

CNM Dual Credit Get Started

Complete the steps below to get started as a Dual Credit student or [print our Steps to Becoming a Dual Credit Student](#) document.

STEP 1: Apply and Get a CNM Student ID Number

Watch the [Dual Credit Admissions Application Video Tutorial](#) before applying.

[Dual Credit Application Video Tutorial](#)

Submit a free [online application](#). Be sure to select “Dual Credit” as your student type. You will receive a CNM student ID number after applying or one will be emailed to you.

Note: Please allow 3-4 business days for our admissions team to process your Dual Credit application. You will receive an email with your CNM information once processed. If after 4 business days you do not receive anything, please call us at (505) 224-3352.

[Apply as a Dual Credit Student](#)

TIP: Please do not complete any of the steps below until you have your CNM student ID number.

STEP 2: Submit the Required Agreement Form

Email the required [dual credit agreement form](#) at any CNM Admissions Office within five business days after completing the CNM admissions application. If you are 18 or over, you must still submit the form signing for yourself. *CNM may drop you from your course(s) if this form has not been returned to CNM Admissions within five (5) business days of admission.*

Note: Please wait to submit your Dual Credit agreement form until you have your CNM student ID number. All information on the form must be filled out to ensure timely processing.

[Dual Credit Agreement Form](#)

STEP 3: Set Up Your *my*CNM Student Account

Login to your [myCNM student account](#) using your CNM email address. Your CNM email address is the username you received after applying (e.g. username@cnm.edu). Your default password is your 6-digit date of birth followed by 'atCNM' (MMDDYYatCNM). You will register for courses, view your grades, and communicate with your instructors in *my*CNM. [View instructions](#) on logging into *my*CNM as a first-time user. *Hint: Check your myCNM email daily to ensure you don't miss important communication from CNM.*

[myCNM Student Account](#)

STEP 4: Complete New Student Orientation

Complete the [dual credit new student orientation](#). **Dual Credit students must complete the online orientation.** You will be asked to enter your first name, last name, CNM student ID number, and date of birth to begin the orientation. You must complete the dual credit online orientation before you attempt to register for a class!

[Dual Credit New Student Orientation](#)

STEP 5: Take the Accuplacer Placement Exam

Submit your official ACT or SAT scores. If you don't have these, the [Accuplacer Placement Exam](#) is a free option for you. The [Accuplacer](#) is currently being offered remotely or at CNM's main campus. Exams must be scheduled in advance. You must have your CNM student ID number and a picture ID to take the exam.

Note: There is an alternative to the Accuplacer placement exam (reading only). The [Directed Self-Placement \(DSP\)](#) tool 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. Students needing a math placement score will still need to take the math portion of the Accuplacer.

[Schedule Accuplacer Placement Exam](#)

STEP 6: Meet with a CNM Dual Credit Academic Coach

It is recommended that you meet with a [CNM Dual Credit Academic Coach](#) to discuss your course placement options. You can schedule your appointment online. Be sure to bring your ACT or SAT scores, or complete the [Accuplacer Placement Exam](#) before your appointment. Contact Kelli Gallardo at (505) 224-4000 ext. 51878 or email her at kmartinez40@cnm.edu.

STEP 7: Register for Classes

View the [Registration Step-by-Step Guide](#) or the [How to Register for Classes Video Tutorial](#).

Register for classes online through your [myCNM student account](#). [CNM's course catalog](#) is an important resource when choosing courses. Dual Credit students can take classes at the 1000 level and higher (with the exception of fitness classes) for which prerequisites are met. Print your class schedule to ensure you have a zero payment balance.

STEP 8: Get a CNM Student ID Card

Bring a copy of your schedule and a State ID card or Driver's License to the [CNM ID Office](#) to get your CNM student ID card. If you don't have one of the above, bring a copy of your schedule and a high school ID. Students without a State ID or Driver's License may need to have their enrollment confirmed. ID cards must be with you when you're on campus.

STEP 9: Get Your Textbooks

Students who attend a regular APS high school or school of choice pick up required textbooks from the **Textbook Center for Dual Credit Students** location: 912 Oak Street SE Building M-Room 142, Albuquerque, NM 87108 (near the CNM Main Campus). Phone (505) 848-8897 for current hours. **Students are strongly advised to call ahead to make sure books are ready for pick up.** [Read more information.](#)

Charter school and all other school district students must print a copy of your schedule from your *myCNM* account. Bring your printed schedule and textbook charge form (pick up the charge form from your high school counselor) to a [CNM Bookstore](#) to pick up required textbooks.

Private school students check with your counselor as your school may pay for your textbooks.

Home-schooled students are responsible for the cost of textbooks.

included Digital Textbooks - Dual credit students should check their class schedule in their *myCNM* student account for included bookstore charges. If you have these charges on your account, you do not need to pay them if your high school is covering the cost of textbooks (applies to public and charter high school students). included is a program that electronically delivers the required book automatically to the student on the first day of class through [CNM Learn](#). Information should also be included on your course syllabus provided on the first day of class. There are select courses that have the included bookstore charge and those courses can be found on our [fees](#) page.

Remember: your high school must approve your registration. Your high school will receive information about the course(s) you've registered for. If your school doesn't approve the course(s), they will be dropped from your schedule.

STEP 10: Locate Your Classes

Visit www.cnm.edu/maps-and-directory to locate the campus and building where your class(es) will be held.