

Luna Dual Credit Guide

Dual Credit offers high school students a chance to take courses that fulfill both high school and college course requirements. Students can take almost any for-credit course offered by Luna, including most CTE courses, so long as they meet all class pre-requisites. Non-credit courses and specialized programs such as Nursing or Cosmetology are ineligible for dual credit. Dual Credit courses can take place either on campus or virtually, including synchronous and asynchronous.

Dual Credit is offered during Spring, Fall, and Summer semesters.

Benefits for Dual Credit Students

The dual credit program offers high school students a chance to take courses that fulfill both high school and college course requirements. Students can take almost any for-credit course offered by Luna, including most CTE courses, so long as they meet all class pre-requisites. Non-credit courses and specialized programs such as Nursing or Cosmetology are ineligible for dual credit. Dual Credit courses can take place either on campus or virtually, including synchronous and asynchronous.

The Luna dual credit program:

- provides tremendous savings for the ever-increasing burden of paying for college, by offering free tuition to all seniors, juniors, sophomores, and freshmen who qualify. In addition, books are supplied by your high school. Students are responsible for class fees, supplies, PE, and/or audit courses.
- brings college directly to students who would otherwise never imagine going to college.
- affords students with the opportunity to earn a certificate or associate degree while in high school.
- lets students enroll for courses right at your high school or get a better college experience and attend the LCC main campus.
- provides students with free tutoring services in Math and English, through the STEM program and the Reading lab respectfully.
- offers students the opportunity to finish the General Core requirements, which are transferable to any four-year institution within the state of New Mexico.

General Dual Credit Info

- Dual credit courses can be taken at no cost to the students. Required books and material for dual credit courses are covered by the student's high school.
- First time dual credit students must apply to Luna, and then fill out a Dual Credit Agreement form. Once completed, students can then register for courses using a Dual Credit Request Form.
- Some courses will require students to take an Accuplacer test to determine if they can take them. Note, not all courses require Accuplacer scores to be eligible to register. The Accuplacer test primarily denotes eligibility for college level Math and English courses, and for some science courses.
- Students require their HS councilor's approval to register for dual credit courses and are advised to speak with their councilors to discuss potential course pathways.
- Students under the age of 18 require a parent's signature.
- Students who register for dual credit courses are considered students of Luna and as such have their information protected under FERPA. Students may sign a Student Authorization to Release Education Records form to grant parents access to their student information.
- Students seeking dual credit enrollment *must* speak to their HS councilors to discuss the program and can reach out to Luna either through their schools assigned off-site campus manager or the dual credit office on site in Las Vegas NM.

Important Considerations

- It is a dual credit student's responsibility to acquire all required signatures and to fully complete the student information sections of all forms (e.g. LCC ID, STARS #, SSN #, GPA, date of birth etc.).
- Only original forms should be submitted by students. Incomplete and copies of the forms will not be accepted.
- A student is only officially registered for courses when they have submitted all necessary paperwork, it has been processed through the registrars, and they are cleared for class.
- All required forms are available online, at your school, Dual Credit office on main campus, and any of the Satellite/Site offices.
- Students must work with their high school councilors to ensure they are able to attend and have access to their dual credit courses. For online classes, students must have online access. For classes which would require students to go to main campus, such as the case with many of our CTE courses, the student must both be allowed and have the means of leaving their high school to go to the Luna Campus, then return to their high school. It is up to the high school councilors discretion on whether a student is able to do this or not.

Dual Credit Eligibility For High School Students

- Student must meet the College's eligibility requirements.
- Student must have not yet received a high school diploma or high school equivalency credential (GED).
- Student must be enrolled as a second semester freshmen, sophomore, junior, or senior at an accredited public or private high school. Each high school may have different restrictions regarding what grade students may participate in the dual credit program, so please check in with your high school councilor.
- The student's high school may have additional requirements for eligibility before they allow students to participate in dual credit. Please check with your high school counselor to ask about any requirement.

Private School Students and Dual Credit

To apply, Private School students must:

- meet the College's eligibility requirements.
- show home school registration with the New Mexico Public Education Department.
- have a state-issued student ID number (STARSID), if you don't have one please contact your high school or the school district office for your state issued Student ID# (STARS ID or Uniq-ID)
- not have already received a high school diploma or high school equivalency credential (GED).

Homeschool Students and Dual Credit

- Home school students are eligible to participate in the dual credit program until their 18th birthday. These students are subject to the same qualification and provisional policies as are public school students and are limited to a maximum of two dual credit courses per semester, until their last year of high school, at which time, they may take a maximum of four courses.
- Homeschool students do not have to pay for dual credit, however they must pay for the cost of books and course materials.

To apply, homeschool students must:

- meet the College's eligibility requirements.
- show home school registration with the New Mexico Public Education Department.
- have a state-issued student ID number (STARSID), if you don't have one please contact your high school or the school district office for your state issued Student ID# (STARS ID or Uniq-ID)
- not have already received a high school diploma or high school equivalency credential (GED). Home school and private school students are limited to 2 courses per semester. Should they have completed all of their requirements to graduate from high school, they are able to take up to 4 classes.

Dual Credit Provisional Status

- First time Dual Credit students are considered to have provisional status. If they complete their first course with a C or higher, they are removed from provisional status and may take more courses per semester (see Dual Credit Course Limits).
- Students that do not receive a passing grade, a D, F, or W (withdraw after the add/drop period) in any one course, are placed onto provisional status and will be limited to a single course per semester. Students can be taken off provisional status by passing a dual credit course with a C or higher.

Dual Credit Student Course Limits

- First time Dual Credit Students are limited to a **single** dual credit course for their first semester (3 to 4 credits). If they pass that course with a C or better, they may enroll in a maximum of 2 courses per semester. Classes which have a lab component are considered to be a single class for these purposes.
- Only **after** completing all high school graduation requirement credits, students may enroll in a maximum of four courses a semester (typically during a student's senior year.), subject to restrictions within the Statewide Dual Credit Master Agreement.

Dual Credit And Students Future Financial Aid Status

- Dual-credit courses count toward your college enrollment status for FAFSA/Pell.
- Students must take 12+ credits per semester to qualify for a full Pell Grant after HS graduation.
- 9–11 credits = 75% Pell, 6–8 = 50% Pell, etc., based on the school's full-time credit baseline. Schools recalculate Pell disbursement if you drop courses before their Pell recalculation date.
- Up to 30 semesters (45 quarters) of remedial classes can be paid for by Pell—after HS you don't want to waste this limit on low-level courses.
- Course credits gained through Dual Credit *will* affect the total eligible credits afforded by Financial Aid after graduating high school. While students aren't eligible for aid during dual credit enrollment, the courses still affect SAP (GPA + pace) and maximum timeframe once they become aid-eligible.
- Dual credit courses DO NOT count toward the Opportunity Scholarship's credit limit. The Opportunity Scholarship covers up to 90 attempted credit hours or the completion of an associate degree, whichever comes first, **after** high school graduation. Dual credit coursework is not included in the 90-hour cap as long as it was taken before receiving the scholarship (i.e., while still in high school). This allows students to stack up credits early without using up their scholarship eligibility. (<https://www.srca.nm.gov/parts/title05/05.007.0037.html>)

First Time Dual Credit Enrollment Checklist

- Apply to Luna through the admissions office, either in person on campus, or through the online form. You can use either the attached QR code at the end of this document or the following link to access the online application:

<https://app.smartsheet.com/b/form/1dc774d528b0419498587f1e53286e4d>

Fill out this form. Note, you will need to upload a clear photo of your school or regular ID.

Once the application has been submitted, within roughly 3-5 business days, you should receive an email from Luna notifying that you have been admitted into the school. In the **subject line** of that email, your Luna ID will be listed. This number is important and should be written down, as it is tied to your account and will help both faculty and staff find your information quicker should it be necessary.

- Fill out the Dual Credit Agreement form and have it sent to the Dual Credit office, either through your HS councilor, your high schools assigned off-campus site manager, or by taking it to the dual credit office on campus in Las Vegas NM.
 - **Please note that all students less than 18 years of age also require a parent's signature.**
- Create your student account once you have received your Luna ID. (In the dual Credit Packet, see the *LCC How To Make Student Account Guide* document for help.)
- Speak with your high school councilor to discuss what classes you may want to take, what pathways are available to you, and what you want to pursue. As dual credit provides both high school and college credits, always be sure that you are making progress in both. With your High School counselor's approval, fill out the Dual Credit Request Form listing the course you want to take. First time Dual Credit Students are limited to a single dual credit class.
- Submit your Dual Credit Agreement form to the Dual Credit office on the Luna campus or to your high school's assigned off-campus site manager. You can do this either through your HS councilor, by taking it directly to your schools assigned off-campus site manager, or by taking it to the dual credit office on campus in Las Vegas NM.
- See about scheduling an Accuplacer test with Luna to determine certain class placement. These tests can be conducted at your high schools assigned off-campus Luna site, scheduled by your councilors to happen at your high school, or on main campus in Las Vegas NM. **Note that not all courses have an Accuplacer requirement.**



Fill Out This Application To Start Your Journey with LCC

