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### III. Billing Information *(Must Be Completed)*

Once a student has been registered for a dual enrollment course, a bill is owed to the college. Please complete the information below for the person (or organization) financially responsible for this bill. Designation of a responsible party indicates consent for the college to discuss the bill with the party designated. **PLEASE TYPE OR PRINT LEGIBLY WHEN COMPLETING THIS SECTION.**

Person (or Organization) Responsible for Payment: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### IV. Important Information

#### A. Transfer of Credits

The institution is accredited by the Northwest Commission on Colleges and Universities (NWCCU). Most regionally accredited institutions will accept credits from the other accredited colleges and universities. The acceptance of transfer credit is always determined by the receiving institution. Students should contact the institution they plan on attending if they have specific questions about transferability. The Montana University System (MUS) is currently converting to common course numbering. This will enable students to transfer courses deemed equivalent to any Montana institution offering that course. For information on courses offered throughout the MUS please visit their website at [http://musdw1.msu.montana.edu:7777/ochedw/owa/musxfer.p\\_ccn\\_main](http://musdw1.msu.montana.edu:7777/ochedw/owa/musxfer.p_ccn_main).

#### 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 a student's express written consent.

#### C. Adding and Dropping Courses

Once you have registered for any course(s), if you need to adjust your schedule by adding or dropping a course, you need to complete an add/drop form (drop, add & 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. If you are under the age of 18, these forms must be signed by a high school counselor and a parent/guardian. **IMPORTANT!** If you are enrolled in a dual credit course at the high school, and if you drop the high school course, you must also drop the college course.

Add, drop, and withdrawal forms are located at [http://www.msugf.edu/admissions\\_records/forms2.html](http://www.msugf.edu/admissions_records/forms2.html)

## D. Access to Grades

For dual credit courses, grades will be available at the high school. Students also have access to their grades through the college's online student information system. You will need to have your Student ID number in order to access the information. You can access the online student information system at [https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P\\_GenMenu?name=homepage](https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P_GenMenu?name=homepage) . After you become a college student, the college may not release grades to parents without your written consent, even if you are under 18.

## E. Transcripts

Students may access unofficial transcripts through the online student information system. You will need to have your Student ID number in order to access the information. You can access the online student information system at [https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P\\_GenMenu?name=homepage](https://atlas.montana.edu:9001/pls/gfagent/twbkwbis.P_GenMenu?name=homepage) . You may also request official transcripts by contacting the campus at 406-771-5128. Transcript fees may apply.

## F. Payment of Enrollment Costs

Payment of all Dual Enrollment costs is mandatory; fees must usually be paid at the start of the term of enrollment. 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 **Kathy Meier Disability Services MSU–Great Falls College of Technology, 2100 16th Avenue South, Great Falls, MT 59405**. Written documentation of disability is required.

## V. Approval (*Must Be Completed*)

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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.**

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*\*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 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.**

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

*Date*

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

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*\*\*\* College Counselor/Advisor*

*Date*