



2100 16th Avenue South, Great Falls, MT 59405

(406) 771-4300 · Toll Free (800) 446-2698 · Fax (406) 771-4329 · Web www.gfcmsu.edu

Dual Enrollment Student Registration Form

A *Dual Enrollment Student Application for Admission* must be on file (at GFC MSU) or included with this packet to be eligible to register for classes. This Dual Enrollment Student Registration Form and accompanying Dual Enrollment Student Release of Information Form must be submitted each semester and must be completed by the student and signed by all appropriate parties.

PLEASE PRINT LEGIBLY!

Personal Information-REQUIRED

Name: _____
Last First Middle

GFC MSU Student ID#: _____ Date of Birth: _____

*You will have a Student ID if you have previously been enrolled at GFC MSU

Mailing Address: _____ City: _____

County: _____ State: _____ Zip: _____ Phone: _____

Permanent Street Address: _____ City: _____

County: _____ State: _____ Zip: _____ Phone: _____

Are you enrolled in a High School or Home School? Your Expected Graduation Year: _____

If enrolled in a high school, complete the following:

Name of High School: _____ Name of Guidance Counselor: _____

Dual Enrollment Cost & Billing Information-REQUIRED

Person (or Organization) responsible for payment: _____

Relationship of person (or organization) to Student: _____

Mailing Address (of responsible person or organization): _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Designation of a responsible party indicates consent for the college to discuss the bill with the party designated.

[continued on next page]

Course Selection-REQUIRED

Students must satisfy all course pre-requisites and provide placement test scores when required. Registration cannot be processed unless documentation of scores is attached or on file at GFC MSU. All students using this registration form will follow the college's official timelines, catalog, policies, and procedures.

What semester and year are you intending to enroll?

Year:

ON-CAMPUS or ON-LINE COURSES

1 st 8 week Block					
Course	Course Title	CRN Course Reference Number	Instructor	Credits	Dual Credit (DC) or College Credit (CC)
Example: CSCI 105-180	Computer Fluency	93***	Robinett	3	DC CC
					DC CC
					DC CC
					DC CC
2 nd 8 week Block					
Course	Course Title	CRN Course Reference Number	Instructor	Credits	Dual Credit (DC) or College Credit (CC)
					DC CC
					DC CC
					DC CC
Full Semester					
Course	Course Title	CRN Course Reference Number	Instructor	Credits	Dual Credit (DC) or College Credit (CC)
					DC CC
					DC CC
					DC CC

CONCURRENT COURSES (TAUGHT IN THE HIGH SCHOOL)

Course	Course Title	CRN Course Reference Number	Instructor	Credits	Dual Credit (DC) or College Credit (CC)
					Dual Credit
					Dual Credit
					Dual Credit

Approval-REQUIRED

Student Signature: _____ Date: _____

**Required*

Parent/Guardian Signature: _____ Date: _____

**Parent/Guardian Signature is required if the student is under 18 years of age and indicates acceptance of obligation for payment of the courses taken.*

High School Counselor or Principal Signature: _____ Date: _____

**The high school official signature certifies that the student meets the requirements for dual credit or college-only-credit, 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.*

College Counselor or Advisor Signature: _____ Date: _____

**The college official signature certifies that the student meets the requirements for dual enrollment and is enrolled in the appropriate college courses.*



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Dual Enrollment Student Release of Information Form

Name: _____
Last First Middle

GFC MSU Student ID#: _____ Date of Birth: _____

High School/Home School: _____

Dual Credit (taking same course for both high school and college credit)

The Dual Credit Program is a joint program between Great Falls College MSU and your high school. As a joint program, the college and your high school have determined that it is administratively necessary for enrollment, attendance, and grades earned in college courses be shared with your high school. No academic information from Great Falls College MSU will be released to your parents/guardians 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, is 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/guardians unless you expressly consent to such disclosure below.

Information to Release to Parent(s)/Guardian(s)

I hereby authorize Great Falls College MSU to discuss and/or release the following information to my parent(s)/guardian(s) as designated below. Please check the appropriate boxes below.

- Grades
- Bills
- Attendance
- Enrollment
- Conduct
- Health or Safety Information
- Additional Information: _____

Name of designated Parent(s)/Guardian(s): _____

Approval

Student signature _____ Date of Authorization: _____

**student's consent expires at end of 1 year from date of student signature*

[continued on next page]



STOP! BEFORE YOU TURN IN THIS PACKET, MAKE SURE YOU'VE DONE THE FOLLOWING:

Check all of the signature lines. Make sure you and your parent/guardian sign all of the appropriate sections.

If you are taking a course(s) that requires placement scores, request that your ACT/SAT or Accuplacer scores be sent to Great Falls College MSU. If you need to take the Accuplacer, you may arrange to do so through the GFC MSU testing center. <http://students.gfcmsu.edu/testing/guidelines.html> or call (406) 268-3711.

If you are a new student, remember to attach the *Dual Enrollment Student Application for Admission*. Students who have previously attended GFC MSU must reapply when they have not enrolled for one semester, excluding summer.

High School students: take this packet to your counselor and have them sign the appropriate section. Home School students can skip this step.

Submit this registration packet to Great Falls College MSU: 2100 16th Ave. South, Great Falls, MT 59405 or fax to (406) 771-4329

WHAT'S NEXT?

1. You will receive an acceptance letter with your class schedule and a list of important dates (by mail) from GFC MSU Admissions.

This initial welcome letter will officially notify you of your acceptance, provide your GFC MSU Student ID number and dual enrollment class schedule and direct you through some next steps.

2. You will receive a letter and information (by e-mail) from GFC MSU eLearning.

This letter will inform you about how to use your online student account and the campus on-line learning management system.

3. You may receive a bill (by mail) from GFC MSU Student Accounts.

- Students enrolling in dual enrollment courses through Great Falls College MSU are eligible for **two free courses (up to six credits)** through the ***One-Two-Free*** program (implemented Fall 2018).
- Once you utilize your first two free courses, any additional dual enrollment courses are billed at 50% of regular tuition costs. Dual enrollment students are exempt from all mandatory fees but may be assessed approved course/program fees.
- 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 responsible for complying with applicable campus payment policies, procedures, and methods.

Hardship Scholarship (OPTIONAL): After you have utilized the free courses, you may be eligible to receive a scholarship to cover any tuition that exceeds what is covered through the One-Two-Free program. If you are determined eligible, you may enroll in additional dual enrollment courses free of charge (course program fees and textbook costs may apply). Students must reapply each academic year for the scholarship. If students meet the criteria, the scholarship will automatically be applied and no award letter will be provided. See the next page for more information and to apply.

[OPTIONAL FORM]



Dual Enrollment Student Application for Hardship Scholarship

Eligibility for the Hardship Scholarship is determined by:

- 1. Verification of financial need provided by:
a. the student's high school who will verify participation in an eligible program
OR
b. the student/family who will verify participation in one of the listed programs and provide documentation
2. Completion of this form, including all signatures and dates.

Students enrolling in dual enrollment courses through Great Falls College MSU are eligible for two free courses (up to six credits) through the One-Two-Free program. After a student has utilized the free courses, they may be eligible to receive a scholarship to cover any tuition that exceeds what is covered through the One-Two-Free program. If the student is determined eligible, they may enroll in additional dual enrollment courses free of charge (course program fees and textbook costs may apply). Students must reapply each academic year for the scholarship. If students meet the criteria, the scholarship will automatically be applied and no award letter will be provided.

STUDENT INFORMATION

Required

Student Name: Last First Middle
GFC MSU Student ID#: Date of Birth: High School Home School
Student Signature: Date:
Parent/Guardian Signature: Date:
*Students under 18 years require a parent/guardian signature. Emancipated minors do not require a parent/guardian signature.

SCHOLARSHIP ELIGIBILITY VERIFICATION

Please select which verification method you choose and complete the appropriate section.

VERIFICATION METHOD 1 (by the High School)
I verify this student is eligible for free and reduced lunch and/or is a McKinney/Vento participant and is therefore eligible for the scholarship.
Printed Name of High School Official:
Title:
High School Official Signature:
Date:

VERIFICATION METHOD 2 (by the student)
I verify I and/or my primary household is participating in one of the programs listed below and therefore eligible for the scholarship.
Please check any/all boxes that apply AND provide documentation with this form.
I receive free or reduced school lunch.
My household participates in SNAP/WIC.
I am a McKinney-Vento participant.
My household receives a Section 8 housing voucher.
My household participates in TANF.
A household member receives SSI.
My household participates in Head Start.
A household member participates in Medicaid and/or Healthy Montana kids.

Office Use Only:
Term: