



## DUAL ENROLLMENT CHECKLIST & IMPORTANT INFORMATION

### MEET THE CRITERIA

Be enrolled in a high school that has a current dual enrollment agreement with GFC MSU. Home-schooled students may enroll through the school district in which you reside.

Be at least 16 years of age or a high school junior.

Have successfully completed the required high school classes at your grade level and be on track for high school graduation.

Complete any required pre-requisite courses or meet any required test scores.

Have approval signatures of a parent or guardian, high school official, and designated college official.

\*if you plan to take more than 6 credits in a semester, you must also submit a copy of your immunization records

### APPLY FOR ADMISSION

Admissions is the process of becoming a GFC MSU student. If you are a new student and this is the first time you have participated in dual enrollment or early college-credit with GFC MSU, complete the *Dual Enrollment Student Application for Admission*.

### COMPLETE REGISTRATION FORM & AUTHORIZATION FOR RELEASE OF INFORMATION

Registration is the process of choosing and signing up for classes. You must complete the *Dual Enrollment Student Registration Form* and the *Dual Enrollment Student Authorization for Release of Information* each semester you enroll.

### SUBMIT OTHER DOCUMENTATION

**PLACEMENT TEST SCORES:** If a course requires a placement test score (ACT, SAT, or Accuplacer), you must request the scores be sent to GFC MSU. If you have taken the ACT or SAT, request that your official ACT or SAT test scores be sent directly to GFC MSU. If you have not taken the ACT or SAT, you may arrange to take the Accuplacer test either through the GFC MSU testing center. <http://students.gfcmsu.edu/testing/guidelines.html>

**HARDSHIP SCHOLARSHIP (OPTIONAL):** If you have utilized the two free courses through One-Two-Free (see next page for more information) and still require financial assistance, you may complete the Dual Enrollment Student Application for Hardship Scholarship. Please complete and submit with your Dual Enrollment paperwork.

**WHAT'S NEXT?** Once you are admitted and registered for your dual credit course(s), you will receive communication from the Office of Admissions, E-Learning, and Student Accounts. Each office will provide instructions on your Student ID and next steps, how to use the on-line learning management system, and how to pay your bill (if applicable)

#### About Dual Enrollment

**Dual Enrollment** is the broad term for various opportunities for students to take college coursework while enrolled in high school or home school.

#### Dual Enrollment Models for Awarding Credit

- a. 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 a college course rests with the school district, provided that the decision is consistent with applicable laws, policies, and administrative rules.
- b. An **early college-credit-only** course awards college credit, but not high school credit, for a college course taken by the student.

#### Types of dual credit courses:

- 1. **On-campus:** a college course offered on the college campus
- 2. **On-line:** a college course offered on-line
- 3. **Concurrent:** a college course taught by a credentialed high school teacher at the high school

## IMPORTANT INFORMATION

### Eligible Courses

Only college courses numbered 100 and above are eligible for dual credit. Additionally, students should confirm with their high school course applicability and credit equivalency. The high school is the final authority on what is required for high school graduation.

### Course availability

There is no guarantee that requested courses will be taught or that space will be available. Priority for on-line and on-campus course registration is given to degree seeking GFC MSU students.

### Catalog, Policies & Deadlines

Students in dual credit or early college-credit-only courses will follow GFC MSU timelines, catalog, policies, and procedures.

### Transfer of Credits

Great Falls College MSU is a Montana University System (MUS) institution and is accredited by the Northwest Commission on Colleges and Universities (NWCCU). For transfer purposes, most regionally accredited institutions will accept credits from other accredited colleges and universities. Additionally, the MUS utilizes a uniform course numbering system called common course numbering (CCN) which facilitates course transfer. 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 to attend if they have specific questions about course transferability for a specific degree program. For information on courses offered throughout the MUS, please visit <https://ccn.mus.edu/search/> and <http://mus.edu/Transfer/MUScore.asp>

### Signatures for Forms

The Registration Form must be signed by a high school counselor or other designated high school/homeschool official. If you are under 18 years of age, these forms must also be signed by a parent/guardian.

### 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 (FERPA). 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 (see the *Dual Enrollment Student Authorization for Release of Information* form)

### 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 (college deadlines apply). If you need to drop ALL of your courses (even if it is only one course), you may need to complete additional forms to finalize total withdrawal from the institution. **IMPORTANT!** If you are enrolled in a dual credit course at the high school and you drop the high school course, you **MUST** also drop the college course. Add, drop, and withdrawal forms are located at <http://admissions.gfcmsu.edu/highschool/index.html>

### Grades

Grades will be available through the college's online student information system using your Student ID number. Access the system here: [https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P\\_GenMenu?name=homepage](https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P_GenMenu?name=homepage) Grades are also available through the high school.

### Transcripts

A transcript is an official record of your coursework. You will need transcripts when you apply for admission to other institutions. There are two types of transcripts: **Unofficial:** You may access unofficial transcripts through the online student information system using your Student ID number. You can access the system at [https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P\\_GenMenu?name=homepage](https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P_GenMenu?name=homepage). **Official:** An institution may require an official, sealed transcript. Official transcripts are issued by the Registrar's Office, 406-771-5128 or <http://records.gfcmsu.edu/documents/forms/TranscriptRequestForm.pdf> Transcript fees may apply.

### Disabilities

If you have a disability for which accommodations may be necessary, please submit a confidential written request for disability accommodations to Disability Services, Great Falls College MSU, 2100 16<sup>th</sup> Ave. South, Great Falls, MT 59405. Written documentation of disability is required. More information can be found at <http://students.gfcmsu.edu/disabilityservices/accommodations.html>

### Dual Enrollment Costs and Payment of Fees

The statewide One-Two-Free program (implemented Fall 2018) allows students to take their first two dual enrollment courses (up to six (6) credits) free. After the first two courses/six credits, dual enrollment students are billed at 50% of regular tuition costs. If a bill is assessed for dual enrollment courses, students will receive it by mail. Payment of all dual enrollment costs is required at the start of the term of enrollment (by applicable deadlines). Dual enrollment students are exempt from all mandatory fees but may be assessed approved course/program fees. Dual enrollment students are responsible for complying with applicable campus payment policies, procedures, and methods.