



# Dual Enrollment Application and Registration Form

## I. Application: Required Student Information

Term Applying For: FALL SPRING SUMMER Year: \_\_\_\_\_

Are you taking these classes at your high school for **Dual Credit?** OR As an **Early College** student at HC only?

**IMPORTANT! If you are enrolled in a dual credit class at the high school and drop the high school class, you must also drop the college class through Helena College.**

<b>Personal Information</b>				
Legal Last Name	Legal First Name	Middle	Preferred Name	
Mailing Address	City	State	Zip	
Social Security Number*	Date of Birth (MM/DD/YY)		Age	
Personal Email	Cell Phone	Additional Phone		
High School Name				Expected Graduation Year

\*Provision of the SSN is voluntary; it is used to distinguish individuals of the same or similar names.

## II. Required Class Selection

- Students must satisfy all class prerequisites and provide a *Dual Enrollment Math Placement* form when necessary.
- All students using this registration form will follow the College's official timelines, catalog, policies and procedures.

Class Subject #	Class Title	Instructor	Credits	CRN #

## III. Required Approval

By signing the Dual Enrollment Application and Registration Form, I acknowledge that I have read and understand its contents.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature (if student is under 18 years of age) \_\_\_\_\_

Date \_\_\_\_\_

High School Counselor/Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

The above 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.

A high school official signature is not required for early college students.

#### IV. 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.

Have either of your parent(s) or guardian(s) completed a bachelor's degree? Yes No Unsure

Gender: Male Female

Ethnicity: Hispanic or Latino Not-Hispanic or Latino

#### Indicate all races that apply among the following:

White

American Indian or Alaska Native (specify tribal affiliation and reservation)

Black or African American

Asian (specify country of origin)

Native Hawaiian or other Pacific Islander (please specify)

Other (please specify)

#### V. Important Information

##### A. Release of Student Information to Parents/Caregivers

A student's higher education record is protected under Montana Law and the Family Educational Rights and Privacy Act (FERPA) of 1974. The release of student information to a student's parents or caregivers, by either the high school or the college, will be dictated 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.

[https://helenacollege.edu/admissions\\_enrollment/forms/dual-enrollment-release-information-.pdf](https://helenacollege.edu/admissions_enrollment/forms/dual-enrollment-release-information-.pdf)

##### B. Dropping a Class

The grades you earn will become part of your permanent college transcript. If you drop or withdraw from a dual enrollment class you must fill out the appropriate form (drop and refund deadlines will apply). For deadlines refer to the academic calendar: <https://helenacollege.edu/academics/AcademicCalendar.aspx>

##### C. Transcripts

You may access unofficial transcripts through the College's online student information system (Student Portal: MyHC) using your NetID. You may also request official transcripts through the Helena College Website:

[https://helenacollege.edu/registration\\_transcripts/transcriptrequests.aspx](https://helenacollege.edu/registration_transcripts/transcriptrequests.aspx). Transcript fees will apply

##### D. Transfer of Credits

An official Helena College transcript with a passing grade equates to college credit at our institution, but does not guarantee that the credit will be accepted at other institutions. The Montana University System utilizes a uniform class numbering system ("common class numbering" or "CCN"). CCN ensures classes with the same prefix and number will transfer seamlessly from campus to campus in Montana, however, the acceptance of transfer credit for individual *degree programs* is always determined by the receiving institution. **It is the student's responsibility to check with the receiving institution to verify that the dual enrollment classes will transfer.**

##### E. Payment of Dual Enrollment Costs

Payment of all dual enrollment costs (tuition, class fees) is required. Due to the statewide One-Two-Free program, currently, 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. Students may be dropped for non-payment.

##### F. Disabilities

Students with disabilities interested in academic accommodations should contact Accessibility Services to learn more: Phone: (406) 447-6911, [hcdr@helenacollege.edu](mailto:hcdr@helenacollege.edu). Office location: Donaldson Campus Room 119.

##### G. Satisfactory Academic Progress

Multiple poor dual enrollment grades including W, F, or below satisfactory passing can affect a student's Satisfactory Academic Progress (SAP). SAP is a condition of receiving financial aid as a full-time college student.

[https://helenacollege.edu/financialaid/policy\\_docs/SAP%20Policy%20Updated%20for%20Helena%20College.pdf](https://helenacollege.edu/financialaid/policy_docs/SAP%20Policy%20Updated%20for%20Helena%20College.pdf)