

### I. Checklist for Dual Enrollment Students

#### A. General Information

**Dual Enrollment** is the broad term for various opportunities for students to take college coursework while enrolled in high school or home school and receive a) both college and high school credit, or b) early college-credit-only.

#### 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 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.
- High school students should 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 7 or more college credits you must submit a copy of your immunization records (on file at your high school or from your physician).
  - Students in dual credit or early 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 space will be available.
  - For high school 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 *Registration Form for Dual Enrollment Students*.
- The *Dual Enrollment Student Authorization for Release of Information* form (optional).
- Students must satisfy all course prerequisites and placement requirements.

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

- The Registration 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).

## II. Application Form

### A. Personal Information (Must Be Completed)

Admission for purposes of dual enrollment does NOT constitute permanent or regular admission to this college.

Full Legal Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email 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 Year: \_\_\_\_\_ or Expected Home School Completion Year: \_\_\_\_\_

### C. Safety and Security (Must Be Completed)

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.

1. Have you ever been convicted of a felony (please include instances of deferred sentencing)? Yes No

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

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

**D. Parent Information**

Parent/Guardian Names: \_\_\_\_\_

Parent/Guardian Email Addresses: \_\_\_\_\_

As a result of state and federal laws, the college will not release information to your parents unless you expressly consent by completing the Release of Information form.

**E. 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: \_\_\_\_\_

Applicant’s printed name: \_\_\_\_\_

**Return Application and Registration Materials to:  
Helena College, 1115 North Roberts, Helena, MT 59601**



## REGISTRATION FORM FOR DUAL ENROLLMENT STUDENTS

An application for admission must be on file to be eligible to register for classes. This Dual Enrollment registration form must be submitted each term, for dual credit and all other early college credit, and must be completed by the student and signed by all appropriate parties.

### I. Personal Information *(Must Be Completed)*

Name: \_\_\_\_\_  
*Last*
*First*
*Middle*

College Student ID Number (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

High School: \_\_\_\_\_ Expected Graduation Year: \_\_\_\_\_

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 or on file at the college.**
- College-Credit-Only students will receive an email to the address listed above with instructions on how to register for the courses listed below.
- All students using this registration form 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-Only (CC) course. Note: College credits are not equivalent to high school credits. Only the high school has authority to award high school credit, as well as determine the number of credits given for college credits taken.*

### III. Third-Party Billing Information (Optional)

Once a student has been registered using this registration form, a bill is owed to the college and will be sent to the student's address. If a third-party is responsible for payment, please indicate the name of the person or organization.

Third-party or organization responsible for payment: \_\_\_\_\_

Mailing Address (street, city, zip): \_\_\_\_\_

### IV. Important Information

#### A. Transfer of Credits

This Montana University System (MUS) institution is accredited by the Northwest Commission on Colleges and Universities (NWCCU). For transfer purposes, most regionally accredited institutions will accept credits from the other accredited colleges and universities. Additionally, the MUS utilizes a uniform course numbering system ("common course numbering" or "CCN"). CCN is a cooperative effort among all MUS institutions that facilitates course transfer. Although CCN ensures courses with the same prefix and number will transfer seamlessly from campus to campus, the acceptance of transfer credit for individual *degree programs* is always determined by the receiving institution. Students should contact the institution they plan on attending if they have specific questions about course transferability for a specific degree program.

For information on courses offered throughout the MUS, please visit [http://mus.edu/Qtools/CCN/ccn\\_default.asp](http://mus.edu/Qtools/CCN/ccn_default.asp) and <http://mus.edu/Transfer/MUScore.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 the student's express written consent.

#### C. Dropping Courses

Once you have registered for any course(s), and then find you must adjust your schedule by dropping a course, you need to complete drop form (drop & 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 registered in a dual credit course, these forms must be signed by a high school counselor.
- If you are under the age of 18, a home school student, and registered in a college-credit-only course, these forms must be signed by a parent/guardian.

**IMPORTANT! If you are enrolled in a dual credit course at the high school and drop the high school course, you must also drop the college course.**

Drop forms are located at [http://www.helenacollege.edu/registration\\_transcripts/forms/DROP%20form%203-26-2020.pdf](http://www.helenacollege.edu/registration_transcripts/forms/DROP%20form%203-26-2020.pdf)

#### D. Access to Grades

Grades will be available through the College's online student information system (Student Portal: MyHC) using their NetID. You can access the system by clicking on [www.helenacollege.edu](http://www.helenacollege.edu). See instructions on how to Activate your NetID using your Student ID number. For dual credit courses, grades are also available through the high school.

## E. Transcripts

You may access unofficial transcripts through the College's online student information system (Student Portal: MyHC) using your NetID. You can access the system at [www.helenacollege.edu](http://www.helenacollege.edu). You may also request official transcripts by contacting the Helena College Registrar's office at 406-447-6909. Instructions can be found at: [http://www.helenacollege.edu/registration\\_transcripts/transcriptrequests.aspx](http://www.helenacollege.edu/registration_transcripts/transcriptrequests.aspx). Transcript fees will apply.

## F. Payment of Dual Enrollment Costs

Payment of all dual enrollment costs (tuition, course fees) is required. Due to the statewide One-Two-Free program, every high school student will receive six free credits. After these six credits, tuition is assessed at 50% of the Board of Regents approved rate and is due at the start of the term of enrollment. In addition, students are exempt from all mandatory fees but may be assessed approved course fees. 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 Director of Learning Center/Disability Services, 1115 North Roberts Street, Helena, MT 59601, (406) 447-6952. Written documentation of disability is required.

## V. Approval (*Must Be Completed*)

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*Signature of Student*

*Date*

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

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*\*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 enrollment, 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.**

***IMPORTANT! Signature of high school official is NOT required for high school or home school students registered for college-credit-only courses.***

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***\*\*High school counselor/principal signature***

*Date*



## DUAL ENROLLMENT STUDENT AUTHORIZATION FOR RELEASE OF INFORMATION

Name: \_\_\_\_\_  
*Last First Middle*

College Student ID#: \_\_\_\_\_

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 complete fill out the section below and sign & date the form. Student’s consent expires at end of 1 year from date of Student Signature.*

### Information to Release to Parent\Guardian

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

Grades  Bills  Attendance  Enrollment  Conduct  Health or Safety Information

Additional information to be released: \_\_\_\_\_

Name of designated Parent(s)/Guardian(s) \_\_\_\_\_  
*Please type or print clearly*

### Approval

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*