
Dual Credit Checklist

Steps for High School Students to Enroll in SFCC's Dual Credit Program

Dual Credit is a program in which qualified and approved high school students can take college-level SFCC courses and earn high school credit concurrently at no cost to them.

1. Go to www.sfcc.edu and complete the SFCC Admission Form*

If you submit your application online, a student ID number (also called your A#) will be automatically generated for you. If the system does not immediately give you your student ID number, contact Enrollment Services at (505) 428-1270. If you submit a paper application, someone will call you with your student ID number after a five-day processing period.

**If you have previously participated in Dual Credit, you should not complete the admission form.*

To complete the online admission form:

- go to www.sfcc.edu
- Click on "APPLY NOW" in the upper left corner
- Click on "apply to SFCC ONLINE"

2. Obtain all required forms/materials

- Approved Dual Credit Course List
- Dual Credit Request Form
- Current Schedule of credit classes

3. Meet with your high school counselor

Meet with your counselor and select the appropriate course(s) from the Dual Credit Approved Course List and current schedule of classes.

4. Complete Placement Testing

If you want to register for a course that requires an English, reading or math prerequisite, you must take a free placement test at SFCC's Testing Center or submit ACT/SAT scores. For information about placement testing, call (505) 428-1625 or visit www.sfcc.edu/testing.

5. Complete a Dual Credit Request Form

Pick up a Dual Credit Request Form from SFCC or your high school counselor, or download it from www.sfcc.edu/dualcredit. Make sure to complete the entire form, including all necessary course information and signatures.

6. Submit your forms

Submit all the required forms to your high school counselor or SFCC's Community Outreach Office, Room 211F.

Required forms are:

- Dual Credit Request Form
- Placement Test results, if necessary

**After all the required forms are received, your registration will be processed.*

7. Get your book

Go to the SFCC Bookstore – make sure you have a picture ID (e.g. driver's license, school ID) and your SFCC student ID number (A#). Find your book and take it to the Bookstore cashier. Tell the cashier that you're a Dual Credit student and present your picture ID and student ID# and there'll be no charge to you for your book.

8. Pay additional course fees (if applicable)

Some courses have additional fees which you're responsible for paying. Refer to the current schedule of classes to see if your course has an additional fee.

Learn more. Call (505) 428-1604,
stop by Community Outreach in room 211F
or visit our Web page at www.sfcc.edu/dualcredit.

SFCC is an equal opportunity/equal access institution.



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