

Application for Dual Enrollment Students

I. Checklist for Dual Enrollment Students

A. GENERAL INFORMATION

Dual Enrollment is the broad term for various types of opportunities for high school students to take college coursework while they are enrolled in high school.

Dual Enrollment Models for Awarding Credit

1. A **Dual-Credit course** awards both high school credit and college credit for a college course taken by the high school student. The decision to award high school credit for the college course rests with the school district, provided that the decision is consistent with applicable laws, policies, and administrative rules.
 2. A **College-Credit only course** awards college credit, but not high school credit, for a college course taken by the high school student.
- Seek advice from your high school counselor. If dual credit is requested, your high school counselor will determine course applicability and credit equivalency. The high school is the final authority on what is required for high school graduation. The student is responsible for making sure all requirements are met.
 - Only college courses numbered 100 and above are eligible for dual enrollment.
 - If you plan to take **[insert #]** or more college credits you must submit a copy of your immunization records (on file at your high school).
 - High school students in Dual Credit or College-Credit only courses will follow the campus' timelines, catalog, policies and procedures.
 - There is no guarantee that the requested courses will be taught or that spaces will be available for high school students.
 - For students taking Dual Credit courses, grades will be on file at both your high school and the college at the conclusion of the course(s). Students in College-Credit only courses may access their grades from the college.

B. APPLICATION AND REGISTRATION

In order to register for a Dual Credit or College-Credit only course, high school students must do the following. If you are a new student and this is the first time you have participated in a dual credit or college-credit only course with the college, you must complete and submit the following forms and information:

- The *Application for Dual Enrollment Students*.
- The *Enrollment Form for Dual Enrollment Students*.
- The *Dual Enrollment Student Authorization for Release of Information* form (must be signed by parent or guardian if you are under 18).
- If applicable, submit the appropriate placement exam scores/results (see below):

Students must satisfy all course prerequisites and placement requirements. These can include COMPASS Exam scores, ACT/SAT scores, MUSW writing scores, or other campus-specific exam(s). If you have taken ACT or SAT, request that your official ACT or SAT test scores be sent directly the college.

- Request ACT scores at: www.actstudent.org/scores/send/index.html
- Request SAT scores at: www.collegeboard.com/student/testing/sat/scores/sending.html

If you have not taken ACT or SAT, you may arrange to take a COMPASS placement exam at the college. Please contact us at the number listed below to learn more or schedule an exam.

Students who have previously taken dual enrollment courses at the college need only to complete and submit the following each semester they enroll:

- The *Enrollment Form for Dual Enrollment Students*.
- Optional for students choosing to release information to parents: The *Dual Enrollment Student Authorization for Release of Information* form (unless a previous form is on file with the authorization dates still valid for the current time of enrollment).

Return Application and Registration Materials to:

Enter campus information here, including how to schedule a placement exam

II. Application Form

A. PERSONAL INFORMATION (MUST BE COMPLETED)

Full Legal Name: _____
(Last) (First) (Middle)

Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Home Phone: () - _____ Cell Phone: () - _____

E-mail Address: _____ @ _____

*Social Security Number: - - _____ Date of Birth: / / _____ Place of Birth: _____

*Provision of the SSN is voluntary; it is used to distinguish individuals of the same or similar names.

Country of Citizenship (Example: USA): _____
If not U.S., are you a permanent resident alien of the U.S.? Yes No

B. ACADEMIC INFORMATION (MUST BE COMPLETED)

Applying for which term: Fall\Autumn Spring Summer Year: _____

Were you previously enrolled at this institution? Yes No If so, when (term and year)? _____

Name of High School: _____ City: _____ County: _____

Expected High School Graduation Date: / / _____ or Expected Home School Completion Date: / / _____

C. SAFETY AND SECURITY (MUST BE COMPLETED)

A felony in Montana State law is defined as a crime for which more than one year in prison may be imposed.

- 1. Have you ever been convicted of a felony (please include instances of deferred sentencing)? Yes No
- 2. Have you ever been subjected to court-ordered confinement for threatening or causing physical or emotional injury to persons or property? Yes No

Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior.

- 3. Have you been dismissed, suspended from, or placed on probation at any educational institution for non-academic reasons? Yes No
- 4. Have you been required to register as a sexual or violent offender? Yes No

An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

D. VOLUNTARY STATISTICAL INFORMATION

Montana institutions of higher education using this application do not discriminate in admission or the provision of services nor employment policies on the basis of race, gender, national origin, marital status, creed, religion, color, age or physical or mental handicap. Providing the following information requested by this section is voluntary and the information provided is for statistical analysis only.

- 1. Gender: Male Female
- 2. Have either of your parent(s) or guardian(s) completed a bachelor's degree? Yes No Unsure
- 3. Ethnicity:
 - Hispanic or Latino
 - Not-Hispanic or Latino
- 4. Indicate all races that apply among the following:
 - White
 - American Indian or Alaska Native (specify primary tribal affiliation and reservation) _____
 - Black or African American
 - Asian (specify country of origin) _____
 - Native Hawaiian or other Pacific Islander (please specify) _____
 - Other (please specify) _____

SIGNATURE

I hereby certify that to the best of my knowledge the foregoing information is true and complete without evasion or misrepresentation. I understand that if it is later found otherwise, it is sufficient cause for rejection or dismissal. If my application for admission is approved, I agree to abide by the present and future rules and regulations, both academic and nonacademic, and the scholastic standards of the appropriate institution, its colleges, schools, departments and institutes, including but not limited to those rules, regulations and standards stated in the catalog. I further acknowledge that if I fail to adhere to these regulations or meet these requirements, my registration may be canceled.

Applicant's complete legal signature:

Date

Enrollment Form for Dual Enrollment Students

An application for admission must be on file to be eligible to enroll for classes. This form must be submitted each term and must be completed by the student and signed by the student, parent, high school counselor or principal, and college counselor or advisor.

I. PERSONAL INFORMATION (MUST BE COMPLETED)

Name: _____
(Last) (First) (Middle)

College Student ID Number: _____ Date of Birth: ____ / ____ / ____

Mailing Address: _____

City: _____ County: _____ State: _____ Zip: _____

High School: _____ Expected Graduation Date: ____ / ____ / ____

High School Guidance Counselor: _____ Phone: (____) ____ - ____

Semester of Enrollment: Fall/Autumn Spring Summer Year: _____

II. APPROVED COURSE SELECTION (MUST BE COMPLETED)

- Students must satisfy all course prerequisites and provide placement test scores where needed. Registration cannot be processed unless documentation of scores is attached.
- Students in Dual Enrollment courses will follow the College’s official timelines, catalog, policies and procedures.

Course #	Course Title	Instructor	Credits	CRN #	DC or CC*
					<input type="checkbox"/> DC <input type="checkbox"/> CC
					<input type="checkbox"/> DC <input type="checkbox"/> CC
					<input type="checkbox"/> DC <input type="checkbox"/> CC
					<input type="checkbox"/> DC <input type="checkbox"/> CC

*Please identify if you are requesting this course as a Dual Credit (DC) course or a College Credit (CC) only course. **Note:** College credits are not equivalent to high school credits. Only the high school has the authority to award high school credit, as well as determine the number of credits given for college credits taken.

III. BILLING INFORMATION (MUST BE COMPLETED)

Once a student has been registered for a dual enrollment course, a bill is owed to the college. Please complete the information below for the person (or organization) financially responsible for this bill. Designation of a responsible party indicates consent for the college to discuss the bill with the party designated. PLEASE PRINT LEGIBLY WHEN COMPLETING THIS SECTION.

Person (or Organization) Responsible for Payment Telephone Number Email Address

Relationship to Student Mailing Address (Street or PO Box #) City State Zip

IV. IMPORTANT INFORMATION

A. Transfer of Credits

The institution is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Most regionally accredited institutions will accept credits from the other accredited colleges and universities. The acceptance of transfer credit is always determined by the receiving institution. Students should contact the institution they plan on attending if they have specific questions about transferability. The Montana University System (MUS) is currently converting to common course numbering. This will enable students to transfer courses deemed equivalent to any Montana institution offering that course. For information on courses offered throughout the MUS please visit their website at http://mus.edu/Qtools/CCN/ccn_default.asp

B. Release of Student Information to Parents

A student's higher education record is protected under Montana Law and the Family Educational Rights and Privacy Act of 1974. The release of student information to a student's parents, by either the high school or the college, will be governed by the state and federal laws governing those separate institutions. As a result of such laws, the college will not release academic information to a student's parents without a student's express written consent.

C. Adding and Dropping Courses

Once you have registered for any course(s), if you need to adjust your schedule by adding or dropping a course, you need to complete an add/drop form (drop, add & refund deadlines will apply). If you need to drop **ALL** your courses (even if it is only one course) you may need to complete additional forms to finalize total withdrawal from the institution. If you are under the age of 18, these forms must be signed by a high school counselor and a parent/guardian. **IMPORTANT!** If you are enrolled in a dual credit course at the high school, and if you drop the high school course, you must also drop the college course.

Add, drop, and withdrawal forms are located at [insert web link for the campus]

D. Access to Grades

For dual credit courses, grades will be available at the high school. Students also have access to their grades through the college's online student information system. You will need to have your Student ID number in order to access the information. You can access the online student information system at [insert web link for the campus]. After you become a college student, the college may not release grades to parents without your written consent, even if you are under 18.

E. Transcripts

Students may access unofficial transcripts through the online student information system. You will need to have your Student ID number in order to access the information. You can access the online student information system at [insert web link for the campus]. You may also request official transcripts by contacting the campus at [insert contact info]. Transcript fees may apply.

F. Payment of Enrollment Costs

Payment of all Dual Enrollment costs is mandatory; fees must usually be paid at the start of the term of enrollment. Dual Enrollment students are responsible for complying with applicable campus payment policies, procedures and methods.

G. Disabilities

If you have a disability for which accommodations may be necessary, please submit a confidential written request for disability accommodations to [insert contact info]. Written documentation of disability is required.

V. APPROVAL (*MUST BE COMPLETED*)

(Signature of Student)

(Date)

***Parent/Guardian approval for students under 18 indicates acceptance of obligation for payment of the courses taken.**

*Parent/Guardian Signature if student is under 18 years of age)

(Date)

****The undersigned high school official hereby certifies that the student meets the requirements for dual credit or college-only credit, is enrolled at a Montana high school accredited by the Board of Public Education, and has on file at the high school verification of all required immunizations.**

** (High school counselor/principal signature)

(Date)

*****The undersigned college official hereby certifies that the student meets the requirements for dual enrollment and is enrolled in appropriate college courses.**

*** (College Counselor/Advisor)

DRAFT

Dual Enrollment Student Authorization for Release of Information

Name: _____
(Last) (First) (Middle)

College Student I.D. #: _____

High School: _____ Date of Birth: ____ / ____ / ____

Dual Credit (*taking same course for both high school and college credit*)

The Dual Credit Program is a joint program between a college of the Montana University System (MUS) and your high school. As a joint program, the college and your high school have determined that it is administratively necessary for attendance and grades earned in college classes be shared with your high school. No academic information from the college at which you are enrolling will be released to your parents unless you expressly consent to such disclosure below.

College Credit Only (*taking college credit course only*)

The release of student information to a student's parents, by either the high school or college, will be governed by the state and federal laws governing those separate institutions. As a result of such laws, the college will not release information to your parents unless you expressly consent to such disclosure below.

*Please check the appropriate boxes.
 Please also complete the date of authorization.*

I hereby authorize the college to discuss and/or release the following information to my parent(s)/guardian(s) as designated below.

Information to Release	to Parent\Guardian	Parent/Guardian Name (please print clearly)
Grades:	Yes: <input type="checkbox"/>	
Bills:	Yes: <input type="checkbox"/>	
Attendance:	Yes: <input type="checkbox"/>	
Enrollment	Yes: <input type="checkbox"/>	
Date of Authorization:		Student's consent expires at end of 1 year from date of Student Signature

APPROVAL

(Student Signature) (Date)

(Parent/Guardian Name Please print)

(Parent/Guardian signature if student is under 18 years of age) (Date)

Additional Information to be released: _____