



Welcome to Northpoint Charter School Dual Credit University



**NORTHPOINT
VOYAGERS**

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Who is Eligible for Dual Credit?

Our students do best at CNM when they have reached the following milestones:

- a. Age 15 and second semester sophomore
- b. Are in good standing in Edgenuity and Dual Credit classes
- c. Passed the CNM Accuplacer exam (math) and Completed the Directed Self Placement (DSP) Survey
- d. Finished and passed Algebra II (for math classes)
- e. Can drive themselves or have steady transportation
- f. Have their own cellphone (for logging into the CNM portal)



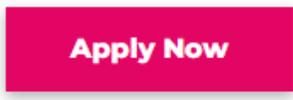
Why choose Dual Credit?

- Most college degrees require English 1110 and English 1120
- Get deeper into subjects you enjoy, like Chemistry
- Take a language in person with an instructor
- Take a Career Readiness class or two to prepare for future careers
- Get support from your Northpoint teachers while gaining college credits
- Get .5 core High School Credit, .5 Elective credit and college credit for each core course
- Classes and books are free (some programs have additional fees that must be paid by the family)

Choosing between UNM and CNM

- CNM has smaller class sizes
- CNM's Montoya campus is only 1 mile from Northpoint's campus
- Many of the professors teach at both UNM and CNM
- CNM's dual credit liaisons respond quickly and are more willing to talk to the Dual Credit Coordinator
- CNM parking passes are \$18 UNM's parking passes are \$216
- UNM is reserved for juniors and seniors. Dual enrollment students at UNM are placed into classes on a space available basis and may be awarded a class at the very last minute.
- Use UNM primarily for specific courses not offered at CNM

How do I register for CNM?

- Go to CNM.edu select  in the top left corner
- Use your legal name (there is a place later to enter preferred name and pronouns)
- Enter a personal email
- Once you have created a password you can continue your application
- You will need:
 - Your address
 - YOUR cellphone number
 - Your Social Security Number
- Your student type is “Dual Credit Student”
- Selecting the correct program is not critical



CNM Central New Mexico Community College | **CNM ONLINE**

Application Checklist

Criminal Justice AAS - SPRING 2023 (starts 1/9)
Last day to apply 2023-04-23

- Program Information
- Legal Name
- Permanent Address
- Residency Information
- Personal Information
- High School Information
- College Information
- Requested Information
- Admissions Agreement

Buttons: Cancel Application, Back to Portal, Submit Application



I registered for CNM What are the next steps?

- After you complete your application in 2-6 days you will receive a CNM ID# and access to your **mycnm** account
- Your temporary password is included in your email with your ID#
- **Email the Dual Credit Coordinator your CNM ID#**
 - Schedule a time to take the Accuplacer either at Northpoint or any CNM campus
 - You can take the Accuplacer multiple times if necessary

Last steps before registration

You will need access to your CNM ID# AND your phone for the following:

- Complete the Directed Self Placement Survey
 - <https://www.cnm.edu/depts/assessment-center/dsp>
- Watch the New Student Orientation Video
 - <https://www.cnm.edu/depts/student-recruitment-and-outreach/new-student-orientation/dual-credit-student-orientation>
- Complete the Dual Credit Agreement Form Online
 - https://app.signnow.com/html/signing/invite?route=invite_form&document_id=dbcd17d8facf4of494dbbf3992f8ff11c9d617d9&access_token=36696e73f8e8bdfo4344f4e375fo554521799a9d10a39614ca6ba4b09f9fa529&mobileweb=app_or_mobileweb_choice&user_agent=web
 - You will need a parent email and your NOVA (STARS) ID



You are ready to register for classes!

- Registration opens about 2 months before the beginning of a term
 - Spring Registration opens Mid October
 - Summer Registration will open Mid March
 - Fall Registration begins in June
- Choose your classes in the weeks leading up to registration with your sponsor teacher/ Dual Credit Coordinator
 - Focus on Completing High School Graduation credits first!
 - Use the program catalogue to determine the classes you will need to receive your degree to help you narrow down your choices
 - https://www.cnm.edu/programs/programs-a-z#c6=all&c4=&b_start=0



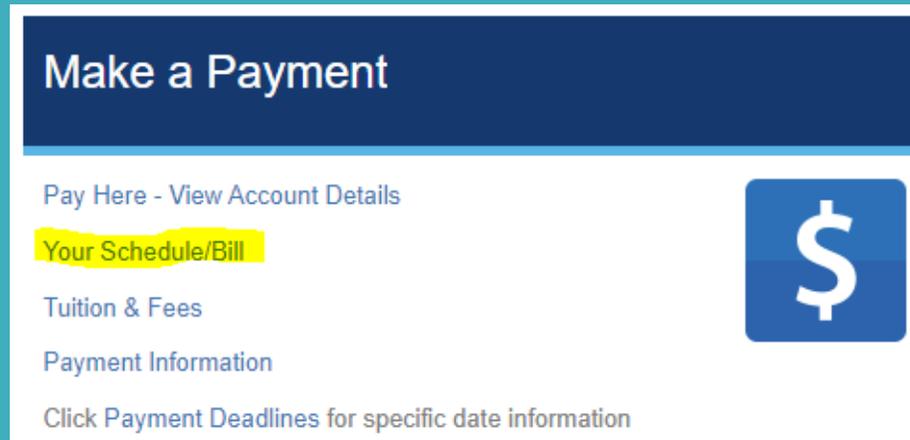
Finalizing your Registration

As soon as possible after the registration window opens

- Log in to mycnm.edu
 - Follow along with this video to help you finalize the courses you have selected
- <https://youtu.be/DWWFN6Vaq5o>
- You must finalize your registration, simply adding them to your plan is not enough!
- Once you are registered you need to get a voucher/ waiver for books

Books

- Login to **mycnm**. You need your CNM email, password, and phone to verify this!
- Click  on the blue bar on the left of your Welcome screen
- On the far right under “Make a Payment” click Your Schedule/ Bill



- Then click submit on the appropriate term
- Print the Student Schedule and Fee Statement screen

Term

Books

CENTRAL NEW MEXICO COMMUNIT
Student Schedule and Fee Statement
Fall 2024 Term

```
*****  
COURSE SCHEDULE                TOTAL HOURS: 3.00  
*****  
ONLINE  
CRN  SUBJ  CRSE  SEC  COURSE TITLE          CR  GR  SESSION  DAYS  TIMES  BLDG  ROOM  
-----  
71828  FYEX  1110  D01  FIRST YEAR SEMINAR      3   T   ONLINE   -     -     ONLINE ONLINE  
      16-SEP-2024 - 08-DEC-2024  
*****  
***** REGISTRATION FEES *****  
Please go to our website https://www.cnm.edu/depts/cashier/payment-deadlines for payment dates and deadlines. You must drop classes you do not plan to attend. You are responsible for or nonattendance. Schedule changes may result in additional charges.  
*****  
***** STUDENT ACCOUNT MEMO *****  
DESCRIPTION          AMOUNT          Your classes will be held if an amount greater than 0.00 is listed under STUDENT ACCOUNT MEMO. Please allow up to 12 hours for memo update:  
-----  
Total Student Account Memo $ 0.00          A parking permit is required to park on all CNM campuses. Please visit the CNM Parking Services web site https://www.cnm.edu/depts/parking
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- Please either email this to the Dual Credit Coordinator and Registrar
OR
- Print it and bring it in. INCLUDE your CNM ID# in your email/ write it on your printout



How to Register for UNM

- Complete the UNM Dual Credit Application
- Complete the Major/ Career Interest Form
- Complete an Academic Advisement Appointment
- Complete the NM Dual Credit Request Form
 - Must be signed by parents, Dual Credit Coordinator and Student
 - Include first, second and third choices for classes for the next semester



How to Register for UNM

- Request an Official Transcript be sent to UNM
 - from both CNM and Northpoint
- Submit ACT/ SAT/ Accuplacer scores from administering body (may incur a cost)
- Dual Credit Registration acceptance date is approximately 3 days before the start of a semester
- <https://advisement.unm.edu/dual-credit/admissions-process.html>

Directly from UNM's Dual Credit Page

Admission & Registration

- **ADMISSION**

- The UNM Dual Credit Coordinator manages the entire Admissions Process for the Dual Credit Program. Any questions about the status of a dual credit application should be sent to dualcredit@unm.edu
- Once a student is admitted to the UNM Dual Credit Program, the UNM Dual Credit Coordinator will email confirmation to the student at the email address they provided on the UNM Dual Credit Application Form. A list of next steps will be provided at that time.

- **REGISTRATION**

- All registration functions (adding/dropping) are completed on behalf of the student by the UNM Dual Credit Office. A hold is placed on all dual credit student accounts that prevent them from performing any registration functions. This hold does not get removed until the student is no longer in dual credit status.
- Registration will begin no later than the date listed at the top of this webpage.
- Admission to UNM ABQ/Main's Dual Credit Program DOES NOT guarantee registration into a dual credit student's requested courses especially for high demand courses which are generally full by the time we open registration for dual credit students. High demand courses typically include but are not limited to: all online courses, first year English courses, math courses, and language courses.
- We advise that you include back-up options for courses when you submit your application. If your first choice is full when we open registration, we will look to your second, third, fourth, etc. options immediately if they were provided to us with your application packet.
- If back-up options were not provided prior to dual credit registration day and the course you requested is full, it is likely that you will not be able to take a course at UNM for that semester.



What if the class is too hard/ overwhelming?

- Ask for help! At Northpoint we believe in helping you with your education regardless of where you are taking the class
- Notify your sponsor teacher/ the Dual Credit Coordinator immediately. We may be able to drop you without it going on your transcript.
 - Dropping a class is a serious decision. While we do not want you to continue and fail, it is possible that dropping a class will make you ineligible for the following semester.
 - You may need to add an Edgenuity course to maintain graduation progress
 - Communicate regularly with your parents and Sponsor teacher about your Dual Credit courses. We cannot access your grades in these classes!

FAQs

- Do I have to take the Accuplacer/ DSP/ Watch the Orientation video/ Complete the Dual Credit Agreement each semester?
 - No, You only need to retake the Accuplacer or DSP if you need to test higher to be eligible for a class. The orientation video may be rewatched as a new student once you graduate, but it is not required. The Dual Credit Agreement is good for your entire time at Northpoint
- What if my account says I owe money?
 - Bring it to the Dual Credit Coordinator immediately, your graduation date may be wrong and/or you may not be registered as a Dual Credit student.
- What if I cannot register for a class?
 - Send a screenshot to the Dual Credit Coordinator of the error message or come into Northpoint Charter and the Dual Credit Coordinator will help you!

FAQs

- **What if I have an IEP/ 504 with accommodations?**
 - Reach out to the Accessibility Resource Center to schedule a time to meet with a counselor and give them a copy of your documents.
<https://www.cnm.edu/depts/accessibility-services>
- **How do I access my Online books for CNM?**
 - Use CNM Brightspace for all online assignments/ books. Top right corner of www.cnm.edu
- **What do I do with my physical books after the semester is over?**
 - Bring them back to Northpoint and check them in with the bookroom/ session desk.
 - Unreturned books may hold up your transcript/diploma!
 - If you want to keep any books, you must purchase them yourselves.