



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 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

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. 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. 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. 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*)

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 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.

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

Date