

APPLICATION FOR DUAL ENROLLMENT

Montana Tech * 1300 W. Park* Butte *MT* 59701

dualenrollment@mtech.edu * 406-496-4565 *406-496-4684

II. Application Form

A. Personal Information (Must Be Completed)

Admission using this application does NOT constitute permanent or regular admission to this college.

Full Legal Name:

_____ Last First Middle

Street 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

(or if home school student, enter "Home 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.

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

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.*

Have you been dismissed, suspended from, or placed on probation at any educational institution for non-academic reasons? Yes No

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:

Notice of Nondiscrimination: It is the policy of the Office of the Commissioner of Higher Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of the Commissioner of Higher Education MOA Coordinator at DualCredit@montana.edu.

REGISTRATION FORM FOR DUAL ENROLLMENT STUDENTS

PLEASE RETURN ALL FORMS & PAYMENT TO:

MONTANA TECH, HIGHLANDS COLLEGE * Dual Enrollment Program *1300 W. PARK * BUTTE, MT 59701

QUESTIONS: 406-496-4565 * 406-496-4684; dualenrollment@mtech.edu

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: _____ Date of Birth: _____

Mailing Address: _____

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

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

High School Guidance Counselor (not required for Home School students): _____ 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 or on file at the college.

All students using this registration form will follow the College's official timelines, catalog, policies and procedures.

DC – credits are awarded by *both* the high school and the college for the same course

CC – Early College – course taken at a college or online for college credit or dual enrollment

Only the high school has authority to award high school credit, as well as determine the number of credits given for college credits taken.

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
					<input type="checkbox"/> DC <input type="checkbox"/> CC

III. Tuition Structure

The Montana One Two FREE initiative allows each student to take six credits free throughout entire high school enrollment. If you enrolled in courses fall semester, the credits count toward the free six credits. If you have questions please contact Bernie Phelps- 406-496-4565 or Kinsley Rafish- 406-496-4684 or email dualenrollment@mtech.edu

1 credit	\$ 54.66	7 credits	\$382.62
2 credits	\$109.32	8 credits	\$437.28
3 credits	\$163.98	9 credits	\$491.94
4 credits	\$218.64	10 credits	\$546.60
5 credits	\$273.30	11 credits	\$601.26
6 credits	\$327.96	12 credits	\$655.92

Total Due: _____

Payment can be made by credit card by visiting https://app.mt.gov/cgi-bin/cashier/cashier.cgi?REG_ID=333

Montana Tech
Jump Start
Virtual Cashier
Agency: Montana Tech User: umt03 INSTRUCTIONS
1. Enter Payment Information
First Name: (REQUIRED) Last Name: (REQUIRED)
Parent's Name (First and Last):
School Name:
Number of Jump Start Credits:
Payment Amount: (REQUIRED)

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. Adding and Dropping Courses

Once you have registered for any course(s), and then find you must 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 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.

D. Access to Grades

Grades will be available through the college's online student information system using your Student ID number or for dual credit courses, grades are also available through the high school.

E. Transcripts

You may access unofficial transcripts through the online student information system using your Student ID number. You can access the system at <http://www.mtech.edu/onestop/registrar/pdf/TranscriptRequest.pdf>. You may also request official transcripts by contacting the campus at 406-496-4256. Transcript fees may apply.

F. Payment of Dual Enrollment Costs

Payment of all dual enrollment costs (tuition, course fees) is required at time of registration. Tuition is assessed at 50% of the Board of Regents approved rate and is usually paid 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 Dr. Carrie Vath, 406-496-4166. Written documentation of disability is required.

V. Approval (*Must Be Completed*)

*Student signature indicates the student has requested to enroll in college level course work

**Signature of Student*

Date

**Parent/Guardian signature required for students under 18 and indicated knowledge of the following:

- This student is taking college coursework and is prepared to successfully take on this challenge.
- This credit will be records on an official transcript by the college and that poor performance may impact future academic pursuits
- Parents/guardian 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 herby certified that the student is prepared for college level course work, meets the requirements for dual credit including all prerequisites and, 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.

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

****High school high school official*

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 check the appropriate boxes and complete the date of authorization.

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

Student's consent expires at end of 1 year from date of Student Signature

Date of Authorization: _____

Signature

Approval

Student Signature

Date