



DUAL ENROLLMENT APPLICATION PAPERWORK

GENERAL INFORMATION

- ☐ 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 the dual enrollment/dual credit program.
- ☐ If you plan to take six or more college credits you must submit a copy of your immunization records to the college (on file at the High School).
- ☐ Students in dual credit or 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.
- ☐ For students taking dual credit courses, after you have completed a student authorization for release of information form, your grades will be mailed to your high school at the end each semester.

APPLICATION AND REGISTRATION

If you are a new student and this is the first time you have participated in a dual credit or dual enrollment course with the college, you 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 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 ACCUPLACER Exam scores, ACT/SAT scores, or MUSW writing scores. If you have taken ACT or SAT, request that your official ACT or SAT test scores be sent directly the college.

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

If you have not taken ACT or SAT, you may arrange to take a ACCUPLACER 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) uses common course numbering. This enables 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** 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. You 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. You 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 your ability to register as a student should you enter Dawson Community College. Once a student has been registered for a dual credit or dual enrollment course, they owe a bill with 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 you are taking a class for college credit only and have a disability for which accommodations may be necessary, please contact DCC Student Disability and Accommodation Services <https://www.dawson.edu/future-students/accessibility.html> to coordinate a request for disability accommodations. Written documentation of disability is required. If you are a dual credit student taking your course at your high school, then accommodations will be made through your high school.

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

Dawson Community College
Erica Milne - Director of Enrollment
emilne@dawson.edu
406.377.9403
300 College Dr. Glendive, MT 59330



Application for Dual Enrollment Students

PERSONAL INFORMATION

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: _____ Place of Birth: _____ Gender: ☐ M ☐ F

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: _____

A. What is your ethnicity?

- ☐ Not Hispanic/Latino
- ☐ Hispanic/Latino

B. What is your race? (Select one or more categories)

- ☐ American Indian or Alaska Native
- ☐ Black/African American
- ☐ White/Caucasian
- ☐ Asian
- ☐ Native Hawaiian/Pacific Islander

Are you taking a course through Nelson Academy? ☐ Yes ☐ No

APPROVED COURSE SELECTION

Course #	Course Title	Instructor	Credits	CRN #	ES or CC*
					☐ ES ☐ CC
					☐ ES ☐ CC
					☐ ES ☐ CC
					☐ ES ☐ CC

***Please identify if you are requesting this course as an Early Start (ES) course offered through DCC or a Concurrent Credit (CC) course offered through the high school. Note:** College credits are not equivalent to high school credits. Only the high school has the authority to award of high school credit, as well as determining the number of credits given for college credits taken.

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

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 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.**

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: ☐	Yes: ☐	Yes: ☒
Bills:	Yes: ☐	Yes: ☐	Yes: ☒
Attendance:	Yes: ☐	Yes: ☐	Yes: ☒
Enrollment	Yes: ☐	Yes: ☐	Yes: ☒
ACT Scores	Yes: ☐	Yes: ☐	Yes: ☒
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)