



# MONTANA STATE UNIVERSITY NORTHERN

## DROP/ADD FORM FOR DUAL ENROLLMENT STUDENTS

Please read carefully:

1. Fill out ALL information for classes to be dropped or added.
2. Obtain instructor's signatures for each class you want to add if the class is closed.
3. Return the form to the dual enrollment coordinator.

Name: \_\_\_\_\_  
Last First Middle

Last 4 of Student ID#: \_\_\_\_\_ Semester: ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_

### ADD

- 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.

| Course # | Course Title | Instructor | Credits | CRN # |
|----------|--------------|------------|---------|-------|
|          |              |            |         |       |
|          |              |            |         |       |
|          |              |            |         |       |
|          |              |            |         |       |

*\*Please identify if you are requesting this course as a Dual Credit (DC) course or a College-Credit-Only (CC) course. 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.*

### DROP

| Course # | Course Title | Instructor | Credits | CRN # |
|----------|--------------|------------|---------|-------|
|          |              |            |         |       |
|          |              |            |         |       |
|          |              |            |         |       |
|          |              |            |         |       |

*The approval section on the second page must be signed by all parties before your drop/add form will be processed.*

**Approval (Must Be Completed)**

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*Signature of Student*
*Date*

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*Signature of Student*
*Date*

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

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

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

**\*\*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 college-credit-only courses.**

**\*\*High school counselor/principal signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*High school counselor/principal signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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wšEācūn/ni ±šnaTōl-ū2y Date

wšEācūn/ni ±šnaTōl-ū2y Date

For any questions or assistance please contact  
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