



## On-Campus/Online Registration

(Student must also submit an application each semester they wish to enroll)

### Personal Information- REQUIRED

Full Legal Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student ID: \_\_\_\_\_  
Month/Date/Year (ex. -01234567; You will have an ID if you have previously enrolled at Great Falls College)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Type: Cell  Home

Name of High School: \_\_\_\_\_ Name of counselor: \_\_\_\_\_

### Release of Information- REQUIRED

*The Dual Enrollment Program is a joint program between Great Falls College MSU and your high school. As a joint program, the college and your high school have determined that it is administratively necessary for enrollment, attendance, and grades earned in college courses to be shared with your high school. **No academic information from Great Falls College MSU will be released to your parents/guardians unless you expressly consent to such via the disclosure below.***

- I **DO NOT** authorize Great Falls College to discuss and/or release ANY information to a parent/guardian.
- I hereby authorize Great Falls College MSU to discuss and/or release the following information to my parent(s)/guardian(s) as designated below: Please check the appropriate boxes below:
- |  |                                     |   |
|--|-------------------------------------|---|
| <input type="checkbox"/> Grades                        | <input type="checkbox"/> Attendance | <input type="checkbox"/> Conduct                      |
| <input type="checkbox"/> Bills                         | <input type="checkbox"/> Enrollment | <input type="checkbox"/> Health or Safety Information |
| <input type="checkbox"/> Additional Information: _____ |                                     |   |

Name of designated Parent(s)/guardian(s): \_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date of Authorization:** \_\_\_\_\_

*\*student's consent expires at end of 1 year from date of student signature.*

### Registration Checklist- Carefully review and check each box before turning in packet

- I acknowledge I must follow the College's official academic year calendar, timelines, catalog, policies, and procedures.
- I acknowledge certain courses such as accounting, math, writing, some sciences, etc. need [placement scores](#). Options for placement are listed in the course description and I am responsible to provide one of those methods of placement.
- I acknowledge I need approval signatures from my parent/guardian and high school official/home school administrator and have already turned in a **Dual Enrollment application form** or plan to with this paperwork.
- I acknowledge that to be registered in my chosen course(s), I must complete this paperwork with all required signatures and placement scores.

## Course Selection- REQUIRED

Please use our online Class Scheduling tool to search for classes and locate course information, including prerequisites and course fees. Scheduling tool can be found at [https://prodmyinfo.montana.edu/pls/gfagent/bzskcrse.PW\\_SelSchClass](https://prodmyinfo.montana.edu/pls/gfagent/bzskcrse.PW_SelSchClass)

1 <sup>ST</sup> 8-Week Block						
Course	Course Title	CRN- Course Reference #	Instructor	Credits	Dual Credit (DC) OR College Credit (CC)	
<i>Ex: CSCI 105-180</i>	<i>Computer Fluency</i>	<i>12345</i>	<i>Robinett</i>	<i>3</i>	DC	CC
					DC	CC
					DC	CC
					DC	CC
2 <sup>ND</sup> 8-Week Block						
					DC	CC
					DC	CC
					DC	CC
Full Semester						
					DC	CC

## Cost & Billing- Required

- Through the **1-2-Free program**, students enrolling are eligible for two free courses (up to six credits)
- Additional courses are billed at 50% of regular tuition costs and while exempt from mandatory fees, may be assessed course/program fees.
- If a bill is assessed, students will receive it by mail. Dual Enrollment students are responsible for complying with applicable campus payment policies, procedures, and methods.

Do you qualify for Free/Reduced lunch in your high school?  Yes  No *If yes, please fill out the [Hardship Scholarship form](#) completely and return with your registration, as you may be eligible for tuition assistance.*

**Fill out below for person responsible for payment i.e. Student, parent, guardian, school administrator, etc.**  
*Designation of a responsible party indicates consent for the college to discuss the bill with the party designated.*

Payee responsible for payment: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Payee Social Security Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

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

**Payee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Approval Signatures- REQUIRED

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**High School/Home school administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*Required- The High School official/ home school administrator signature certifies that the student meets the requirement for dual credit or College-only credit, is enrolled at a Montana high school accredited by the Montana Board of Public Education and has verification of all required immunizations on file at the High School.*

Last Updated February 25, 2026

## Submission Options

This registration form must be turned in along with an application form each semester.

Your personal information is very important to Great Falls College. To securely upload documents, you may:

- Attach documents using the paperclip icon on the DocuSign application
- Scan and upload documents through the secure link on the website: [Document Upload](#)
- Photograph and upload documents through the secure link on the website: [Document Upload](#)
- Deliver it in person to Student Central at Great Falls College.
- Fax it to 406-771-4329 (email [dual@gfcmsu.edu](mailto:dual@gfcmsu.edu) to confirm receipt).

Please refrain from emailing the registration, as it contains sensitive personal information.

## Upcoming 2026-2027 Deadlines \*All dates subject to change without notice

Term	Class dates	Registration opens	Registration Due by 5pm
Spring B-block	Mar 16- May 8	Dec 2	Mar 6
Summer 2026	May 26-July 17	April 21	May 15
Fall A-block 2026	Aug 24-Oct 16	June 10	Aug 14
Fall Full semester	Aug 24- Dec 18	June 10	Aug 14
Fall B-block	Oct 26- Dec 18	June 10	Oct 16
Spring A-block 2027	Jan 11- Mar 5	Early Dec	Late Dec/Early Jan
Spring Full semester	Jan 11- May 7	Early Dec	Late Dec/Early Jan
Spring B-block	Mar 15- May 7	Early Dec	Early March
Summer 2027	May 24-July 16	April	Early May

For the most up to date deadlines, please visit the [academic calendar webpage](#).

