



# MONTANA STATE UNIVERSITY NORTHERN

## Checklist for Dual Enrollment Students

### I. General Information

**Dual Enrollment** is the broad term for various opportunities for students to take college coursework while enrolled in high school or home school and receive a). both college and high school credit, or b). early college-credit-only.

#### Dual Enrollment Models for Awarding Credit

1. A dual credit course awards both high school credit and college credit for a college course taken by 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.
2. An early college-credit-only course awards college credit, but not high school credit, for a college course taken by the student.
  - High school students should seek advice from your high school counselor. If dual credit is requested, your high school counselor will determine course applicability and credit equivalency. The high school is the final authority on what is required for high school graduation. The student is responsible for making sure all requirements are met.
  - Only college courses numbered 100 and above are eligible for dual credit.
  - If you plan to take 6 or more credits, you must submit a copy of your immunization records (on file at your high school or from your physician).
  - Students in dual credit or early college-credit-only courses will follow the campus' timelines, catalog, policies and procedures.
  - There is no guarantee that the requested courses will be taught or that space will be available.
  - For high school students taking dual credit courses, grades will be on file at both your high school and the college at the conclusion of the course(s). Students in college-credit-only courses may access their grades from the college.

### II. Application and Registration

In order to register for a dual credit or early college-credit-only course, you must do the following. If you are a new student and this is the first time you have participated in a dual credit or early college-credit-only course with the college, you must complete and submit the following forms and information:

- *Application for Dual Enrollment Students*
- *Registration Form for Dual Enrollment Students*
- Optional: *Dual Enrollment Student Authorization for Release of Information Form*
- If applicable, submit the appropriate placement exam scores/results. Students must satisfy all course prerequisites and placement requirements. These can include COMPASS Exam scores, ACT/SAT scores, MUSWA writing scores, or other campus-specific exam(s). If you have taken ACT or SAT, request that your official ACT or SAT test scores be sent directly to the college.
  - Request ACT scores at: [www.actstudent.org/scores/send/index.html](http://www.actstudent.org/scores/send/index.html)
  - Request SAT scores at: [www.collegeboard.com/student/testing/sat/scores/sending.html](http://www.collegeboard.com/student/testing/sat/scores/sending.html)

If you have not taken ACT or SAT, you may arrange to take a COMPASS placement exam at the college. Please contact us at the number listed below to learn more or to schedule an exam.

Students who have previously taken dual credit or early college-credit-only courses at the college need to complete and submit the following each semester they enroll:

- *Registration Form for Dual Enrollment Students.*
- Optional: *Dual Enrollment Student Authorization for Release of Information Form* (unless a previous form is on file with the authorization dates still valid for the current time of enrollment)

#### Return Application and Registration Materials to:

Kaci Nicholson, MSU-Northern, P.O. Box 7751, Havre, MT 59501

OR Email: [kaci.nicholson@msun.edu](mailto:kaci.nicholson@msun.edu) Fax: (406) 265-3792

To Schedule a Placement Exam, Contact the Advising Center at (800) 662-6132 ext. 3760 or (406) 265-3760