

Clovis Municipal Schools

P.O. Box 19000
1009 Main Street
Clovis, New Mexico 88102-9000
575.769.4300 FAX 575.769.4333
www.clovis-schools.org



Renee Russ, Superintendent
Joe Strickland, Deputy Superintendent of Employee Services
Carrie Nigreville, Deputy Superintendent of Academic Services & Leadership
James Brady, Deputy Superintendent of Operations, Technology, and Athletics

Board
of
Education

Cindy Osburn, President
Paul Cordova, Secretary
Shawn Hamilton, Member
Terry Martin, Member
Amy Egbert, Member

January 28, 2025

Dear Prospective Clovis Early College High School Students and Parents,

We are beyond excited to continue the Clovis Early College High School program. We are eager to begin the recruitment process to admit our seventh group of students. The opportunity afforded to our students is incredible.

Early College is a program that operates within Clovis High School. We are housed on the Clovis Community College campus. Students are allowed to participate in extra-curricular events at CHS if the schedule allows. ECHS students earn high school and college credits simultaneously.

Please carefully read over the enrollment packet and pay close attention to deadlines. All applications should be submitted to your school counselor or Melissa Winn at CCC (Room 463). Incomplete or late packets will only be considered if space allows. If you have questions about the application and/or acceptance process, please contact me at melissa.winn@clovis-schools.org or 575-769-4778. The 2025 application deadline is **March 14, 2025**.

We will be hosting information meetings on February 17, 2025 and February 26, 2025. The meeting will be in Dr. Jay Gurley Town Hall at Clovis Community College. Both meetings will begin at 5:30pm.

Thank you,

Melissa Winn, Dean of Students
Clovis Early College High School Program



Early College High School



CECHS Vision

Our goal is for every student to earn both a high school diploma and a college degree, certificate, or industry credential simultaneously.

Schedule

This is a non-traditional high school. CECHS is open 7:30 a.m. to 4 p.m. Monday through Friday. Students are expected to be available to CECHS and CCC classes during that time. However, the school day may be longer and/or involve evening classes. As students move from class to class, they are unsupervised. Students will have unscheduled time which should be used for study or accessing other resources. Students must be enrolled in a minimum of four classes a semester (will include both high school and college courses). In addition, students may be required to attend summer sessions for some CCC programs.

Cost

CCC waives the tuition for all college classes that are part of the student's degree plan. CMS pays for student fees, including books. Students may be responsible for some courses and fees that are not covered under the NM Dual Credit program (i.e. physical activity classes).

College Culture

CECHS is located on the CCC campus. Students are expected to follow CCC's codes and policies, including but not limited to issues related to behavior, discipline, or withdrawal from classes. CCC is a college campus with a college culture. Successful CECHS students are goal-oriented, motivated and prepared to learn in a mature setting. Maintaining good academic standing at CCC is required in order to maintain enrollment at CECHS.

Student Privacy

According to the Family Educational Rights and Privacy Act (FERPA), when students enroll at CCC, they become the primary stakeholder of their personal academic information and grades. **Parents do NOT have direct access to CCC instructors**, student attendance in college classes, or any information related to student academic progress. The CECHS counselor will be the point of contact for any student concerns in college classes. Parents can communicate directly with CECHS staff regarding student academic progress.

Credits/Grades

CCC grades are included on the student's high school transcript and are used to calculate the student's GPA. CCC grades become part of a student's permanent college record and can impact their ability to receive future scholarships and financial aid. Withdrawals also show on a student's permanent high school and college transcript. To remain academically eligible, students must earn a C or higher in ALL dual credit courses.

Special Services

Students who wish to apply for accommodations for any CCC class, must register with the CCC Special Services Department EACH semester for which they are enrolled.

Extra-Curricular Activities

CECHS is an extension of Clovis High School; therefore, CHS extra-curricular activities (i.e. band, sports, ROTC, FFA, etc.) are available to all CECHS students as well. However, due to scheduling, some CCC programs may not be conducive with some CHS extra-curricular activities. Therefore, in some cases, students may have to choose between a specific CCC program and a CHS extra-curricular activity.

Student IDs

CECHS students will be required to have a CCC ID with them at all times while on the CCC and CECHS campus.



Early College High School



Application Process

We would like to thank you for your interest in the Clovis Early College High School Program.

General Information:

The student population of Clovis ECHS reflects and values the diversity of its participating students. In order to meet the intent of the early college high school model, this process places an emphasis upon selecting applicants who are representative of the applicant pool and generally meet one or more the following criteria:

- Students who are 1st generation college students
- Students who would benefit from accelerated academic instruction and environment
- Students who are at-risk for not completing high school or for not pursuing higher education
- Students who are underserved in higher education

In addition, the following is also necessary to be successful at ECHS.

- Maturity, motivation and the ability to make responsible, independent and productive choices which contribute to success and growth both at the high school and college level.
- Desire to be intellectually challenged and experience rigorous college level courses
- Ability to work cooperatively and be engaged in communication, leadership, critical thinking, and problem solving, as well as making education a priority.
- Desire to effectively and appropriately use technology toward educational purposes and enrichment.

Below is an outline of the application process and timeline. The application process consists of three phases:

Phase One: Application Process

Deadline: March 14, 2025

Informative meetings will be held at CCC. Applications will then be made available to all interested students. All completed applications must be submitted to the school counselor or the ECHS office by March 14, 2025. Late applications will be considered on available space only. Applications will be reviewed by the ECHS Admissions Committee.

Phase Two: Interview Process

The ECHS Admissions Committee will review each student's application and make interview selections. Students selected for an interview will be notified of an interview time. Parents/guardians are welcome to be with their student during the interview.

Phase Three: Selection Process

The ECHS Admissions Committee will review each student's completed application, including the interview score, to determine final acceptance or non-acceptance into the program for the 2025-2026 school year.

To apply to the Clovis Early College High School students must:

- ✓ Be a Clovis Municipal School Student or willing to be
- ✓ Complete application packet and return to the school counselor or ECHS Office
- ✓ Apply with CCC and take the Accuplacer Test or have needed PSAT test scores
- ✓ Have a strong work ethic
- ✓ Interview with the admissions committee
- ✓ Submit Student Academic & Discipline Record if out of CMS district



Early College High School



CCC and ECHS Application and the Accuplacer Exam

Student must complete the attached CCC and ECHS application. Submit them to the ECHS office, school counselor, or email to Melissa Winn and then follow the Accuplacer instructions below.

1. Complete the CCC and ECHS application.
2. Turn in the application to the ECHS office or school counselor (can also email application to Melissa Winn).
 - a. Receive a C number via email from Melissa Winn.
3. Once you have received your C number, you will need to take the Accuplacer Exam in the CCC Testing Center (Room 109), if applicable.
 - a. Please allow 1-2 hours to complete.
 - b. The Accuplacer consists of basic reading, English, and math and helps determine placement into courses and programs.
 - i. All three exams do NOT have to be completed on the same day; however, all three should be completed prior to the CECHS application deadline (March 14).
 - c. You can call the Testing Center at 575.769.4125 to schedule an appointment.
4. Bring the results of Accuplacer to Melissa Winn in Room 463 at CCC.

To learn more information about the Accuplacer, students can go to www.clovis.edu/testing and click "Learn more about Accuplacer." This site also provides a study guide so students have an idea of the types of questions on each exam.

Once the Accuplacer is completed, students may contact Melissa Winn at CCC (melissa.winn@clovis-schools.org or 575.769.4778) if they need more information on how to interpret the scores.



Early College High School



Please Print:

Student Information:

Student Name: _____ **Preferred Name:** _____

State ID: _____ **Graduation Year:** _____

Student Home Address: _____

Date of Birth: _____

Student Email Address: _____

Cell Phone Number: _____ **Home Phone:** _____

Are you on a current IEP? _____

Are you enrolled in ESL classes? _____

Parent/Guardian 1:

Name: _____ **Phone Number:** _____

Address: _____

Email Address: _____

Highest Level of Education: _____

Parent/Guardian 2:

Name: _____ **Phone Number:** _____

Address: _____

Email Address: _____

Highest Level of Education: _____

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Which program(s) of study interest you the most?

Nursing		Criminal Justice	
Physical Therapy Assistant		Education/Early Childhood Education	
Rad Tech		Graphic Design/Media Art	
EMS		Industrial Technology (Plant Ops/Wind Energy)	
Automotive		Math	
Business Administration		Paralegal	
Biology		Welding	
Computer Info Systems & Technology		Other, not specified Please list	

Please have student respond to the following prompt: You can use the box below or attach extra pages if needed.

Tell us what makes you a good candidate for ECHS. *We are looking for your “elevator speech!”*



Early College High School



Parent/Guardian Assurances

Parent must read and initial next to each item acknowledging each of the statements regarding student expectations at CECHS:

Initial Each

I understand that the goal for ECHS students is to earn a high school diploma and college diploma or industry credential simultaneously. I understand that it is a privilege for my student to be accepted into the ECHS.	
I am aware that my student has committed to attend Clovis ECHS until graduation. I will communicate with the counselor if my student is struggling academically and will support interventions to help my student succeed.	
I will ensure that my student attends school every day, arrives to school on time, and remains at school until dismissal.	
I will schedule non-school appointments outside the school day when possible.	
I will review the syllabus for each high school and college course with my student.	
I understand my student will have homework on a regular basis.	
I will review my student's grades in high school and college biweekly.	
I will attend any required parent/teacher conferences.	
I will communicate to the school any problems that could affect my student's performance or behavior.	
I am aware that after-school employment could interfere with my student's success at ECHS.	
I understand that my student should use the internet and school issued computer for the purpose of school work only (Please refer to District Acceptable Use Policy). Additionally, I understand that anything that my student posts on social media can be looked at and considered by college admission boards.	
I will ensure my student follows the CMS and CCC Student Code of Conduct.	
I understand my student will be taking college classes with adult students and is expected to act responsibly and respectfully at all times.	
I understand if my student dis-enrolls from Clovis ECHS, he/she will not be able to re-enroll at a later date.	
I understand if my student receives a disciplinary consequence that results in expulsion, he/she will not be allowed to re-enroll with ECHS.	
I understand if my student fails to make progress towards high school graduation, my student may be sent back to traditional high school.	
I understand I will be financially responsible for any damages to school issued computer or lost or damaged textbooks/equipment.	
I understand that if my student is not passing their classes with a C or higher, they will be required to attend Mandatory Study Hall after school or on Fridays.	



Early College High School



Student Assurances

Student must read and initial next to each item acknowledging each of the statements regarding student expectations at CECHS:

Initial Each

I understand that the goal with ECHS is for me to earn a high school diploma and college diploma or industry credential simultaneously. I understand that it is a privilege to be accepted into the ECHS.	
I am aware that I have fully committed to attend Clovis ECHS until graduation. I will communicate with the counselor and my teachers if I am struggling academically and will participate in interventions to help me succeed.	
I will attend school every day, arrive to school on time, and remain at school until dismissal.	
I will schedule non-school appointments outside the school day when possible.	
I will review the syllabus for each high school and college course. I will refer to it as a guide for the work I must complete each week.	
I understand I will have homework on a regular basis and that my work is to be completed on time.	
I will attend after school tutorials and Mandatory Friday when required by teachers/administrators.	
I will communicate to the school any problems that could affect my performance or behavior.	
I am aware that after-school employment could interfere with my success at ECHS.	
I understand that the internet and school issued computer is to be used for the purpose of school work only (Please refer to District Acceptable Use Policy). Additionally, I understand that anything I post on social media can be looked at and considered by college admission boards.	
I will follow the CMS and CCC Student Code of Conduct.	
I understand I will be taking college classes with adult students and I will be expected to act responsibly and respectfully at all times.	
I understand if I dis-enroll from Clovis ECHS, I will not be able to re-enroll at a later date.	
I understand if I receive a disciplinary consequence that results in expulsion, I will not be allowed to re-enroll with ECHS.	
I understand if I fail to make progress towards high school graduation, I may be sent back to traditional high school.	
I understand I will be financially responsible for any damages to school issued computer or lost or damaged textbooks/equipment.	
I understand that if I am not passing my classes with a C or higher, I will be required to attend Mandatory Study Hall after school or on Fridays.	



Please type or print legibly in ink. Complete the front and back. Sign and date the application.

Semester you plan to enroll: Year: 20_____ Fall Spring Summer
New First Time never attended college/university
Transfer have attended or currently attended another college/university
Returning previously attended CCC
High School Student earning college credit while still attending high school

PERSONAL INFORMATION All student information is kept confidential

For office use only

Social Security Number

Date of Birth (MM/DD/YYYY)

Legal Sex

C [] [] [] [] [] [] [] [] [] []

[]

[]

Male Female

Full Legal Name

Last Name

First Name

Middle Name (Optional)

Current Mailing Address

City

State

Zip

Email Address

Preferred Phone Number

[]

Emergency Contact

Cell Home Other

Name Relationship

Address (if different from above)

Street Address

City, State, Zip

Phone Number

ETHNICITY

In compliance with US Department of Education for Title IV federal requirements, please indicate your ethnic origin.

Hispanic or Latino Non Hispanic or Latino

RACE

Please select one or all that apply:

White Asian Black/African America Native Hawaiian or Pacific Islander American Indian or Alaska Native

MILITARY AFFILIATION

Please select one or all that apply:

Active-Duty Military Spouse of Active-Duty Military Dependent of Active-Duty Military Veteran

RESIDENCY INFORMATION (REQUIRED)

Is New Mexico your legal state of residence? Yes No Have you lived in New Mexico for the past 12 months? Yes No

Do you have a current New Mexico Driver's License or State ID? Yes No, which state?

Dates of residence in New Mexico: From to If you have a current visa, please list visa type and expiration date:

Citizenship Status: U.S. Citizen Permanent Resident Non-U.S. Citizen: Please list country of citizenship:

VOLUNTARY INFORMATION

Per Executive Order 2021-048, the Office of the Governor would like to improve its demographic analysis on gender identity and the LGBTQIA+ community residing in New Mexico. Answering these questions are completely voluntary.

Do you identify as LGBTQIA+?

Prefer not to disclose Yes No

Gender Identity* (select all that apply):

Personal Pronouns

Non-Specified (prefer not to say) Male She/Her/Hers He/His/Him They/Their/Theirs Non-binary or another gender identity Female

Preferred First Name: Students may opt to go by a chosen/preferred first name that is different from their legal first name. Some records, such as paychecks or financial aid, as well as the academic record (transcript) that require the use of a legal name, will not change to chosen/preferred first name. However, whenever possible, chosen/preferred first name will be used. If you have a preferred first name, please list it below.

NOTE: Clovis Community College is open and inclusive. Information collected will not be utilized in admission decisions and will only be used for reporting purposes. Student Privacy will be protected.

You can change this information in the future by visiting with the Admissions & Records Office.

Turn over for required signature [arrow]

EDUCATION INFORMATION

Name of High School/GED: _____ City & State _____
High School ID/STARS ID (if known): _____ Graduation/Completion Date: _____
Month/Year

Colleges and/or Universities (Please list all previously attended)	Attendance Dates		Location
	From	To	

Academic Goal Which best describes your goal?

- Take one or more courses, not pursuing degree at CCC
- Complete a certificate program with CCC
- Complete a degree with CCC

Enrollment Reason Check One:

- Prepare for Transfer to another institution
- Improve personal/professional skills
- Prepare for a job immediately after CCC

Are you interested in receiving Financial Aid?

- Yes
- No
- If yes, be sure to file your FAFSA at fafsa.gov*

How Did You Hear About CCC?

- Social Media
- CCC Website/Other Web Search
- Radio
- Family/Friend
- Cannon AFB
- CCC Recruiter/Staff Member (name): _____
- Community Event (indicate event): _____
- Other (describe): _____

Area of Study

I plan to pursue credit courses in the _____ program or major area of study.
 *Please use the list on the previous page.

If your program will result in a professional licensure, please indicate the state in which you plan to license. _____

I am undecided in program or major area of study. I am not pursuing a degree with Clovis Community College.
 *Students planning to use Financial Aid must be degree seeking.

Additional Information

Are you an English Language Learner?
 Yes No

Did either of your parents complete a bachelor's degree?
 Yes No

Do you have reliable housing?
 Yes No

Do you have reliable transportation?
 Yes No

STUDENT'S SIGNATURE

I certify that the above information is true and correct to the best of my knowledge. A student found guilty of NONDISCLOSURE or MISREPRESENTATION in filling out this application form may be subject to disciplinary action and possible dismissal from Clovis Community College.

If pursuing a degree at CCC, please select degree and major from page two.

Student's Signature _____ Date _____

Return application to:
 Admissions and Records Office
 417 Schepps Blvd.
 Clovis, NM 88101-8381
 (575) 769-4025
 Fax: (575) 769-4190
 admissions@clovis.edu