



GREAT FALLS
COLLEGE
MONTANA STATE
UNIVERSITY

Dual Enrollment

406-771-4390 | 406-771-4309 | dual@gfcmsu.edu

CM Russell High School Concurrent Application & Registration Fall 2025- **Due September 11 by 5pm**

Personal Information- REQUIRED

By completing this form and signing it:

☐

I acknowledge this application does NOT constitute permanent or regular admission to the college.

☐

I acknowledge I must follow the College's official academic year calendar, timelines, catalog, policies, and procedures.

☐

I acknowledge (1) I am at least 16 years of age OR a high school junior AND
(2) Enrolled at Great Falls Public school district

**Exception may be made for underage students. Age waivers are available on dual enrollment website.*

☐

I acknowledge certain courses such as accounting, math, writing, some sciences, etc. need [placement scores](#). Options for placement are listed on the form and I am responsible to provide a copy of one method of placement.

☐

I acknowledge this must be turned in **by 5pm on September 11** the following ways:

- Brought in-person to GFC staff at your high school ONLY during the following days/times so it may be reviewed for missing items. **THIS METHOD IS PREFERRED:**

- **September 4 from 1:15 pm- 3:30 pm**

- **September 9 from 1:15 pm- 3:30 pm**

- **September 11 from 10:45 am- 12:30 pm**

- 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 to confirm receipt).

☐

I acknowledge that to be registered in my chosen course(s), I must complete this paperwork with all required signatures and placement scores.

Checklist

☐

Complete all pages.

☐

Sign these sections:

☐ Safety and Security

☐ Release of Information

☐ Cost/Billing

☐ Teacher signatures

☐ Parent approval signature

☐ Student approval signature

☐

Include any required placement documentation.

2100 16th Avenue South, Great Falls, MT 59405 | (406) 771-4390 | gfcmsu.edu

Great Falls College MSU provides high quality educational experiences supporting student success and meeting the needs of our community.

Once you are accepted and enrolled in classes at GFC MSU

1. You will receive an acceptance letter notifying you of your acceptance to Great Falls College MSU, providing you with your Student ID and dual enrollment class schedule, academic calendar, and how to claim your NetID.
2. You will receive an email from the Dual Enrollment Coordinator with instructions to claim your NetID, login to Banner Web/My Info, and how to download Microsoft Office 365.
3. You may receive a bill in the mail from Great Falls College MSU Student Accounts Office for any remaining balance after **1-2-Free** and Hardship Scholarships have been applied.

Other important information

Rights versus Responsibilities

It is important to understand your rights and responsibilities as a student at Great Falls College MSU. Students must adhere to the college's academic integrity [policies](#) and be accountable for their education. Students must take ownership and advocate for themselves. You are responsible to know when assignments are due and if you fall behind in class, you are responsible to reach out for help to get caught up.

Policies, Procedures & Deadlines

Dual Enrollment students are subject to the college's official timelines, catalog, policies, and procedures. It is important to note the procedure for adding, dropping, or withdrawing classes. Please visit the Dual Enrollment page of the GFC website for more information.

Photography

By signing this form, you agree to photographs being taken and used for publicity and other purposes deemed necessary by the university. If you would like to opt out of this, please contact the dual enrollment coordinator.

Grades and Academic Success Resources

- Student's grades are available on their Banner Web/My Info. Students are responsible for tracking grades and seeking out assistance if grades begin to suffer.
- Concurrent courses utilize high school faculty; you should contact those teachers for assistance.
- Great Falls College offers FREE tutoring in person and online through our Academic Success Center during the day, evening, and weekend. Tutors are available in Math, Chemistry, Biology, Computers, Accounting, and Writing. Please visit the website for current hours and tutors available.
<https://students.gfcmsu.edu/asc/index.html>





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Personal Information- REQUIRED

Full Legal Name: _____
Last First Middle

Date of Birth: _____ Social Security Number: _____
Month/Date/Year *Provision of the SSN is voluntary & used to distinguish individuals and verify accounts

Student ID: _____ (ex. -01234567; You will have an ID if you have previously enrolled at Great Falls College)

Mailing Address: _____ City: _____ State: _____ Zip: _____

Permanent Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Type: Cell ☐ Home ☐

Are you a U.S. citizen? ☐ Yes ☐ No If No, are you a permanent resident alien of the U.S.? ☐ Yes ☐ No

Name of High School/ Home School: _____ Expected graduation year: _____

Grade in High School: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Name of high school counselor: _____

Voluntary Statistical Information

First Generation status, gender, ethnicity, and race information is **Voluntary** for statistical analysis only, not used in the admission decision.

Gender

- ☐ Male
☐ Female
☐ Prefer not to disclose

Do you consider yourself Hispanic/Latino?

- ☐ Hispanic or Latino
☐ Not Hispanic or Latino

If not Hispanic or Latino, indicate which one or more racial categories should be used to classify you:

- ☐ Black or African American
☐ White
☐ Asian- country of origin: _____
☐ Hawaiian or Pacific Islander- country of origin: _____
☐ American Indian or Alaskan Native (tribal affiliation/reservation)
Specify: _____

First Generation Status: Please indicate whether either of your parents attended and completed a certificate/degree at a college or university below.

- ☐ Neither Parent attended College (**NE**)
☐ At least one parent attended college but earned no credential or degree (**PA**)
☐ At least one parent earned a certificate (**CE**)
☐ At least one parent earned an associate degree (**AS**)
☐ At least one parent earned a bachelor's degree or higher (**BA**)
☐ At least one parent earned a credential or degree- level unknown (**ED**)
☐ Unknown (**UN**)



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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 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:

☐ Grades
☐ Bills

☐ Attendance
☐ Enrollment

☐ Conduct
☐ Health or Safety Information

Name of designated Parent(s)/guardian(s): _____

Student signature: _____

Date: _____

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

Safety & Security- REQUIRED

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.

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

☐ 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 Have you ever been disciplined, suspended from, or placed on probation at any education institution for non-academic reasons?

☐ Yes ☐ No Have you ever been registered as a sexual or violent offender?

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 non-academic, 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 cancelled.

I acknowledge that I have read the full application, and all the information presented.

Student signature: _____

Date: _____



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English

AP English 7-8 with Jeremy Comstock for ½ high school credit, 3 college credit

<input type="checkbox"/>	Comstock	Period 2	LIT 110 D1	Intro to Literature	57007
<input type="checkbox"/>	Comstock	Period 3	LIT 110 D3	Intro to Literature	57411
<input type="checkbox"/>	Comstock	Period 4	LIT 110 D4	Intro to Literature	57412
<input type="checkbox"/>	Comstock	Period 6	LIT 110 D5	Intro to Literature	57413

Teacher Signature: _____ Date: _____

** Required- Certifies the student meets the requirement for this class.*

Math

College Algebra with Chris Rawlins for ½ high school credit, 3 college credit

<input type="checkbox"/>	Rawlins	Period 3	M 121 D2	College Algebra	57011
<input type="checkbox"/>	Rawlins	Period 5	M 121 D8	College Algebra	57414
<input type="checkbox"/>	Rawlins	Period 6	M 121 D9	College Algebra	57415

Placement required: Students must provide **ONE** of the following math placement options:

- | | |
|--|--|
| <input type="checkbox"/> ACT Math 23 or higher | <input type="checkbox"/> SAT Math 530 or higher |
| <input type="checkbox"/> Accuplacer QRAS 275 | <input type="checkbox"/> Accuplacer QRAS 270-274 AND transcript with B grades in math |

Teacher Signature: _____ Date: _____

** Required- Certifies the student meets the requirement for this class, including placement scores*

Humanities/ Fine Arts

Humanities with Jeremy Comstock for ½ high school credit, 3 college credits

<input type="checkbox"/>	Comstock	Period 5	LSH 201 D1	Intro to Humanities	57009
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Teacher Signature: _____ Date: _____

** Required- Certifies the student meets the requirement for this class, including an override for Chemistry*

Social Sciences/History

AP US History with Burke Allen for ½ high school credit, 3 college credits

<input type="checkbox"/>	Allen	Period 1	HSTA 101 D1	American History I	57005
<input type="checkbox"/>	Allen	Period 4	HSTA 101 D7	American History I	57409
<input type="checkbox"/>	Allen	Period 5	HSTA 101 D8	American History I	57410

Teacher Signature: _____ Date: _____

** Required- Certifies the student meets the requirement for this class.*

Electives

Accounting with Jessica Goosen for ½ high school credit, 3 college credits

<input type="checkbox"/>	Goosen	Period 3	ACTG 101 D2	Accounting Procedures I	57002
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Placement required: Students must provide **ONE** of the following math placement options:

<input type="checkbox"/>	ACT Math 21 or higher	<input type="checkbox"/>	SAT Math 490 or higher
<input type="checkbox"/>	Accuplacer Arithmetic 263	<input type="checkbox"/>	Accuplacer QRAS 226

Teacher Signature: _____ Date: _____

** Required- Certifies the student meets the requirement for this class, including placement scores*

Medical Terminology with Christi Virts for ½ high school credit, 3 college credits

(ONLINE ONLY-check if you are in Spring or Fall section)

<input type="checkbox"/>	Virts	ONLINE	AHMS 144 D1	Medical Terminology	57003
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Teacher Signature: _____ Date: _____

**Required- Certifies the student meets the requirement for this class.*

These classes will register in Spring (late January/early February)

The classes listed below are a continuation of the fall classes you are registering for above. While the class in your high school is full year, the college classes are different courses and will register in the Spring:

AP US History with Burke Allen (HSTA 102)
 Accounting with Jessica Goosen (ACTG 102)
 AP English 7-8 with Jeremy Comstock (WRIT 101)

The 2nd semester high school classes listed below will register in Spring:

Precalculus 151 with Chris Rawlins (M151)
 Sign Language with Jennifer Wasson (SIGN 101)
 Humanities with Jeremy Comstock (LSH 201)
 Medical Terminology with Christi Virts (AHMS 144)

The full-year high school classes listed below will register in Spring only:

Honors Statistics with Laura Rawlins (STAT 216)
 AP Government with Brian Halverson (PSCI 210)
 Criminal Justice with Jolyn Johnson (CJUS 121)
 High School House with Pete Pace (CSTN 100 & CSTN 120)



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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 Name (Print): _____

Student signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Submission Options

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 to confirm receipt).

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

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