



CNM Locations

Main Campus 525 Buena Vista SE, 87106

Student Services Center (900 University Blvd SE)
 Admissions: (505) 224-3160
 Academic Advisement and Career Development: (505) 224-4321
 Assessment (Testing): (505) 224-3244
 Financial Aid: (505) 224-3090
 Special Services: (505) 224-3259

Montoya Campus 4700 Morris NE, 87111

Tom Wiley Hall
 Admissions: (505) 224-3160
 Academic Advisement and Career Development: (505) 224-4321
 Assessment (Testing): (505) 224-5761
 Financial Aid: (505) 224-5656
 Special Services: (505) 224-5946

South Valley Campus 5816 Isleta SW, 87105

Student Services Office
 Admissions, Assessment (Testing) and Academic Advisement and Career
 Development: (505) 224-5000

Westside Campus 10549 Universe NW, 87114

Admissions: (505) 224-5301
 Assessment: (505) 224-5382
 Academic Advisement and Career Development: (505) 224-5308
 Financial Aid: (505) 224-5450



Central New Mexico Community College

Getting Started!

High School-Aged Programs College & Career Bound Dual Credit

You can get a head start on your college education while completing your high school requirements! This packet provides basic information to help you enroll in CNM's High School-Aged Programs. For more information contact:

- ▶ Your high school counselor
- ▶ CNM High School-Aged Programs Office at 224-4238
- ▶ CNM's Academic Advisement and Career Development Office at 224-4321
- ▶ Online at www.cnm.edu
- ▶ Consult the CNM Catalog for a full description of program requirements.

Along with this packet, you will need information from the CNM Catalog and from the Schedule of Classes for the term in which you plan to enroll. They are available at CNM Admissions and Registration offices and online at cnm.edu.

Enrollment Quick Guide for New Students at CNM

Detailed information for each step starts on the next page, keep track of your progress below.

- 1) Apply
 - Discuss the program with your parent/guardian and high school counselor (where applicable).
 - Apply to CNM online at www.cnm.edu or in-person.
- 2) Before Registering
 - Set-up your **my CNM** student account.
 - Meet course and program prerequisites.
 - Complete the online Orientation before you register for classes at cnm.edu/depts/ssa/online_orientation.php
 - Advisement. See a CNM Academic Advisor if you need help.
 - Plan your schedule.
- 3) Register for Courses
 - Register for your classes online in **my CNM**.
 - Print your schedule.
 - Pay for your classes by the deadline (if applicable).
- 4) Before Attending Courses
 - Obtain a Student ID Card.
 - Will you bike, bus, drive or walk to CNM? Parking information is in the CNM class schedule.
 - Purchase textbooks.

Additional enrollment information for students in HS aged programs:

- College & Career Bound and Dual Credit students must submit an approval and registration form signed by a parent/guardian (if under 18) each term.
- The Dual Credit request form also must be approved for course selection for specific courses by a high school counselor.



College & Career Bound Program

Program Description and Program Requirements

As a College & Career Bound student you can attend CNM and earn college credit while you are still enrolled in high school or a home-school program. If approved by your high school or home-school program, you may also receive high school credit for these courses. You can take up to 18 credits of college-level courses per term. You are responsible for paying all tuition, registration and course fees.

The College & Career Bound program is for students who are home schooled, attending a private high school, or attending a public high school that does not have a Dual Credit agreement with CNM. To be eligible you must:

- ▶ Be currently enrolled as a high school 10th, 11th, or 12th grade student or be at least 16 years of age if home schooled. Proof of enrollment status will be required.
- ▶ Have taken the ACT or SAT or take CNM's Accuplacer. Accuplacer is a computerized test used to assess your skills in reading, English and math. CNM uses this test to help in planning your CNM classes. The test is not timed, but you should allow 1-1/2 to 2 hours to complete it.

Apply

1. Discuss the College & Career Bound program with your parent/guardian (if under 18). Then, take this packet and meet with your high school counselor (if applicable) to discuss the program.
2. Apply now! Online at cnm.edu (US citizens with social security numbers) or apply in person at any CNM Admissions Office. Be sure to select College & Career Bound as your admission type.

Before registering

- ▶ Use the student ID number you received during the admissions process to set-up your **my CNM** student account. CNM sends registration and other important information to **my CNM**. Please wait 15 minutes after applying before activating **my CNM**. You are responsible for regularly checking your CNM student e-mail address for important information from CNM.
- ▶ Take CNM's Accuplacer exam* or submit your ACT or SAT scores to CNM Admissions
- ▶ Review your testing outcome with a CNM advisor and discuss your course options
- ▶ Complete CNM's online student orientation
- ▶ Plan your schedule. The Schedule of Classes is available approximately two weeks before the start of registration.
- ▶ Meet with your parent/guardian (if applicable) and high school counselor (if applicable) to discuss your enrollment options and obtain course selection approval

*Accuplacer is free at all CNM campuses. A current photo ID and CNM student ID number are required to take the test. Practice exams are available at all Assessment Offices and online at cnm.edu. Special arrangements can be made if you have a disability or temporary disabling condition that prevents you from taking Accuplacer under standard conditions. Please call CNM Special Services at 224-3259 if special arrangements are needed.

FYI: Your Social Security Number

Under the federal 1997 Tax Relief Act, CNM is required to obtain the Social Security Number (SSN) of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student. The privacy of a student's Social Security number is protected under FERPA and covered under CNM's Access to Student Academic Records Policy. (See the CNM Course Catalog for more information.)



Before Attending Class

- ▶ Find your classroom. Print your Schedule of Classes and verify the date, time and location of your classroom. Arrive early your first day to allow yourself time to find your class location.
- ▶ Read the CNM Catalog – know your rights and responsibilities as a CNM student. It is available at all Admissions Offices and online at cnm.edu
- ▶ Grades & Transcripts – Final grades will be recorded on your CNM transcript and, for Dual Credit Students, reported to your high school. Transcripts are available through the CNM Records Office. You can view your grades online in **my CNM**.
- ▶ **my CNM** – As a CNM student you automatically have an e-mail and web account. For more information click the **my CNM** link on the CNM homepage at cnm.edu or call 224-HELP (4357). Regularly check your **my CNM** e-mail address for information from CNM.
- ▶ Obtain a Student ID Card, Main Campus Student Services Center, Room 109 (south of the bookstore), Montoya Campus Building TW, Room A. Call (505)224-3238 for hours and additional locations. You must bring a copy of your schedule and an official photo ID.
- ▶ Support Services for Students – are available and include educational advisement, career guidance and counseling, library services, tutoring, etc. Visit <http://www.cnm.edu/students>.
- ▶ Textbooks – You can purchase required textbooks for your classes at the CNM bookstores or go online at eFollett.com. Montoya Campus bookstore (332-7485) stocks books only for classes offered at Montoya Campus. Main Campus bookstore (243-0457) stocks books for all CNM courses. For Dual Credit students, your district or charter school may be able to assist you with the purchase of textbooks for CNM classes. Contact your high school counselor to see if a textbook assistance program is in place at your school.
- ▶ Transportation: Walk, Drive, Bike or Bus to CNM. If you will drive, obtain a CNM parking decal at any CNM Admissions Office. Paid parking is available on the Main Campus only. Free parking is available at all campuses. ABQRide bus passes are available through the student ID office. Bike racks are available at many campus locations.

Schedule Planning Worksheet

Plan your schedule before attempting to register. Your final course selection must be on your approval form.

- ▶ Make sure there are no time conflicts (don't forget to include labs and other corequisites).
- ▶ Check to see if you have morning (a.m.) and afternoon/evening (p.m.) classes.
- ▶ Be sure you know at what campus the class meets (and have allowed travel time if necessary).
- ▶ Make sure you have met all prerequisites and corequisites.
- ▶ Check for courses that are ineligible for financial aid (indicated by an "X" footnote in the Schedule of Classes).

| Class Information | Monday (M) | Tuesday (T) | Wednesday (W) | Thursday (R) | Friday (F) | Saturday (S) | Sunday (U) | Distance Learning |
|-------------------|------------|-------------|---------------|--------------|------------|--------------|------------|-------------------|
| Class Title/No. | | | | | | | | |
| CRN | | | | | | | | |
| Time | | | | | | | | |
| Class Title/No. | | | | | | | | |
| CRN | | | | | | | | |
| Time | | | | | | | | |
| Class Title/No. | | | | | | | | |
| CRN | | | | | | | | |
| Time | | | | | | | | |

Register

- ▶ Register for your course(s) online. Your registration dates and times are posted in your **my CNM** account. Use the Schedule Planning Worksheet in this brochure to have a few different choices handy.
- ▶ College & Career Bound students can register for up to 18 credit hours per term and for courses numbered 900 and above only. Students will be removed from courses numbered below 900 and courses added after the 18 credit limit.
- ▶ Submit your signed College & Career Bound Approval & Registration form to any CNM Admissions or Registration Office by the due date posted in your **my CNM** student account. You will be dropped from your courses if you do not submit this form.
- ▶ Pay all tuition and fees that are due by the following business day after registering.

*Note: Continuing students – Registration information will be sent to you by CNM to your **my CNM** student account. When you receive this information, print the College & Career Bound Approval & Registration Form and bring it when you meet with your parent/guardian (if applicable) and high school counselor (if applicable) to plan your courses for the next term. You can also meet with a CNM advisor to plan your courses for the next term. Submit the signed form to any CNM Admissions or Registration Office and register for your course(s) online.*



Dual Credit Program

Program Description and Program Requirements

As a Dual Credit student you can attend CNM and earn high school elective credit while earning college credit. You can take up to 18 credits of college-level courses per term. Your tuition, distance learning and registration fees are waived. Your textbooks may be paid for by your high school district or charter school.

The Dual Credit program is for students attending a public high school that has a Dual Credit agreement with CNM. To be eligible you must:

- ▶ Be currently enrolled half time or more in high school in 10th, 11th or 12th grade in a school district that has a Dual Credit agreement with CNM.
- ▶ Have taken the ACT or SAT or CNM's Accuplacer. Accuplacer is a computerized test used to assess your skills in reading, English and math. CNM uses this test to help in planning your classes. The test is not timed, but you should allow 1-1/2 to 2 hours to complete it.

Apply

1. Discuss the Dual Credit program with your parent/guardian (if under 18). Then, take this packet and meet with your high school counselor to discuss the program.
2. Apply now! Online at cnm.edu (US citizens with social security numbers) or apply in person at any CNM Admissions Office. Be sure to select Dual Credit as your admission type.

Before registering

- ▶ Use the student ID number you received during the Admissions process to set-up your **my CNM** student account. CNM sends registration and other important information to **my CNM**. Please wait 15 minutes after applying before activating **my CNM**. You are responsible for regularly checking your CNM student e-mail address for important information from CNM.
- ▶ Take CNM's Accuplacer exam* or submit your ACT or SAT scores to CNM Admissions
- ▶ Review your testing outcome with a CNM advisor and discuss your course options
- ▶ Complete CNM's online student orientation
- ▶ Plan your schedule. The Schedule of Classes is available approximately two weeks before the start of registration.
- ▶ Meet with your parent/guardian (if applicable) and high school counselor to discuss your enrollment options and obtain course selection approval

*Accuplacer is free at all CNM campuses. A current photo ID and CNM student ID number are required to take the test. Practice exams are available at all Assessment Offices and online at cnm.edu. Special arrangements can be made if you have a disability or temporary disabling condition that prevents you from taking Accuplacer under standard conditions. Please call CNM Special Services at 224-3259 if special arrangements are needed.

Register

- ▶ Pre-register for your course(s) online. Your registration dates and times are posted in your **my CNM** account. Use the Schedule Planning Worksheet on the next page to have a few different choices handy.
- ▶ Dual Credit students can register for up to 18 credit hours per term and for courses numbered 1000 and above only. Students will be removed from courses numbered below 1000 and courses added after the 18 hour credit limit. Although you can pre-register online, your high school has final approval for any course you register for.
- ▶ Submit your signed Dual Credit Request form to any CNM Admissions or Registration Office by the deadline posted in your **my CNM** account. You will be dropped from your courses if you do not submit this form.
- ▶ Pay any tuition and fees that are due by the following business day after registering.

*Note: Continuing students – Registration information will be sent to you by CNM to your **my CNM** student account. When you receive this information, print the Dual Credit Request Form and bring it when you meet with your parent/guardian (if applicable) and high school counselor to plan your courses for the next term. You can also meet with a CNM advisor to plan your courses for the next term. Submit the signed form to any CNM Admissions or Registration Office and register for your course(s) online.*

