

Procedures for Dual Credit Application and Registration

- a. The Socorro HS student meets with the HS Dean of Students (who certifies the HS student's eligibility).
- b. The PED Dual Credit Form is initiated at the HS and includes the student's SSN and STARS ID along with the requested class (that satisfies HS requirements).
- c. The completed form and official HS transcript is sent to NMT's Dean for Student Success Initiatives. To securely submit this information, use the secure link to upload sensitive documents on NMT's Office of the Registrar webpage (found on <https://www.nmt.edu/registrar/>). Additionally, if there is a need to request accommodations, it is recommended that the student's IEP be included with their paperwork. NMT's Dean for Student Success will connect the student to Student Access Services who can discuss requested accommodations and the necessary steps to request them at NMT (as the process in K-12 schools is different from higher education institutions).
- d. NMT's Dean for Student Success Initiatives reviews the form. If there are any questions, they will contact the student (e.g., regarding their course request, math placement).
- e. Once approved, NMT's Dean for Student Success Initiatives registers HS students for the appropriate courses. They will also send the registration information to Socorro HS's Dean of Students.
- f. An official transcript is sent to Socorro HS by NMT's Office of the Registrar at the end of the semester.
- g. Pending successful completion of the first semester, students may enroll in up to two courses in subsequent semesters.

Most of the above information can be found on our website: <https://nmt.edu/admission/dual-credit.php>

Notes:

- Academic Advising: Socorro HS is recommended to meet with potential students in March (for the subsequent fall semester) and October (for the subsequent spring semester).
- Registration: Registration at NMT occurs in April (for the subsequent fall semester) and November (for the subsequent spring semester).