

General Admission Requirements

General admission to the college does not guarantee admission to some technical education and health occupation programs, which may have additional admission requirements. Please contact the appropriate program advisor for information.

1. If You Are a Graduate of an Accredited High School

An applicant who is a graduate of an accredited high school will be admitted upon the submission of the NMJC admissions application and presentation of a properly authenticated high school transcript. All transcripts must contain the date of graduation, have an administrative signature, and if applicable, translated into English.

2. If You Are a Graduate of a Home School

An applicant who has successfully completed a nontraditional secondary educational program, including home school, will be admitted upon the submission of the NMJC admissions application and proof of home school completion from the NMPED Home School System. OR other official state granting record of high school completion.

3. If You Have Earned a GED or HiSET Certificate

Applicants who have earned a high school equivalent ((HSE): GED®/HiSET®) certificate will be admitted upon presentation of a properly authenticated certificate of completion.

4. If You Have Earned the NEDP©

Applicants who have earned adult diplomas under the National External Diploma Program (NEDP©) will be admitted upon presentation of a properly authenticated certificate of completion.

5. If You Are at Least 16 Years Old and You Are Not a High School Graduate and Have Not Obtained a High School Equivalent Certificate

NMJC offers an Adult Basic Education (ABE) program. The NMJC Adult Education Program offers morning and evening classes, free of charge. Classes generally run from August to June each year. The program offers classes for High School equivalent (HSE):GED®/HiSET® as well as [English as a Second Language \(ESL\)](#). To enroll, all students must attend a registration and orientation. Classes are offered at variety of locations. The NMJC Adult Education Program Office is located in the Ben Alexander Building in room 205; (575) 492-2629. In addition, underage applicants may petition the NMJC Registrar for individual approval. Approval will be based on age, experience, and ability to benefit. (See information regarding [Admission appeals](#).)

6. If you are at least 18 years old and you are not a high school graduate and have not obtained a high school equivalent certificate

A person who is 18 years of age or older, who is not a high school graduate and has not earned a GED or HiSET certificate may enroll in select technical or vocational programs, may audit courses for personal enrichment, or may enroll in transitional or ESL courses. In addition, applicants may petition the NMJC Registrar for individual approval. Approval will be based on age, experience, and ability to benefit. (See information regarding [Admission appeals](#).)

7. If You Are a Current High School Student

NMJC provides qualified high school-aged students a variety of opportunities to enroll in college classes. Credits earned may be applied toward a NMJC certificate and / or degree and most are transferable to other colleges. Students enrolled in any of these programs are subject to all NMJC policies and regulations.

- **Lea County High School Dual Credit**—NMJC has agreements in place with Lea County high schools which provide high school students the opportunity to take college courses for which they will simultaneously earn both college and high school credit. NMJC provides a waiver of tuition and fees and the high school covers the cost of required textbooks. Students should contact their high school counselor for more information.

- **Dual Credit Academy** – The NMJC Dual Credit Academy (previously known as Early College) provides the opportunity for Lea County public high school juniors and seniors to earn a high school diploma and a college- level credential and/or degree simultaneously through courses taken on the NMJC campus. NMJC provides a waiver of tuition and fees and the high school covers the cost of required textbooks. Students must make application at their high school.
- **ACT Academy** – The NMJC ACT Academy provides Lea County public high school juniors and seniors the opportunity to earn college-level Applied Sciences and Technology credits and/or credential through courses taken on the NMJC campus. NMJC provides a waiver of tuition and fees and the high school covers the cost of required textbooks. Students must make application at their high school.
- **Concurrent Enrollment** - Concurrent Enrollment provides high school and home school students between 16- 18 years old the opportunity to enroll in NMJC and take college courses. Students looking to receive high school credit for college courses should check with their school before enrollment.
 1. An NMJC admissions application must be completed and clearly marked "concurrent enrollment" and the student and the parent or guardian must complete a concurrent form, available at the NMJC Help Desk.
 2. NMJC provides a waiver of tuition and fees for Lea county students who qualify for New Mexico in-state tuition status. Students are responsible for the cost of textbooks.
 3. Home-school students will need to show home-school registration with the New Mexico Public Education Department at <https://webnew.ped.state.nm.us/bureaus/options-parents-families/home-schools/> and provide to NMJC their state-issued student ID number. State ID numbers may be obtained by contacting Dyanne Salazar at dyanne.salazar@state.nm.us or (505) 476-8441
 4. Students should contact the NMJC Helpdesk for additional information.

8. **If You Are a Transfer Student:**

A college transfer student in good standing at his or her previous college will be accepted for admission at NMJC. Students on academic suspension at a previous institution are subject to the Academic Suspension requirements and appeals process described in the [Academic Standing](#) portion of this catalog. Students must present official transcripts of all previous college work as well as the high school transcript or high school equivalent certificate. Official transcripts should be sent directly to transcripts@nmjc.edu from the respective institutions and should be on file at the time of enrollment. (Information regarding [transfer of credits](#) section.)

9. **If You Have Previously Attended NMJC and Are Seeking Re-Admission**

Former students of NMJC, not on academic suspension, may enroll during any scheduled registration period without re- application, provided they have attended NMJC within the past 3 years. Students who have not attended within the past 3 years must file an application for re-admission. Students who have attended another college or university since leaving NMJC will be considered transfer students and must submit official transcripts from all colleges attended.

10. **If You Are a New International Student Requesting an I-20 from NMJC**

International students are defined as "non-immigrant" visitors who come to the United States temporarily to take classes. A non-immigrant is someone who intends to stay in the US temporarily, does not have US citizenship or legal permanent resident status (a "green card"), and applies for a visa to be allowed entry into the United States. To comply with federal laws and immigration requirements, international students must be degree-seeking students.

- **Application and Documentation Submission Deadlines for International Students:**
Fall Semester (August): April 1 *Spring Semester* (January): September 1
- **International Student Application:** Students seeking an F-1 Visa must begin the process by completing the International Student Application found on the NMJC website at: https://www.nmjc.edu/admission/apply_online/international-students.aspx
- **Academic Records:** New Mexico Junior College requires official copies of high school, secondary, and university transcripts and certificates. Notarized, faxed copies or photocopies of these

documents may be submitted for application purposes, but certified documents must be provided prior to course registration. Certified documents must contain the original signature(s), stamp(s) or seal(s) of the issuing institution's designated official.

- **Graduation:** Students must submit evidence of graduation from an acceptable secondary school and must be eligible for admission to a recognized university in their home country.
- **Transcript:** The official transcript must be an original document translated into English and must show each course completed and grade earned.
- **Financial Documents:** Proof of financial ability to remain at New Mexico Junior College must be submitted prior to issuance of an I-20. Complete and return the NMJC Certificate of Financial Responsibility with required supporting documentation. The applicant must provide proof of adequate financial support for at least one full year of study at NMJC (minimum of \$15,000).
- **Photocopy of student's passport.**
- **Proof of English Proficiency:** If you are from a country in which English is not the official language you must provide proof of English language proficiency. Any of the following may be used as proof of proficiency:
 - Completion of four years of U.S. high school with a 2.0 GPA or better
 - Completion of high school in English-speaking Canada, the United Kingdom, South Africa, Australia, or New Zealand.
 - ACT English score of 19 or better (test not required for admission)
 - SAT Read/Write score of 500 or better (post-March 2016) (test not required for admission)
 - 1 year of full-time study (minimum 24 credit hours) at a regionally-accredited US college or university with a 3.0 GPA or higher
 - Completion of one semester of freshman English composition with a grade of "C" or higher at a regionally- accredited U.S. college or university.
 - Bachelor's degree from a regionally-accredited US college or university or a recognized institution in English- Speaking Canada, the United Kingdom, South Africa, Australia, or New Zealand.
 - Official score on the International version of the Test of English as a Foreign Language (TOEFL) of at least 500 (paper-based), or 173 (computerized), or 72 (Internet) with a minimum score of 18 on each section. (scores valid for 2 years)
 - Official score on the International English Language Testing System (IELTS) of 6.0 or higher. (scores valid for 2 years)
 - **NMJC English Language Pathway Program of Study**
International students with limited English language proficiency that do not meet the stated English proficiency standards may be eligible to enroll in the NMJC English Language Pathway. Applicants must have completed the equivalent of an American upper secondary school education and have the appropriate diplomas or satisfactory results on leaving examinations, as well as prior referenced proof of financial ability. Upon arrival, the student will be given a placement test to determine proper placement in the Pathway program. Students will remain in the Pathway until English proficiency is exhibited or up to two semesters. The Pathway student will be required to be enrolled in a minimum of 12 credit hours each semester in a combination of transitional English and/or reading coursework, English as a Second Language coursework and credit bearing coursework. No online or distance education courses may count toward the student's full course of study. Upon successful completion of the Pathway program, the student will be moved into the Associate of Arts or Associate of Science degree program of his or her choice. This information will be updated in SEVIS and an updated I-20 will be issued to the student.

11. **If You Are an International Student Transferring from Another U.S. College**

The United States Citizenship and Immigration Services must be notified when an international student transfers from one U.S. institution to another. Once a student is admitted, NMJC will provide a "transfer-in

form” that will need to be completed by the previous U.S. institution and submitted to NMJC to release the active visa information. However, if a student is “out of status” with USCIS, that student should reinstate him/herself with USCIS prior to enrolling at NMJC.