

Dual Enrollment Application: High School and University Connections



msubillings.edu



A. Personal Information (Must Be Completed)

Admission using this application does NOT constitute permanent or regular admission to this college.

Full Legal Name: (Print) _____

First

Middle

Last

Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address (*personal not school*): _____

*Social Security Number: _____ Date of Birth (*mm-dd-year*): _____ Place of Birth: _____

**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. You will not be penalized should you decline to provide your social security number.*

Country of Citizenship (Example: USA): _____

If not U.S., are you a permanent resident alien of the U.S.? Yes No

B. Academic Information (Must Be Completed)

Applying for which term: Fall Spring Summer Year: _____

Have you previously taken University or High School Connection courses with MSUB Yes No

Name of High School (if home school student, enter "Home School"): _____

City: _____ County: _____

Expected High School Graduation Date _____ or Expected Home School Completion Date: _____

C. 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.

1. Gender: Male Female

2. Have either of your parent(s) or guardians(s) completed a bachelor's degree Yes No Unsure

3. Ethnicity: Hispanic or Latino Not-Hispanic or Latino

4. Indicate all races that apply among the following:

White

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

Black or African American Asian (specify country of origin) _____

Native Hawaiian or other Pacific Islander (please specify) _____

Other (please specify) _____

D. Safety and Security (Must Be Completed)

An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

A felony in Montana State law is defined as a crime for which more than one year in prison may be imposed.

Have you ever been convicted of a felony (please include instances of deferred sentencing)? Yes No

Have you been required to register as a sexual or violent offender? Yes No

Have you ever been subjected to court-ordered confinement for threatening or causing physical or emotional injury to persons or property? Yes No

Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior.

Have you been dismissed, suspended from, or placed on probation at any educational institution for non-academic reasons? Yes No

REGISTRATION FORM FOR HIGH SCHOOL/UNIVERSITY CONNECTIONS

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.

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 MSU Billings/City College.
- All students using this registration form will follow the MSU Billings/City College's official timelines, catalog, policies and procedures.

UC (University Connections) courses are offered on campus and/or online and are typically offered for college credit only

Course #	Course Title	Instructor	Credits	CRN#	On-Campus or On-Line
WRIT 101-005	College Writing (EXAMPLE)	Rogers	3	63155	On-Campus

Immunization Records Are Required. If you were born after December 31, 1956, submit proof of immunization that was administered after December 31, 1968. The immunization dates must also be after your first birthday. Requirements include proof of two (2) doses of immunization against Measles (Rubeola) and Rubella (German Measles) given at least 30 days apart. Include month/day/year. The record must be signed by a physician, health agency, or school official.

When you become a Montana State University Billings student following your high school graduation, you will need to submit the \$30 application fee, a final high school transcript, ACT or SAT scores and complete the full application for admission.

HC (High School Connections) courses are offered for both high school and college credit and are taken at your high school

Course #	Course Title	Instructor	Credits	School

Please identify if you are taking your course(s) as HC or UC. Note: College credits are not equivalent to high school credits. Only the high school has authority to award high school credit, as well as determine the number of credits given for college credits taken.

Approval (Must Be Completed)

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.

Student Signature: _____ Date _____

*Parent/Guardian approval for students under 18 indicates acceptance of obligation for payment of the courses taken.

*Parent/Guardian Signature (if student in under 18): _____ Date _____

**The undersigned high school official hereby certifies that the student meets the requirements for University or High School Connections, is enrolled at a Montana high school accredited by the Board of Public Education.

**High school counselor/principal Signature: _____ Date _____

or

**Homeschool Administrator Signature: _____ Date _____

Notice of Nondiscrimination: It is the policy of the Office of the Commissioner of Higher Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of the Commissioner of Higher Education MOA Coordinator at kwicks@montana.edu.

MSUB Annual Security and Fire Safety Report: www.msubillings.edu/future/asfsr/index.htm