



DUAL CREDIT ENROLLMENT APPLICATION

NORTH DAKOTA UNIVERSITY SYSTEM

SFN 51295 (Rev. 7/2007)

Note: See instructions for completing this application on the next page.

Part I – Student Information

To be completed by the student before the course begins. PLEASE TYPE or PRINT legibly

Student Name (Last, First, Middle)		Social Security Number	High School Student ID Number	
Address		College Student ID Number (EMPLID)		
City	State	Zip Code		
Date of Birth (mm/dd/yyyy)	Gender (check one) <input type="checkbox"/> M <input type="checkbox"/> F		Year in School (check one) <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Parent/Guardian Name (Last, First, Middle)				
Parent/Guardian Signature	Date	Student Signature	Date	

Part II – Course Information

To be completed by the student and signed by the district superintendent and college/university registrar before the course begins.

PLEASE TYPE or PRINT legibly.

High School Course Title			High School Course Code Number	Credit (check one) <input type="checkbox"/> ¼ <input type="checkbox"/> ½ <input type="checkbox"/> 1 Other _____	
College Course Title			College Course Number	Credit (check one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Other _____	
Name of Your High School			Name of College/University Where Course is to be Credited		
Address			Address		
City	State	Zip Code	City	State	Zip Code
Semester course is taken (check one) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			School year Course is taken (example: 05-06)		
This course is being taught to me: (check one) <input type="checkbox"/> by a teacher at my high school <input type="checkbox"/> via distance learning (video network) <input type="checkbox"/> on the college campus					
Name of Dual Credit Instructor (Last, First)					
Superintendent or Designee Signature		Date	College/University Registrar or Designee Signature		Date

Part III – Registrar Information

To be completed by the college/university registrar at the end of the course.

Grade Earned		College/University Registrar or Designee Signature Date
<input type="checkbox"/> A	<input type="checkbox"/> S(Satisfactory) <input type="checkbox"/> Other _____	
<input type="checkbox"/> B	<input type="checkbox"/> U (Unsatisfactory)	
<input type="checkbox"/> C	<input type="checkbox"/> P (Pass)	
<input type="checkbox"/> D	<input type="checkbox"/> F (Fail)	
<input type="checkbox"/> F	<input type="checkbox"/> Incomplete	

DUAL CREDIT PROGRAM

The 1997 North Dakota Legislature enacted Senate Bill 2033 to allow juniors and seniors in North Dakota high schools to enroll in postsecondary education courses and to receive both high school and college credit. The legislation was introduced by the Interim Education Services Committee and was supported by all three state education agencies: the North Dakota University System, the State Board for Vocational and Technical Education, and the Department of Public Instruction.

INSTRUCTIONS FOR COMPLETING THIS FORM

This form is designed to facilitate enrollment in courses approved for dual credit. If the course you wish to take is not already approved for dual credit by your district, work with your school counselor to have the course approved by the superintendent for dual credit. *Note: Complete a separate application for each dual credit course taken.*

Part I – Student Information (*instructions to the student*):

Complete all of Part I. You should discuss the process and requirements of dual credit enrollment with your high school counselor. Be sure to obtain your parent's signature.

Part II – Course Information (*instructions to the student*):

Complete Part II before enrolling in a college/university course for which you want dual credit.

In consultation with your high school counselor or principal, identify the course approved for dual credit by the superintendent/school district and cooperating college or university; or request that specific courses be approved by the superintendent/school district for dual credit.

Complete the information for the high school course including the course title, course code number assigned by the Department of Public Instruction (see K-12 Course Codes and Descriptions at <http://www.dpi.state.nd.us/resource/corscode/index.shtml>), and the credit offered for the course at your high school. Your high school principal or counselor can provide the course code number.

Identify the name of your high school and school address.

Check which semester of dual credit enrollment the college course is being taught.

Check the location where the course will be taught. For example: if the course is taught by the instructor via video network, check the "via distance learning" box.

Complete the college/university course title, college course number, and credit information. This is available in the college catalog, in the college registration listing, or from your high school principal or counselor.

Identify the college/university where the approved course is available for dual credit and list the institution's address.

Fill in the name of the dual credit course instructor.

Obtain the signature of your school district superintendent. This signature signifies that you have completed the requirements of your district to enroll for dual credit. At this point, your school superintendent should make a copy of this form for their student records.

Present this form to the college registrar when you register for a college class. The college registrar will keep this form. If you need a copy for your own records, please make one before submitting it to the registrar.

Part III – Registrar Information (*instructions to the college/university registrar*):

Upon receiving this form prior to or during registration, review the information in Part II to verify its completeness. Sign, date, and file until end of the semester.

At end of the semester of enrollment, indicate the grade earned, sign, and date the form. In addition to copies for your records, distribute one copy to each of the following:

- North Dakota University System, 600 E. Boulevard Ave., State Capitol, Bismarck, ND 58505-0230
- High School Superintendent (address given in Part II).