



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

Dual Enrollment

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

Great Falls 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 10:45 am- 12:30 pm**

- **September 9 from 10:45 am- 12:30 pm**

- **September 11 from 1:15 pm- 3:30 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 Mary Dea for ½ high school credit, 3 college credit

<input type="checkbox"/>	Dea	Period 5	WRIT 101 D1	College Writing I	57015
<input type="checkbox"/>	Dea	Period 6	WRIT 101 D3	College Writing I	57416

Placement required: Student must provide documentation of one of the following options:

<input type="checkbox"/>	ACT English 17 or higher	<input type="checkbox"/>	ACT ELA 18 or higher
<input type="checkbox"/>	SAT Reading & Writing 440 or higher	<input type="checkbox"/>	SAT Writ. & Lang. 25 or higher
<input type="checkbox"/>	Accuplacer NG 255	<input type="checkbox"/>	Talk with DE Coord.
<input type="checkbox"/>	Transcript with 3.0 GPA or above and at least B in most recent English		

Teacher Signature: _____ Date: _____

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

Math

College Algebra with Joe Lloyd for ½ high school credit, 3 college credit

<input type="checkbox"/>	Lloyd	Period 1	M 121 D1	College Algebra	57010
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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*

Natural Science

AP Biology with Brian Sullivan for ½ high school credit, 4 college credits

<input type="checkbox"/>	Sullivan	Period 1	BIOB 160 D1	Princpl of Living Systems	57004
<input type="checkbox"/>	Sullivan	Period 3	BIOB 160 D2	Princpl of Living Systems	57418

Placement required: Override from Mr. Sullivan for the Chemistry prerequisite.

☐ Override signed by Mr. Sullivan

Teacher Signature: _____ Date: _____

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

Social Sciences/History

AP US History with Annie Simkins for ½ high school credit, 3 college credits

<input type="checkbox"/>	Simkins	Period 1	HSTA 101 D2	American History I	57006
<input type="checkbox"/>	Simkins	Period 4	HSTA 101 D9	American History I	57417

Teacher Signature: _____ Date: _____

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



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Cultural Diversity

Sign Language with Jennifer Wasson for ½ high school credit, 3 college credits

<input type="checkbox"/>	Wasson	Period 1	SIGN 101 D1	Intro to Amer. Sign. Lang.	57014
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Teacher Signature: _____ Date: _____

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

Electives

Accounting with Stacy Dolderer for ½ high school credit, 3 college credits

<input type="checkbox"/>	Dolderer	Period 4	ACTG 101 D1	Accounting Procedures I	57001
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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.*

Music Theory with Patrick Ryan for ½ high school credit, 3 college credits MUSI 105, 2 college credits MUSI 104

<input type="checkbox"/>	Ryan	Period 1	MUSI 105 D1	Music Theory I	57012
<input type="checkbox"/>	Ryan	Period 1	MUSI 140 D1	Aural Perception I	57013

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.

You will register in the Spring also for these:

AP English 7-8 with Mary Dea (LIT 110)

AP US History with Annie Simkins (HSTA 102)

Music Theory with Patrick Ryan (MUSI 101)

Math 121 with Joe Lloyd (M 121)

AP Biology with Brian Sullivan (BIOB 170)

Accounting with Stacy Dolderer (ACTG 102)

Precalculus 151 with Joe Lloyd (M 151)

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

AP Physics with Beth Wiles (PHYS 205)

AP Statistics with Brooke Gruntowicz (STAT 216)

AP Government with Ed McNamee (PSCI 210) Honors Chemistry with Mike Hodges (CHMY 121)

Welding 1-2 with Zane Vanlieshout (WLDG 100)

High School House with Pete Pace (CSTN 100 & CSTN 120) **taught at CMR*



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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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