

# STEPS TO BECOMING A CNM DUAL CREDIT STUDENT

1

## WATCH THE DUAL CREDIT ADMISSIONS APPLICATION VIDEO

Watch the Dual Credit Admissions Application Video Tutorial before applying. Click the button below.

**Dual Credit Application Tutorial Video**

2

## APPLY AND GET A CNM STUDENT ID NUMBER

Be sure to select "Dual Credit" as your student type. At the end of submitting your application, please click on the Return Home button and then My Applications. Review the Decision column. It will either say Admitted or Hold. If it says Admitted, click on the degree program wording and it will take you to the page to retrieve your CNM ID number. If it says Hold, please allow 3-4 business days for your application to be processed. Let your high school teacher know when you have applied. They will work with us to get your CNM information. Click the button below to apply.

**Apply as a  
Dual Credit  
Student**

**PLEASE DO NOT COMPLETE THE STEPS BELOW UNTIL YOU RECEIVE YOUR CNM STUDENT ID NUMBER.**

3

## SUBMIT THE REQUIRED AGREEMENT FORM

Download and sign the dual credit agreement form (both you and your parents must sign this). Turn in the required dual credit agreement form to your high school teacher or email it to us at [dualcredit@cnm.edu](mailto:dualcredit@cnm.edu).

Click the button below to download the form.

**Dual Credit Agreement Form**

4

## SETUP YOUR MYCNM STUDENT ACCOUNT

Go to [my.cnm.edu](http://my.cnm.edu), click on myCNM from the cnm.edu homepage or use the button below. Use the step-by-step tutorial document provided by your teacher to help you setup your account for the first time.

**myCNM Student Account**

**5** **COMPLETE NEW STUDENT ORIENTATION**

Go to [cnm.edu/nso](http://cnm.edu/nso) or click the button below. It is important to enter your CNM student ID number correctly to ensure this hold is removed from your account.

**New Student Orientation**

**6** **TAKE THE ACCUPLACER PLACEMENT EXAM OR THE DIRECTED SELF-PLACEMENT ALTERNATIVE OPTION**

Talk to your teacher about whether or not the Accuplacer is required for your class.

You can take the Accuplacer exam in-person at CNM's main campus or remotely (must have a computer with webcam and audio capability). You must schedule your exam ahead of time.

*Note: Remote testing cannot be completed on Chromebooks.*

Visit [cnm.edu/accuplacer](http://cnm.edu/accuplacer) and click on Schedule My Accuplacer button or click the button below.

**Schedule my Accuplacer**

The Directed Self-Placement alternative option does not require an appointment, can be taken from a student's cell phone or other online device, and is an alternative to the Accuplacer reading assessment. *Note: Students needing a math placement score will still need to take the math portion of the Accuplacer.*

Visit [cnm.edu/dsp](http://cnm.edu/dsp) and click on Take the DSP Assessment button or click the button below.

**Take the DSP Assessment**

**7** **REGISTER FOR YOUR CLASS**

You must register for your class through your myCNM student account. Use the step-by-step tutorial document found at <https://www.cnm.edu/depts/outreach/dual-credit-1/documents/register-for-classes-enter-crns.pdf> to help you register for your class or click the button below to watch the video. *Remember: Your high school Dual Credit class is a hidden class that can't be found on our public schedule of classes. You must get the course registration number (CRN) from your teacher.*

*Note: CNM's registration system has changed for hidden courses. Please review the change indicated on Step 2 of the PDF tutorial and click on Registration Status.*

**Registration Tutorial Video**