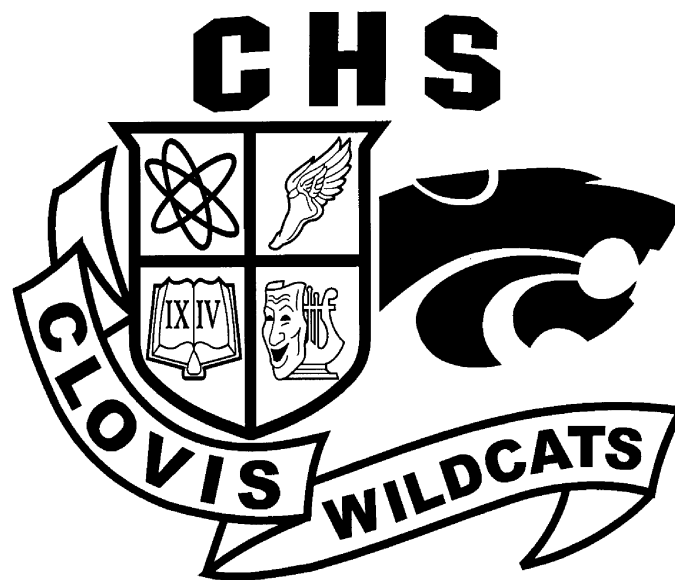




**2023-2024**

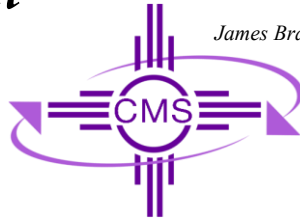
**Clovis Early College High School  
Application**



The Clovis ECHS Program does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

# 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](http://www.clovis-schools.org)



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

## Board of Education

Shawn Hamilton, President  
Terry Martin, Vice President  
Cindy Osburn, Secretary  
Sharon Epps, Member  
Paul Cordova, Member

January 17, 2023

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 fifth group of students. The opportunity afforded to our students is incredible.

The Early College High School will be a program that operates within Clovis High School. We will be housed on the Clovis Community College campus. Students will be allowed to participate in extra-curricular events at CHS if the schedule allows. ECHS students will be earning 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](mailto:melissa.winn@clovis-schools.org) or 575-769-4778. The 2023 application deadline is **March 17, 2023**.

We will be hosting information meetings on February 16, 2023 and February 23, 2023. 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, Counselor  
Clovis Early College High School Program



# 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 17, 2023**

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 by March 17, 2023. 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. During the interview both parents and students will be interviewed to determine college readiness and academic preparedness.

### **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 2023-2024 school year.

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

- ✓ Be a Clovis Municipal School Student
- ✓ Complete application packet and return to the school counselor
- ✓ Apply with CCC and take the Accuplacer Test
- ✓ Have a strong work ethic
- ✓ Interview with the admissions committee
- ✓ Submit Student Academic & Discipline Record



# Early College High School Application



## Student Information: Please Print

Student Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

State ID No: \_\_\_\_\_ Expected Graduation Year: \_\_\_\_\_

Student Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Email Address \_\_\_\_\_

Cell Phone No: \_\_\_\_\_ Home No: \_\_\_\_\_

Is English your primary language? \_\_\_\_\_ Are you on a current IEP? \_\_\_\_\_

Are you enrolled in ESL or a Bilingual Program? \_\_\_\_\_

Teacher Recommendation: Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Identify the program(s) of study that you have interest:

- |   |   |
|---|---|
| <input type="checkbox"/> Allied Health<br>(Nursing, Physical Therapist Assistant,<br>Radiologic Technology, EMS,<br>Phlebotomy)             | <input type="checkbox"/> Criminal Justice                                   |
| <input type="checkbox"/> Automotive   | <input type="checkbox"/> Education/Early Childhood Education                |
| <input type="checkbox"/> Business Administration  | <input type="checkbox"/> Graphic Design and Media Art                       |
| <input type="checkbox"/> Biology  | <input type="checkbox"/> Industrial Technology<br>(Plant Ops & Wind Energy) |
| <input type="checkbox"/> Computer Information Systems<br>(Information Systems and<br>Technology/Networking/<br>Fundamentals of Game Design) | <input type="checkbox"/> Math   |
|   | <input type="checkbox"/> Paralegal (Legal Assistant Studies)                |
|   | <input type="checkbox"/> Welding  |
|   | <input type="checkbox"/> Associate of Science/Arts for transfer             |
|   | <input type="checkbox"/> Other Area Not Specified<br>(Please List) _____    |

I understand that I must apply to CCC and take the Accuplacer Exam as part of the application process.

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

**Parent Information: (Please Print. Must be completed by the parent/guardian)**

<b>Parent/Guardian 1:</b> <b>Name:</b> _____ <b>Address:</b> _____ <b>Phone Number:</b> _____ <b>Email Address:</b> _____	<b>Highest Level of Education</b> <input type="checkbox"/> Some High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> Some College <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher
---	---

<b>Parent/Guardian 2:</b> <b>Name:</b> _____ <b>Address:</b> _____ <b>Phone Number:</b> _____ <b>Email Address:</b> _____	<b>Highest Level of Education</b> <input type="checkbox"/> Some High School <input type="checkbox"/> High School Graduate <input type="checkbox"/> Some College <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher
---	---

With whom does the student primarily live? \_\_\_\_\_

Printed Parent/Guardian Name \_\_\_\_\_

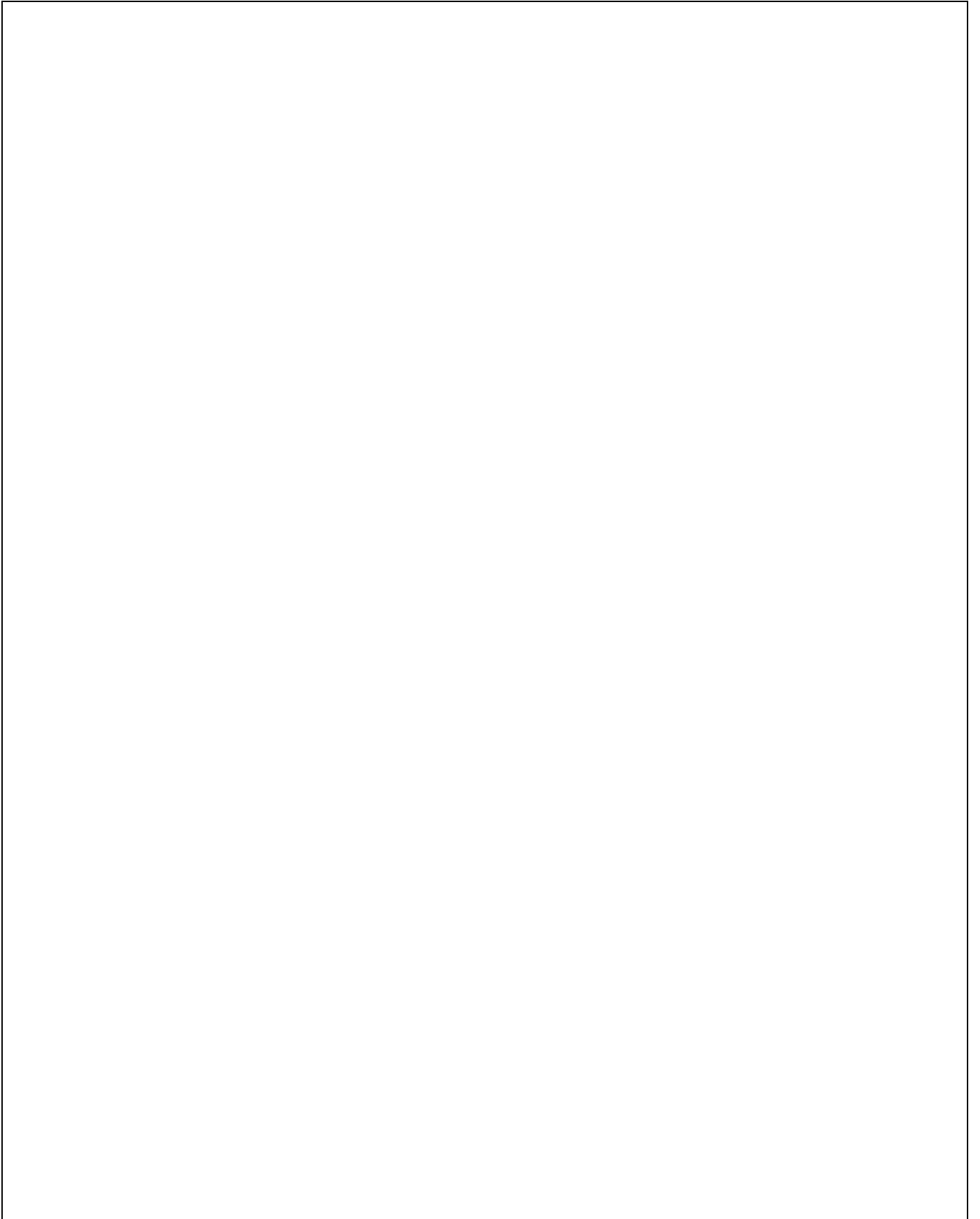
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing, I am certifying that I fully support my child's interest in attending Clovis Early College High School.

**Student Questions**

Below is a question to be completed by the student. Please use the next page and use complete sentences and make sure to answer all parts of the question. Answers may be typed.

Early College High School requires maturity, self-motivation, and a strong work ethic to be successful. Tell us what makes you a good candidate for ECHS. Please include your future plans in your writing. Give us your best "elevator speech" about yourself!





# 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 with ECHS is for my student 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.	



# 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 meet with my counselor biweekly for progress checks.	
I will attend after school tutorials 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.	





# 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. 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 CMS ID and CCC ID with them at all times while on the CCC and CECHS campus.



# Early College High School



## CCC Application and Accuplacer Exam

Student must complete both of the attached applications and submit them to the ECHS office and CCC Admissions office and then follow the Accuplacer instructions below.

1. Complete the CCC application.
2. Turn in the application to the CCC Admissions office.
  - a. Receive a C number
3. After submitting your CCC application, you will need to take the Accuplacer Exam in the CCC Testing Center (Room 109).
  - 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 17).
4. Bring the results of Accuplacer to Melissa Winn in Room 463 at CCC.
  - a. Student will also need to bring the completed ECHS application to Melissa Winn in Room 463 or your school counselor.

To learn more information about the Accuplacer, students can go to [www.clovis.edu/testing](http://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](mailto:melissa.winn@clovis-schools.org) or 575.769.4778) if they need more information on how to interpret the scores.

# ADMISSIONS APPLICATION

## Student Information (For Admissions Staff Use Only)

Student ID Number (C-Number): \_\_\_\_\_

Pathway Username: \_\_\_\_\_

Pathway Password: Date of birth in MMDDYY format

## Admission Requirement

Clovis Community College maintains an open admission policy admitting all applicants except for the limited enrollment career programs in Allied Health and Occupational Technology. There is no deadline for general admission. There is no fee to complete the application. Clovis Community College does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, spousal affiliation, gender identity, veteran status, physical or mental disability, serious medical condition, or age in its program and activities. The following personnel have been designated to handle inquiries regarding the non-discrimination policies. All personnel are physically located at 417 Schepps Blvd, Clovis, NM 88101.

- Director of Diversity, Equity & Inclusion, Room 138  
575.769.4184
- Director of Human Resources, Room 112  
575.769.4045
- Director of Security, Room 134  
575.769.4144

For further information on notice of non-discrimination, visit <https://ocras.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1.800.421.3481

## Student Resources

The Course Catalog and Student Handbook are your main resource guides. As a CCC student, you'll refer to them often for important information and dates. Copies of these publications and Student Right to Know Information are available online at [clovis.edu/publications](http://clovis.edu/publications).

## Additional Resources

ACCUPLACER information: [www.clovis.edu/testing/accuplacer](http://www.clovis.edu/testing/accuplacer)  
Career Services: [clovis.edu/careerservices](http://clovis.edu/careerservices)  
Student Life: [clovis.edu/campuslife](http://clovis.edu/campuslife)  
Student Employment: [www.clovis.edu/hr](http://www.clovis.edu/hr)  
Important Dates: [clovis.edu/academic](http://clovis.edu/academic)

## Contact Us

Admissions & Tours	575.769.4025
Academic Advising	575.769.4020
Business Office (Cashiers)	575.769.4035
Bookstore	575.769.4050
Career Services & Campus Life	575.769.4085
Diversity, Equity & Inclusion	575.769.4184
Dual Credit & Early College	575.769.4779

## Financial Assistance

Financial aid is available to those who qualify. To receive most types of financial aid, you will need to complete and submit the Free Application for Federal Student Aid (FAFSA) at [FAFSA.gov](http://FAFSA.gov) (CCC school code: 004743).

Students must renew their FAFSA every year. The application opens on October 1st each year and students are encouraged to utilize the IRS Data Retrieval Tool when completing the FAFSA.

Thoroughly review and respond to all correspondence from the CCC Financial Aid Office through your CCC student email.

Payment plans are available if you do not have financial aid in place by the payment deadline or if you do not have sufficient aid to cover your entire tuition and fee costs.

There are also several scholarship opportunities available at [clovis.academicworks.com](http://clovis.academicworks.com). For more information, contact the Financial Aid Office.

## Textbook Affordability Package

Clovis Community College implemented a new Textbook Affordability Package to provide students with easier access to textbooks at an average cost savings of 38%. Textbook costs are automatically built into tuition and fees at the time of registration. Now students can stop by the bookstore and pick up books or have them shipped directly to their home with no additional costs. This allows for a streamlined process for financial aid charging and textbook costs may be tax deductible.

Students are automatically enrolled and must opt-out. Students who wish to opt out of the Textbook Affordability Package are responsible for all textbook costs and must contact [academic.advising@clovis.edu](mailto:academic.advising@clovis.edu) or 575.769.4099 for textbook advising. Students who register after the posted deadline will have 48 hours to opt out. Students will receive an email regarding textbook information, including an opt out link, in their student email.

For more information on the Textbook Affordability Package, contact the CCC Bookstore at 575.769.4050 or [bookstore@clovis.edu](mailto:bookstore@clovis.edu).

Visit [www.clovis.edu/bookstore](http://www.clovis.edu/bookstore) for a complete list of courses and programs included in the Textbook Affordability Package.

Financial Aid	575.769.4060
Library	575.769.4080
Security	575.769.4144
Special Services	575.769.4121
Student Employment/HR	575.769.4033
Testing	575.769.4088
Tutoring & Coaching	575.769.4119

## High School Students:

### Dual Credit:

CCC's dual credit program is an opportunity for students to earn both high school and college credit, tuition free! High school students at a New Mexico public, private, or charter school as well as New Mexico homeschooled students qualify. Age requirements differ by high school and courses need to be approved by both your high school and the college. Check with the high school counselor first. A wide array of courses can be taken as dual credit (except courses such as developmental courses and HPE activity courses), so check with your counselor to determine options.

### Early College High School:

Early college students can obtain a high school diploma and an associate's degree or certificate/industry credential simultaneously. Early college students will be a subset of Clovis High School, but all high school and college courses will be offered at Clovis Community College.

### Early Admission:

High school students who are part of a homeschool association or public, private, or charter school outside of New Mexico are eligible for early admission. This allows students to earn college credit while still in high school. Under early admission, students are eligible to take any CCC course offered and are responsible for tuition, books, and course fees.

For more information about Dual Credit, Early College High School or Early Admission, contact Pam Cornelison at 575.769.4916 or [pam.cornelison@clovis.edu](mailto:pam.cornelison@clovis.edu)

# CCC Programs of Study

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## Associate of Applied Science

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Academy-Based Criminal Justice

Computer Information Systems (Information Technology)

Information Systems and Technology Concentration

Networking Concentration

Nursing

Physical Therapist Assistant

Business Administration

Criminal Justice

Emergency Medical Services

Paralegal (Legal Assistant Studies)

Radiologic Technology

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## Associate of Applied Science in Full-Time Occupational Technology Programs

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Automotive Technology

Industrial Technology

Plant Operations and Equipment Concentration

Wind Energy Concentration

Cosmetology

Welding

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## Associate of Arts

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Early Childhood Education

Graphic Design and Media Art

Fine Art

Liberal Arts

General Liberal Arts Concentration

Education Concentration

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## Associate of General Studies

---

General Studies

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## Associate of Science

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Behavioral Science

Business Administration

Health and Physical Education

Biology

Computer Information Systems

Mathematics

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**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](http://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.

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](mailto:admissions@clovis.edu)