

DUAL ENROLLMENT PROCESS

CNM DUAL ENROLLMENT

☐ Complete CNM ADMISSIONS

1. Go to www.cnm.edu
2. Under Register Tab- click "Apply to CNM"
3. Click Blue Bar "Apply Now"
4. Fill in Name, Email, and create a password
5. Do the "I am not a robot" captcha
6. Click "Sign Up"
7. It will ask "Do you know your student type?"- click YES
8. Be sure to wait for the drop down and drop down to **"Dual Credit"**
9. Click NEXT
10. It will ask "What is your educational goal at CNM?"- drop down to Associate's Degree
11. Click NEXT
12. It will ask you what term you are applying for (answer with what term you want to take a class)
13. It will ask "What program are you applying to?" Be sure to click on an AA, AS, or AAS degree program (DO NOT put a certificate program)
14. Click NEXT
15. Click on first icon "Program Information" and complete all the categories of the application
16. **Be sure to wait after each answer for additional drop down options to appear**
17. Have your social security # (*if you do not have a SSN you can still complete and say No*).
18. When you've input all info- Click on "Application is Complete"
19. Click Review Application
20. Your CNM id#, username, and CNM email will appear- if not, an email will be sent to you within 24-48 hours with that information
21. Write down assigned CNM ID#- this will be your CNM id# for as long as you take classes at CNM
22. Write down your CNM username (or take a picture)
23. Signature page (attached) to be signed by parents and student (the STARS id# is your APS id#)
24. Forms must be faxed or emailed to the CNM Enrollment Services office to be processed within 5 days. Fax: 224-3237 or email: admissions@cnm.edu

☐ **CNM ID#** _____ (write it here and put it in your phone)

☐ CREATE myCNM ACCOUNT

1. Go to www.cnm.edu
2. Click on "my CNM" (top left tab)
3. Put in your CNM email (it is your username@cnm.edu)
4. Click next
5. Click Forgot Password
6. Put in username and follow prompts to create a password
7. Call 224-4357 if you are having problems with your myCNM account (student accounts become inactive if you have skipped a term of taking classes)

☐ Complete ONLINE ORIENTATION

1. Go to myCNM account and login with username and password
2. Click on Registration tab
3. Click Online Orientation
4. You will be asked to enter your name, date of birth, and CNM ID#
5. Complete the orientation and pass the quiz

☐ Take ACCUPLACER ASSESSMENT*

The ACCUPLACER Assessment can be taken at Assessment Services on Main (224-3243), Westside, or Montoya campuses. No appointment is needed, but you will need your CNM ID# and a photo id. Takes about 1-2 hours.

students who took the ACCUPLACER before being admitted into CNM, or under a non-CNM ID#, will need to bring a copy of their scores, and a photo ID, to the testing center at CNM to have scores saved under new CNM ID# once admitted. **Students can also use ACT/SAT scores by bringing a copy, their CNM id#, and a photo id to one of the Assessment Centers.*

CNM CLASS REGISTRATION

☐ Find classes

1. Your ACCUPLACER scores will determine *what* classes you are eligible to take
2. Go to www.cnm.edu and click under Student Resources bar- click "Schedule of Classes"
3. Scroll through course offerings by department
4. Find the CRN# for the course you want to take
5. Meet with a CNM academic Advisor if you need help choosing or knowing what you are eligible to take- make an appointment at 224-4321

☐ Register for Classes

1. Login to myCNM account
2. Go to top tab labeled "Registration"
3. Under "Registration Tools" click on "Register for classes (add/drop classes)"
4. Click on "Register for Classes"
5. Select the appropriate term and click "Continue"
6. Click on the "Enter CRNs" tab. Enter the appropriate CRN # and click "Add to Summary". Then click on "Submit" on the bottom right.
7. Go back to the "Registration" tab in myCNM and click on "Your Class Schedule" to print a copy of your schedule

☐ Getting Textbooks

1. **Do not** go to the CNM Bookstores to pick up your dual credit textbooks or your high school bookroom to pick up your dual credit textbooks.
2. Your textbooks will be available within a week of when you register.
3. You will pick them up at the APS Library Services at **912 OAK STREET SE BUILDING M, ROOM 142** (driving directions on attached PDF, GPS does not work)
REGULAR HOURS (August – Mid-October) : MON-FRI 12:00PM – 4:00PM
OFF SEASON HOURS (Mid-October – November) WED ONLY 12:00PM – 4:00PM
4. You may want to contact your textbook representative before you go to the Dual Credit Bookroom to make sure they are ready to pick up. (APS High School students AHS- MHS 848-8894 and NexGen-West Mesa 848-8891).
5. **FRONT DESK PHONE: 505-848-8897 WEBSITE: <https://www.aps.edu/libraries/textbooks>**

**We do not provide textbooks to charter schools, private, home school or out of district students.*

Every 3 credits at CNM/UNM = 1.0 elective credits in high school. Students can NO LONGER take Fitness classes free of charge for high school credit. High school Students can only take classes level 1,000 or higher and classes that are the state PED DC Approved Course Appendix (not remedial)

Classes are FREE and students can check out books from APS Library Services - FREE of charge. Those books must be returned to the district office upon completion of the course.

Upon completion of the semester, CNM/UNM forwards grades of students taking classes to the district to be put directly onto the high school transcripts. ALL grades will go on the transcript, INCLUDING "F"s! If a student wants to drop a class, they must do so with the college through their student account BEFORE THE DROP DEADLINE.