

### 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**