alexander Student Center.



New Mexico Junior College

Promoting Success through Learning

ADD/DROP FORM

FALL ☐ SPRING ☐ YEAR: 20____

Dual Credit ☐ ACT Academy ☐ Early College ☐ CTECH ☐

Date: _____

Student: _____

NMJC A#: _____

High School: _____

Classes Dropped

CRN	Course #	Credit Hours	Time Begins/Ends	Days	Room	Instructor
				MTWRF		
				MTWRF		
				MTWRF		
				MTWRF		
				MTWRF		
				MTWRF		

Classes Added

CRN	Course #	Credit Hours	Time Begins/Ends	Days	Room	Instructor
				MTWRF		
				MTWRF		
				MTWRF		
				MTWRF		
				MTWRF		
				MTWRF		

Student Signature _____ NMJC Approval _____

High School Approval _____ Entered by _____

Revised 6/2023

New Mexico Junior College



WITHDRAWAL FORM

FALL ☐ SPRING ☐ YEAR: 20____

Dual Credit ☐ ACT Academy ☐ Early College ☐ CTECH ☐

Date: _____ Student: _____

NMJC A#: _____ High School: _____

Classes Dropped

CRN	Course #	Credit Hours	Time Begins/Ends	Days	Room	Instructor
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		
				MTWRFS		

Student Signature _____ NMJC Approval _____

High School Approval _____ Entered by _____

Revised 6/2023

NMJC High School Accuplacer Form

Accuplacer tests are scheduled: **Monday-Thursday: 8:00am-5:00 pm.**

Friday: 8:00am-3:00pm

Saturday: 10:00am-12:00pm



You will need to bring a **High School ID or Government Issued ID**. We **will not** give an Accuplacer test without an ID.

Student's must schedule an appointment online. This is the link to schedule an appointment: <https://online.nmjc.edu/testingcenter/default.aspx>

There is no fee the first time you take Accuplacer. If you need to retake a section of the test there is a fee of \$5.00. If you need to retake the whole test the fee is \$15.00. These fees are paid at the Cashier's office on the NMJC Campus located in the Ben Alexander building. The Cashier's Office closes at 5:00pm, so please come early to pay your fee if you are retesting.

Accuplacer is not a timed test, but please plan to be here for up to 2 hours.

There is a calculator embedded in the Accuplacer test. Please do not bring a calculator with you. There are no cell phones or electronics allowed in the Testing Center. Scrap paper and pencil are provided by the Testing Center. Earplugs are available upon request.

Retakes must wait for a minimum of **14 days** between attempts. Please fill out **ALL** of the following information.

Date:
Name:
High School Name:
A#:
Approved by:

Please check off which ACCUPLACER you will need to take.

- ☐ ACCUPLACER – Complete Reading, Writing, Math
- ☐ ACCUPLACER – English Placement
- ☐ ACCUPLACER- Math Placement
- ☐ ACCUPLACER- Reading Placement

2025-2026 – Important Dual Credit Calendar Dates

Please note: these dates are not finalized and could be subject to change.

FALL 2025

April 14	Monday	Fall Registration Begins
August 15	Friday (5 pm)	Last Day to Enroll for Credit (Full & 1st eight-week sessions)
August 18	Monday	Classes Begin (Full term & 1st eight-week sessions)
August 22	Friday (5 pm)	Last Day to Make Schedule Changes (Full & 1st eight-week sessions)
October 12	Sunday (midnight)	Final Grades Due (1st eight-week session)
November 21	Friday	Last Day to Withdraw (Full term & 2nd eight-week sessions)
December 4	Thursday	Last Day of Classes (Full term & 2nd eight-week sessions)
December 8-10	M-W	Final Exams (Full term & 2nd eight-week sessions)
December 14	Sunday (midnight)	Final Grades Due (Full term & 2nd eight-week sessions)

SPRING 2026

November 10	Monday	Registration Begins
January 9	Friday (5 pm)	Last Day to Enroll for Credit (Full & 1st eight-week sessions)
January 12	Monday	Classes Begin (Full term & 1st eight-week sessions)
January 16	Friday (5 pm)	Last Day to Make Schedule Changes (Full & 1st eight-week sessions)
March 8	Sunday (midnight)	Final Grades Due (1st eight-week session)
April 16	Friday	Last Day to Withdraw (Full term & 2nd eight-week sessions)
April 30	Thursday	Last Day of Classes (Full term & 2nd eight-week sessions)
May 4-6	M-W	Final Exams (Full term & 2nd eight-week sessions)
May 10	Sunday (midnight)	Final Grades Due (Full term & 2nd eight-week sessions)

Dual Credit Faculty Pay Rate (as of October 2019)

Faculty who work for the public schools will be paid a \$500 stipend for each Dual Credit class taught. A class consists of a minimum of 10 students to a maximum of 35. If a class has less than 10 students in one period and additional like classes are taught in additional periods, the numbers will be combined to equal 10, considered one class, and receive a \$500 stipend. For classes with less than 10 students enrolled, if the number cannot be combined with another class, the faculty will be paid \$50 per head.

