



DUAL CREDIT ENROLLMENT APPLICATION

NORTH DAKOTA UNIVERSITY SYSTEM

SFN 51295 (rev. 4/2011)

Note: All fields on this application are required to be completed or the application will be returned. 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 (grade when class is taken) <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
I agree to share the data on this application with the Bank of North Dakota for Dual Credit financial assistance. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Parent/Guardian Name (Last, First, Middle)			
Parent/Guardian Signature	Date	Student Signature	Date

Part II – Course Information: To be completed by the student before the course begins. PLEASE TYPE or PRINT legibly.

High School Course Title		High School Course Code Number	High School Credit (check one) <input type="checkbox"/> ½ <input type="checkbox"/> 1 Other _____	
College Course Title		College Course Number	College Sem. Hours (check one) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Name of Your High School		Name of College/University Where Course is to be Credited		
Address		Address		
City	State	Zip Code	City	State
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 (IVN - video network) <input type="checkbox"/> on the college campus				
Name of Dual Credit Instructor (Last, First)				

Part III – School Certification: To be completed by the district superintendent or school designee before the course begins. PLEASE TYPE or PRINT legibly.

Check box to certify applicant is eligible for Free or Reduced Price Lunch <input type="checkbox"/> Yes <input type="checkbox"/> No	
This student has been approved to take this dual credit course for high school credit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Superintendent or School Designee Signature	Date

Part IV – Registrar Information: To be completed by the college/university registrar at the end of the course.

Grade Earned <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	College/University Registrar or Designee Signature Date
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DUAL CREDIT PROGRAM

North Dakota Century Code 15.1-25-01 allows students in grades ten, eleven, and twelve in North Dakota high schools to enroll in postsecondary education courses and to receive both high school and college credit. The course must be offered through an accredited postsecondary institution.

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. All fields on this application are required to be completed or the application will be returned.

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.

You may qualify for financial assistance to pay for one Dual Credit course each semester a school official certifies in Part III that you are eligible for Free or Reduced Price Lunch. Assistance will cover tuition, fees, and book. To request financial assistance, at the time of course enrollment you must submit a photocopy of this completed form to:

- Bank of North Dakota, PO Box 5509, Bismarck, ND 58506-5506.

Applications will be considered by submission date as funding is limited. Contact Bank of North Dakota at 800-554-2717 for more information.

Part II – Course Information *(instructions to the student). All fields on this application must be completed.*

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 high school 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, state course code number assigned by the Department of Public Instruction (see PK-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 state 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. **Use a separate application for each course. Each application represents a one semester course. A student will receive ½ units of high school credit for a 3 or 4 semester hour college course but will receive 1 full unit of credit for a 5 semester hour course.**

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.

Part III – School Certification *(instructions to the student):*

You may qualify for financial assistance if you are eligible for Free or Reduced Price Lunch. The signature of your district superintendent or school designee signifies that you have completed the requirements of your district to take this dual credit course for high school credit and are eligible for financial assistance. At this point, your school superintendent should make a copy of this form for your 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 IV – 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.

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).