



DUAL ENROLLMENT APPLICATION PAPERWORK

GENERAL INFORMATION

- Dual enrollment students should seek advice from their high school counselor. If dual-credit is requested, their 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 the dual enrollment program.
- If the student plans to take six or more college credits they must submit a copy of your immunization records to the college (on file at the high school or from their physician).
- Students in dual enrollment courses will follow the campus' official academic year calendar, 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.
- In order for grades to be mailed to a high school at the end of each semester, students taking dual credit courses must complete a Student Authorization for Release of Information form.

APPLICATION AND REGISTRATION

For new students participating in a dual enrollment course with the college, they must complete and submit the following forms and information:

- The *Application for Dual Credit and Dual Enrollment Students*.
- The *Dual Credit/Enrollment Student Authorization for Release of Information* form (must be signed by high school counselor & parent/guardian if student is under 18).
- If applicable, submit the appropriate placement exam scores/results.

Students must satisfy all course prerequisites and placement requirements. These can include EdReady exam scores, ACT/SAT scores, or MUSW writing scores. If they have taken ACT or SAT, request that their official ACT or SAT test scores be sent directly to the college.

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

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

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: <https://ccn.mus.edu/search/>.

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. This includes students that are under the age of 18. As a result, the college will only release information from the student's academic record to the student, unless the student has given written permission authorizing release of information. A student will need to complete a *Dual Credit/Enrollment Student Authorization for Release of Information* form in order to allow access to their academic record. The student will always be responsible for the release of transcripts to a third party.

C. Making adjustments to their courses

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

D. Access to Grades

With the student's approval, grades will be released and mailed to parents, the school district, and the high school if authorized on the *Dual Credit/Enrollment Student Authorization for Release of Information* form. Students also have access to their grades through our online student information system. A student will need to have their Student ID number in order to access the information. They can access the online student information system at www.dawson.edu

E. Transcripts

Students may access unofficial transcripts through the online student information system. A student will need to have their Student ID number in order to access the information. They can access the online student information system at www.dawson.edu. Students may also request official transcripts by contacting the campus at 406.377.9400. Transcript fees may apply.

F. Payment of Tuition

Payment of all course costs, tuition and fees (if applicable) is required. Tuition is assessed at approximately 50% of approved rate and is usually paid at the start of the term of enrollment. In addition, dual enrollment students are exempt from all mandatory fees but may be required to pay approved course fees. All students are responsible for complying with applicable campus payment policies, procedures, and methods. Failure to pay for a course may result in a student being dropped from a course or may impede their ability to register as a student should they enter Dawson Community College. Once a student has been registered for a dual credit or dual enrollment course, they owe a bill to the institution.

Dual Enrollment students will be mailed a bill within the first few weeks of enrollment.

Dual Enrollment students can pay their bill by mailing a check to Dawson Community College (300 College Drive, Glendive, MT 59330) or by contacting the business office at 406.377.9423 to provide credit card information.

G. Disabilities

If the student is taking a class for college credit only and has a disability for which accommodations may be necessary, please contact DCC's Student Advocate Office for Disability Services to coordinate a request for disability accommodations. Written documentation of disability is required. If they are a dual credit student taking courses at the high school, then accommodations will be made there.

Return the application and release form on the following pages to:

Dawson Community College
Mia Snyder – Dual Enrollment Coordinator
msnyder@dawson.edu – 406.377.9440
300 College Drive Glendive, MT 59330



Application for Dual Enrollment Students

PERSONAL INFORMATION – MUST BE COMPLETED

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

Social Security Number: _____ - -
We ask that you voluntarily provide this number, which permits the school to distinguish between individuals of the same or similar names. This is especially important should you request a transcript at a later date or wish to be considered for financial aid.

Street Address: _____

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

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

E-mail Address: _____

Date of Birth: ____ / ____ / ____

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

Enrolling for which term: Fall Spring Summer **Year:** _____

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

Name of High School: _____ **Expected Graduation Date:** ____ / ____ / ____

Are you taking this course through Nelson Academy? Yes No

APPROVED COURSE SELECTION

- 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 or Dual Credit courses will follow the College’s official academic year calendar, catalog, policies and procedures.

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

***Please identify if you are requesting this course as an Early Start (ES) course or a Concurrent 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 determining the number of credits given for college credits taken.

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____

Parent/Guardian E-mail Address: _____

VOLUNTARY STATISTICAL INFORMATION

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

Gender: M F

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Indicate all races that apply: American Indian or Alaska Native Asian Black or African American

Hawaiian or Pacific Islander White Other, please specify _____

SAFETY AND SECURITY QUESTIONS – 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.

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

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

Have you ever been required to register as a sexual or violent offender? Yes No

If you answered yes to any of the questions above, please explain:

BILLING INFORMATION - MUST BE COMPLETED

Once a student has been registered using this registration form, 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 TYPE OR PRINT LEGIBLY WHEN COMPLETING THIS SECTION and DO NOT INCLUDE PAYMENT INFORMATION

Person (or Organization) Responsible for Payment: _____

Relationship to Student: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

APPROVAL AND SIGNATURE – MUST BE COMPLETED

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.

X

Applicant’s complete legal signature _____ (Date)

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

**The undersigned high school official hereby certifies that the student is prepared for college level course work, meets the requirements for dual credit including all prerequisites, 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)

(Dual Enrollment Program Manager) _____ (Date)

Student Authorization for Release of Information must be filled out to complete registration.



Dual Credit/Enrollment Student Authorization for Release of Information

I do hereby authorize Dawson Community College to discuss and/or release the following information:

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

Social Security Number: _____ - - - OR I.D. #: _____

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

*Please complete the section below by checking the appropriate boxes.
 Please also complete the date of authorization and expiration date (if any).*

Information to Release	to Parents	to District	to High School
Grades:	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>
Bills:	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>
Attendance:	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>
Enrollment	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>
ACT Scores	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>	Yes: <input type="checkbox"/>
Date of Authorization: _____		Expiration Date: _____	

Additional information to be released: _____

APPROVAL

 (Student Signature) (Date)

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