REGISTRATION FORM FOR DUAL ENROLLMENT STUDENTS

An application for admission must be on file to be eligible to register for classes. This Dual Enrollment registration form must be submitted each term for dual credit and all other early college credit, and must be completed by the student and signed by all appropriate parties.

I. Personal Information (Must Be Completed)

Name: ____________________________  Last    First    Middle

College Student ID Number: ____________________________  Date of Birth: ____________________________

Student Email Address: ____________________________

High School or Home School: ____________________________  Expected Graduation Date: ____________________________

High School Guidance Counselor (not required for Home School students): ____________________________  Phone: ____________________________

Semester of Enrollment:  [ ] Fall/Autumn  [ ] Spring  [ ] Summer  Year: ____________________________

II. Approved Course Selection (Must Be Completed)

- Students must satisfy all course prerequisites and provide placement test scores where needed. Registration cannot be processed unless documentation of scores is attached or on file at the college.

- All students using this registration form will follow the College’s official timelines, catalog, policies and procedures.

DC (Dual Credit): credits are awarded by both high school and the college for the same course (usually course is at the high school)

EC (Early College): course is taken at the college campus (face to face or online) for college credit

IMPORTANT: Only the high school has authority to award high school credit, as well as determine the number of credits given for college credits taken.

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Credits</th>
<th>CRN #</th>
<th>DC or EC</th>
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<td>[ ] DC  [ ] EC</td>
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III. Tuition Information

Bills will NOT be sent in the mail. Once the student is admitted, he/she can view and pay their bill by logging into their University of Montana CyberBear account. Students can view payment and other deadlines by going to http://www.umt.edu/registrar/calendar.php. It is the responsibility of the student to know the deadlines and pay their bill on time. CyberBear can be accessed by going to cyberbear.umt.edu.

Tuition is $52.18 for one credit (a three credit course costs $156.54)

Only high school or home school students taking courses numbered 100 – 299 are eligible for this reduced rate. Students taking courses on campus or online will also be responsible for applicable course fees as well as books and supplies.

IV. Important Information

A. Transfer of Credits

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

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. 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.

C. 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 (drop, add, and refund deadlines will apply). If you need to drop ALL 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 drop the high school course, you must also drop the college course. Add, drop, and withdrawal forms are located at: www.umt.edu/registrar/Forms.php

For more information, contact Jordan Patterson at (406) 552-8689 or jordan.patterson@umontana.edu

D. Access to Grades

Grades will be available through the college’s online student information system using your Student ID number. You can access the system by visiting www.cyberbear.umt.edu For dual credit courses, grades are also available through the high school.
E. Transcripts

You may access unofficial transcripts through the online student information system using your Student ID number. You can access the system at: http://cyberbear.umt.edu You may also request official transcripts several different ways, for more information go to https://www.umt.edu/registrar/Transcripts3.php Transcript fees may apply.

F. Payment of Dual Enrollment Costs

Payment of all dual enrollment costs (tuition, course fees) is required. Tuition is assessed at 50% of the Board of Regents approved rate and is usually paid at the start of the term of enrollment. In addition, students are exempt from all mandatory fees but may be assessed approved course fees. Dual enrollment students are responsible for complying with applicable campus payment policies, procedures and methods.

G. Disabilities

If you have a disability for which accommodations may be necessary, please submit a confidential written request for disability accommodations to Disability Services of Students, Lommasson Center 154, University of Montana, Missoula, MT 59812. Written documentation of disability is required. For more information please email dss@umontana.edu

V. Approval (Must Be Completed)

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<th>Signature of Student</th>
<th>Date</th>
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*Parent/Guardian approval for students under 18 indicates acceptance of obligation for payment of the courses taken.

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<tr>
<th>*Parent/Guardian Signature if student is under 18 years of age</th>
<th>Date</th>
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**The undersigned 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.

**IMPORTANT! Signature of high school official is NOT required for high school or home school students registered for Early College (EC) only courses.

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<tr>
<th>**High school counselor/principal signature</th>
<th>Date</th>
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Return Registration Materials

Return Registration Materials to:

Bitterroot College University of Montana
103 South 9th Street, Hamilton, MT 59840

Questions? Contact Kathleen O’Leary at (406) 375-0100 or kathleen.oleary@umontana.edu