



# Dual Credit Checklist

## Applications:

- ❖ Applications must be filled out completely in order to be processed.
  - Social Security Number and State High School ID numbers are required –**
    - **If you are in AZ, this is your SAIS ID;**
    - **If you are in NM, this is your STARS ID;**
    - **If you are a BIE student, this is your NAIS ID.**
- ❖ **IT IS YOUR RESPONSIBILITY** to follow all instructions on the application packet. Sign each place signature is required, and get required parent signature if you are under 18 years of age, and High School Representative (High School Counselor) signatures.
- ❖ The following documents must be submitted to the NTU Dual Credit Coordinator for enrollment:
  1. A completed **NTU Dual Credit Application for Enrollment**
  2. **Completed Dual Credit Registration Form**
  3. A copy of **Tribal Enrollment/Certificate of Indian Blood (CIB)** for Native American students.
  4. **Current High School Transcripts.**
  5. **NM PED Dual Credit Request Form** (For New Mexico students only)

## Course Responsibility:

- You must successfully complete all requirements for the college course you enrolled in to earn college credit and high school elective credit.
- You must earn a passing grade
- If you do not demonstrate the ability to participate as a college student or pass the class/classes you registered for, you may not be able to participate in the Dual Credit Program in the future.

If you have questions about this process or any Dual Credit questions, contact:

Dr. Delores Becenti, Director of Enrollment  
NTU Main Campus

[d.becenti@navajotech.edu](mailto:d.becenti@navajotech.edu) or 505-387-7404 or 505-399-8465

## Navajo Technical University (NTU) DUAL CREDIT AGREEMENT OF UNDERSTANDING



Welcome to NTU! We are very pleased to welcome new and returning students to the NTU Dual Credit Program. It is important that you understand the responsibility accepted when enrolling in college level coursework. You, your parents, and your high school have agreed that you have the academic abilities and maturity to take a college course at Navajo Technical University.

### **I understand:**

- ✓ I am enrolled in a college course and will be treated as a college student. I am responsible for class attendance and assignments.
- ✓ I need to stay in contact with my instructor during the course. Contact information, including office hours, are available in the syllabus. Many instructors count off for non-attendance. (Instructors do not have to accommodate outside schedules.)
- ✓ I will do my best to complete required work, turn it in on time, and be successful in class. I will pay attention to the instructor's grading policy as listed in the syllabus. Course assignments and deadlines are available in the syllabus.
- ✓ I am taking this course for dual credit. **My grade will be reflected on my high school transcripts and could affect graduation, grade point average, and class placement.** The grade will be reflected on my college transcripts and may affect financial aid for college after graduation.
- ✓ If I am having difficulty in my class, I will contact my instructor or the following staff:

<b>Crownpoint, Main Campus:</b> Dr. Delores Becenti, Director of Enrollment <a href="mailto:d.becenti@navajotech.edu">d.becenti@navajotech.edu</a> 505-387-7404	<b>Chinle Site:</b> Howard Kayanii, Assistant Registrar <a href="mailto:hkayanii@navajotech.edu">hkayanii@navajotech.edu</a> 928-882-3134
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- ✓ There are deadline dates for dropping or withdrawing from a course. **If I quit attending class, I may receive an F grade, if I do not properly withdraw from my class(es).** To drop or withdraw from my class(es), I must speak with the Dual Credit Coordinator before the deadline.
- ✓ Finals may not be at the same time or location as my class. It is my responsibility to make arrangements to be at the time and place specified for my final exam.



Share this Agreement with your Parents, and  
keep it for your records.



## Student Acknowledgements and Responsibilities

I understand that by enrolling at NTU, I am responsible for knowing, understanding, and following all policies, rules, and regulations at NTU, in addition to following the rules and regulations set forth by the high school. With my signature below, I further certify that I understand the following:

- Courses will be more academically challenging than traditional high school courses, will include different requirements for each course, and will result in a separate grade for each course.
- When the course syllabus is provided to me, I will review the course content and activities with my parent or legal guardian and I will withdraw from the course if we determine that the content is not appropriate for me.
- Grades earned in dual credit courses become part of my permanent academic record and will be reflected on my college transcript.
- Courses are generally transferable; however, it is not NTU's responsibility to ensure that the specific dual credit courses in which I enroll are transferable to subsequent institutions or programs.
- Participation in dual credit can affect future eligibility for scholarships and financial aid. It is my responsibility to determine how any institutions I might attend in the future will treat dual credit hours for the purposes of financial aid and progress toward degree.

As the undersigned student, I hereby understand the Student Acknowledgements and Responsibilities statements above and will adhere to them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**DUAL CREDIT REGISTRATION FORM**  
Navajo Technical University

NM: High School: \_\_\_\_\_  
 AZ: High School: \_\_\_\_\_  
 STARS/SAIS/NAIS ID: \_\_\_\_\_

Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Student Name: \_\_\_\_\_  
 Last First Middle Initial

High School: \_\_\_\_\_ NTU STUDENT ID: \_\_\_\_\_

Crs. No.	Course Title	Cr. Hrs.	Instructor	Location	Time	M	T	W	R	F
<b>TOTAL CREDIT HOURS:</b>			<b>*Student Signature required</b>							

High School Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_



# APPLICATION FOR DUAL CREDIT ENROLLMENT

Semester and Year of Enrollment: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

NTU Student ID Number: \_\_\_\_\_

**ALL FIELDS must be answered. Incomplete applications will not be accepted.**

## I. Personal Information

Full Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender:  Female  Male Marital Status:  Married  Single  Divorced  Separated

Are you a U.S Citizen?:  Yes  No If you answered no, what country are you a citizen of? \_\_\_\_\_

State of Residence: \_\_\_\_\_ County: \_\_\_\_\_

Do you require special accommodations?  Yes  No (If Yes, contact the Special Needs Counselor at (505) 786-4138)

## 2. Parent's Information

Parent/Legal Guardian's Name: \_\_\_\_\_

Address (If Different from above): \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number : \_\_\_\_\_ ( Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell)

## Ethnicity Information

### Predominant Ethnic Background

(Federal law requests this information for statistical reporting purposes.)

What is your ethnicity? Yes  Hispanic/Latino No  Non-Hispanic/Latino

If you selected not Hispanic please check all that apply:

American Indian / Alaskan Native  Native Hawaiian or other Pacific Islander  
 Asian  White  Black or African American

Are you an enrolled member of a federally recognized tribe?  Yes  No If not applicable, indicate "NA".

If so Tribe: \_\_\_\_\_ Census/Enrollment #: \_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_

Tribal Agency:  Eastern  Western  Ft. Defiance  Chinle  Shiprock

How well do you speak your tribal language?  None  Basic  Intermediate  Fluent

## High School Information

High School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Graduation Date: \_\_\_\_\_ If NM Student (Required): STARS ID: \_\_\_\_\_  
If AZ Student (Required): SAIS ID: \_\_\_\_\_  
If BIE Student (Required): NAIS ID: \_\_\_\_\_  
Other State ID: \_\_\_\_\_, State: \_\_\_\_\_

## Other Questions

How Did you hear about us?

Radio  Newspaper  College/Career Fair  Tribal Fair  Internet  Referral  
 Campus Tour  Walk In  HS Fair/Presentation  Other: \_\_\_\_\_

## Signature Verification, Drug Free Affidavit and Photo Release

### Photo Release (Optional)

I hereby grant permission to Navajo Technical University the right to use, publish, display, and or produce any video recorded or photographs for promotional publication, alumni publication and or on the Navajo Technical University Web site or Facebook Page.

**Student Signature:** \_\_\_\_\_

**Parent or Guardian's Signature:** \_\_\_\_\_

### Drug Free Affidavit (Required Signature)

Navajo Technical University is a Drug Free Campus. In Compliance with the Drug-Free School and Campuses Act, commonly known as Part 86 of EDGAR (34 CFR Part 86), as a condition to receive funds or any other form of financial assistance under federal program. The unlawful use, possession, manufacture, or distribution of alcoholic beverages, illegal drugs, and the possession of drug paraphernalia are strictly prohibited by Navajo Technical University policy and procedures, The Navajo Nation Code, State and Federal Laws. Under no circumstances will the use of any drugs and/or alcohol be allowed anywhere on campus. The use of drugs and/or alcohol is prohibited at all times on campus or at any school sponsored activity, including educational trips. Violation of the Drug Free Policy will result in the appropriate disciplinary action(s) as outlined in the Student Handbook and Employee Handbook.

I CERTIFY THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND THE CONDITIONS OF THE DRUG FREE CAMPUS POLICY.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sign and date your application, without a signature and date your application will not be processed.

## EXPRESS ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I/we agree to waive, discharge claims and release from liability and to hold harmless and indemnify NTU, the Board of Regents of NTU, officers, agents or employees of NTU from any and all liability, loss, damages, costs, expenses, including court costs and attorney fees, which are sustained or incurred due to my enrollment and any participation of school activities whether caused by the negligence of NTU, the Board of Regents of NTU, officers, agents, or employees of NTU or otherwise.

This waiver is intended to bind the members of my family, my heirs, executors, administrators, assigns and personal representative.

I authorize the appropriate college representatives to seek and authorize medical assistance on my behalf if needed and have

noted below any special medical conditions of which they should be aware.

**Student Signature:**

\_\_\_\_\_  
Student Name (Please Print)      Signature      Date



**Parent/Guardian Signature:**

I hereby agree to the foregoing assumption of risk and release of liability on behalf of my/our child.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)      Signature of Parent/Guardian      Date

**FERPA RELEASE INFORMATION**

We, the student and parent/guardian, agree for the above-named student to enroll in the Dual Credit Program offered in coordination with stated high school and postsecondary institution. We understand the high school representative will authorize course selection for each term. We understand that all prerequisite requirements, including assessment and course placement must be met.

We agree to abide by the guidelines in the Agreement with our student’s high school and postsecondary policies and codes of conduct.

We will cooperate with both the high school and postsecondary institution in fulfilling student responsibilities. We understand that any courses registered for, or grades earned, become a permanent part of the student’s high school and college record. At the end of each quarter and/or semester, we authorize the postsecondary institution to send all grades to the high school, including those for courses that are not a part of this agreement.

We understand that it is the student’s responsibility to receive approval from the high school representative for permission to drop or withdraw from the course(s) listed above.

According to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), all rights of access to the student’s educational records transfer from parent to student when the student is enrolled in a postsecondary institution. Accordingly, dual credit students still enrolled in high school have rights of access to their postsecondary dual credit records. In order for the student to receive credit, transcripts of dual credit courses will be shared among the secondary and postsecondary institutions the public education department, and the higher education department. All data submitted to secondary and postsecondary institutions or the NMHED will be used and maintained in accordance with all federal and state statutes, regulations, and policies.

By signing below, I, the student, authorize the postsecondary institution listed above, to release all information concerning my academic records to my high school, the NMPED, and the NMHED. I understand that information may be released orally, electronically, or on paper. I have the right to inspect any written records released pursuant to this consent and understand that I may revoke this consent at any time.

We, the student and parent/guardian, certify that all the information furnished in this application is true to the best of our knowledge. We understand that any misrepresentation of the facts may result in the immediate cancellation of the student application or registration.

**Student Signature:** \_\_\_\_\_

**Parent or Guardian’s Signature:** \_\_\_\_\_