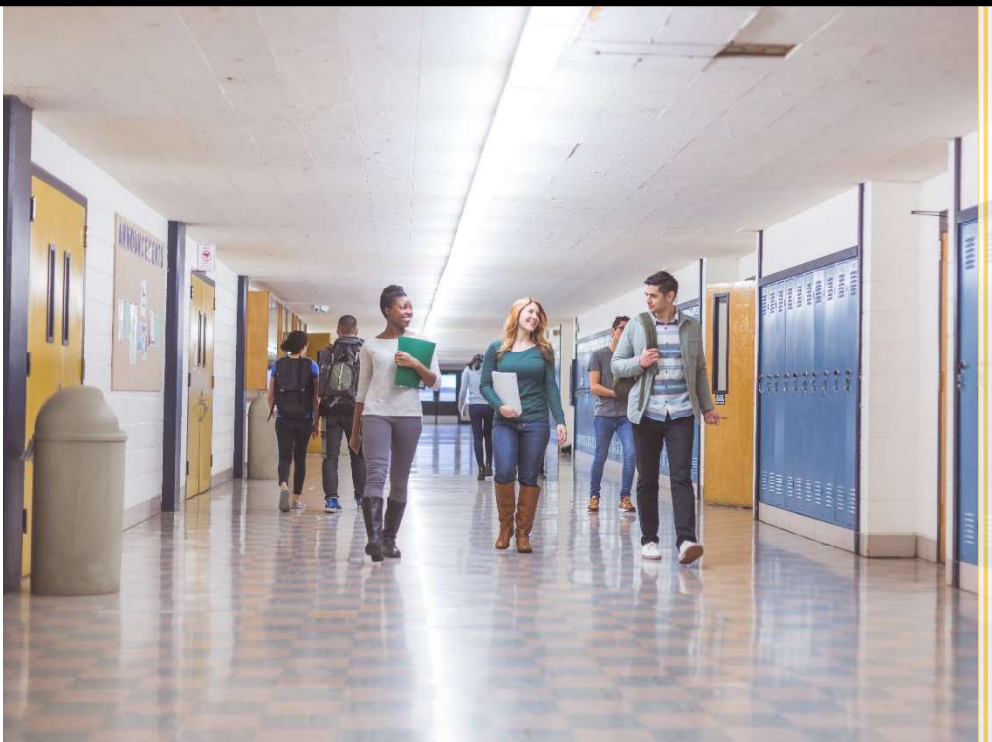




2023

Student's Guide to Dual Enrollment



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7/1/2023

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Welcome:

Thank you for being a part of Dual Enrollment with Gallatin College MSU! Through DE we engage a variety of student types with content ranging from foundational academics to workforce courses. The accelerated learning of DE has a wide range of benefits to students, their families, and our communities. Students gain confidence, academic momentum, and experience preparing for academic life after high school. Students participating in DE have higher high school graduation rates, higher rates of college enrollment, higher rates of persistence to degree, better academic performance in college programs and higher rates of degree attainment than their non-dual enrolled peers!

You're taking a great step forward in pursuing your academic and career goals!

What to expect:

Within this packet you will learn College lingo, the ins, and outs of Dual Enrollment, and how to manage the Dual Enrollment Gateway. We will cover everything from dates and deadlines, course registration, finding textbooks, logging into D2 and more!

Gallatin College is here to support you through your Dual Enrollment journey. If you have questions at any step of the way, please contact your Dual Enrollment Manager: Jessi Cannaday. jessi.cannaday@montana.edu

Dual Enrollment Terms:

- **Dual Enrollment Delivery Types**

- Early College

- Early College courses are standard college classes that are open to high school students and offered on Gallatin College Campus, online or as a hybrid course. These courses may be dual credit or college credit only, depending on the acceptance by the HS School district.

- Concurrent Enrollment

- Concurrent Enrollment courses are college level courses taught at a high school by a college approved high school teacher. Concurrent Enrollment courses are dual credit, meaning they are approved to receive both High School and College credit. Students can also register for these courses for high school credit only.

- **1-2 Free:** Through the **One-Two-FREE** initiative, the Montana University System covers students' tuition for two dual enrollment or early college (on campus) courses. After that, students still pay only half-price tuition - just under \$56 per credit - with no university fees. *Only 100 and 200 level courses are covered under the 1-2 Free program.

College 101!!

College Terms:

- **GID VS Net ID:**
 - **GID:** Your student ID number. Randomly generated eight-digit number assigned to each student upon their admission to MSU (-xxxxxxx)
 - This number can be found of on your acceptance letter.
 - **NET ID:** A seven-digit combination of letters and numbers, randomly generated ID number used to access various campus resources.
 - How to claim your Net ID: <https://www3.montana.edu/netidclaim/>
- **Course:** A course is a unit of instruction in a subject-matter area offered in a single university semester.
- **Credit:** A credit is the unit used in recording an amount of work and engaged effort represented in learning outcomes and verified by evidence of student achievement.
- **Syllabus:** Is an outline of the plan of study of the course you are registered for. The syllabus will outline the plan of study, attendance policy, course learning outcomes, expectations, instructor office hours, textbook requirements and more.
- **Transcript:** An official record from Gallatin College that shows the grade received from your Dual Enrollment course. To request a transcript you will order from the National Student Clearinghouse: <https://www.studentclearinghouse.org/>

- **My Info:** MyInfo allows access to personal information such as transcripts, class schedules, grades, financial aid packages, and student bills. You may access MyInfo from anywhere and at any time, even if you are no longer a student at MSU.

Welcome to the MSU-Bozeman campus

You must have cookies enabled on your browser to use this website.

MSU MyInfo login

If you know your NetID and password, log in via the following link:

[Log in to MyInfo \(NetID\)](#)

If you do not know your NetID and password, claim or reclaim your NetID via the link below.
[Claim/Reclaim NetID](#)

- **D2L:** Is the online format used by Gallatin College/MSU that accompanies courses for Early College students. <https://ecat1.montana.edu/>
 - Early College students are expected to frequently check their D2L portal and maintain current and correct contact information. Students are encouraged to download the “Push” app to ensure timely communication and easy access to their course information.



Calendar D2L Help ▾ MSU Resources ▾ Locker Course Evaluations 8/2/2022

Dates and Deadlines:

- What is an **Add/Drop** deadline?
 - All Gallatin College/MSU students are only permitted to **DROP** within a specific period of time. After this deadline drops are only permitted for extraordinary reasons.
 - **High School:** If a student is taking a Dual Enrollment through your High School, the **ADD** deadline is extended by 2 weeks, however, they

are still responsible for requesting to be dropped by the Gallatin College/MSU drop deadline.

- **Early College:** Early College students are only permitted to **ADD** or **DROP** a Dual Enrollment Course within the Gallatin College/MSU **Add/Drop** deadlines.
- **Why these are important:** It is important to be aware of dates and deadlines because dropping a course after the deadline may affect financial aid, GPA or future Dual Enrollment opportunities.
- **What does it mean to drop with a W?**
 - The W grade is non-punitive; it counts in credits attempted but not in earned credits or in quality points toward the GPA. If a student repeats the course in a subsequent semester, the new grade will count in the GPA but the original W grade will remain on the transcript.

Fall 2023

Gallatin College/MSU Academic Calendar: Fall 2023

First Day of School	Wednesday, August 23
Labor Day (no classes, offices closed)	Monday, September 4
Veterans Day (no classes, offices closed)	Friday, November 10
Fall Break	Week of November 20-24 (offices closed 23-24)
Last Day of Finals	Thursday, December 14
Commencement	Friday, December 15

Gallatin College/MSU Registration Deadlines: Fall 2023

Last day to Add a Course	August 29 th
Last day to Drop a Course without a W	September 13 th

Last day to Drop a Course with a W	November 15 th
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Spring 2024

Gallatin College/MSU Academic Calendar: Spring 2024

First Day of School	Wednesday, January 17
Presidents Day (no classes, offices closed)	Monday, February 19
Spring Break (no classes, offices open)	March 11-15
University Day (no classes, offices open)	Friday, March 29
Last Day of Finals	Thursday, May 9
Commencement	Friday, May 10

Gallatin College/MSU Registration Deadlines: 2024

Last day to Add a Course	January 23 rd
Last day to Drop a Course without a W	February 6 th
Last day to Drop a Course with a W	April 17 th

Navigating the Dual Enrollment Gateway:

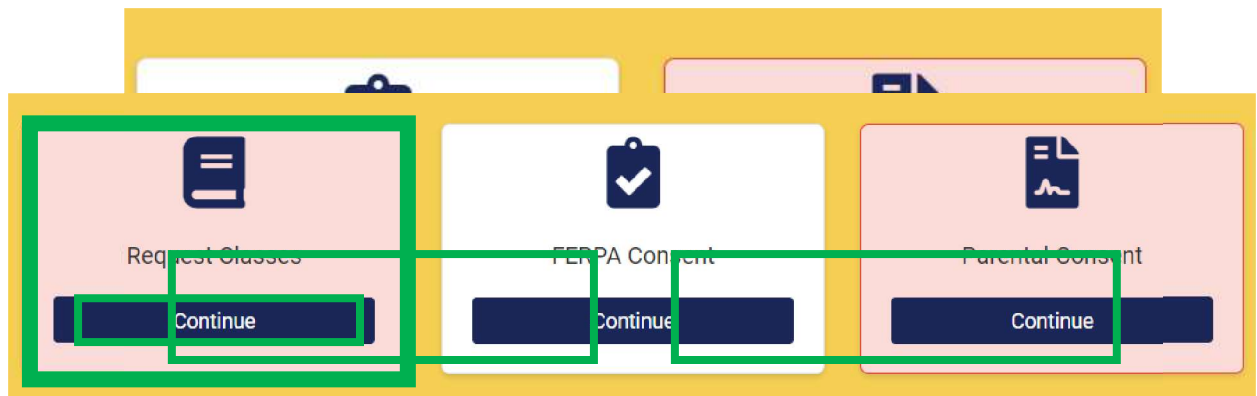
- **Application:**
 - The application can be found at:
<https://gallatin.montana.edu/programs/dual/index.html> The application must be completed in one sitting and will take **15-20** minutes.
 - **Early College:** The application for Early College needs to be completed at least 4 weeks before courses begin at Gallatin College/MSU.
 - **High School Dual Enrollment:** You will complete this application either the semester before your DE course begins or the first week of class with your instructor.
- **Logging In (after submitting application)**
 - Log in at <https://degateway.gallatin.montana.edu/> and select **High School Student:**



- Follow the instructions based on if you have your NETID or not; you need to use your MSU GID/eight-digit ID number (if you don't know your GID click on help)
 - If you do not know your Net ID and password, you can claim it here:
<https://www3.montana.edu/netidclaim/>
- **My Profile:**
 - The student's profile will include contact information used solely by the Dual Enrollment Manager at Gallatin College. Please provide current contact information to ensure timely communication of important information.
 - **Email Restrictions*** Please use an email that is checked regularly. If you use an email that will be discontinued after graduation, please change it before the course has ended.
 - Confirm that your email account can receive emails outside of your network.
- **Announcements:** Announcements will be made frequently to announce deadlines and important information.

- **Forms:**

- **FERPA:** - Each semester, students are required to sign their FERPA agreement form, acknowledging your rights as a student to your academic records.
 - The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. https://www.montana.edu/policy/family_ed_privacy_act/
- **Parent Consent:** Each semester the parent consent form must be signed for registration. The link can be found in your Gateway, under “Parent Consent.” Without the signed consent form, a student **cannot** be registered for a Dual Enrollment course.



- **Requesting a Course:**

- **High School:** If a student is interested in taking a DE course at High School you will use the “Search for Class(es) in High School” tab. Choose from your

Please select the class(es) you would like to register for.

Search for Class(es) On-Campus or Online Search for Class(es) in High School My Course Requests

Below is the list of classes running in your high school. Please **select ALL the classes** you wish to apply for and click 'Apply for Selected'.

High School*

Show 10 entries Search:

	Term	Course / Section	Instructor	Period
<input type="checkbox"/>	Fall 2022	IDSN 101 (3 credits) Intro to Interior Design 23540 / 053	Joanna Krogstad	-
<input type="checkbox"/>	Fall 2022	ACTG 101 (4 credits) Accounting Procedures I 24459 / 050	Abbey Wesche	-



list of High Schools, choose the course and instructor, and click “Apply for Selected.”

- **Early College:** To take an Early College course you will need to choose: “Search for Class(es) On-Campus or Online”. From there, select the term, the course, and “Submit form and Search for Class(es)”.

Please select the class(es) you would like to register for.

Search for Class(es) On-Campus or Online Search for Class(es) in High School My Course Requests

Please search for on-campus or online courses here

Select Term
Fall 2022


Select Subject(s)
Select from list

Select Course(s)
Select subject(s) to see course(s)

If you know the exact Class Number please enter below
Ex: 12345

Submit form and Search for Class(es) »

Dropping a course:

- If you feel you are unable to complete the College portion of your course and will need to drop, please have a conversation with your teacher first.
 - Log into your Dual Enrollment Gateway: Navigate to  Drop/WD Requests on the left-hand navigation.
 - Choose which course you are requesting to drop from the drop-down menu.

Submit Drop/WD Request

Please complete the form below. You will receive an email confirming your withdrawal once it has been processed.

Class Section*

Select

Select

Spring 2023: FILM 101IH / 33733 @ None - Registered

- Once a selection has been made, please explain the reasoning for dropping your course and Submit the Request.

I'm registered! . . Now what? :

- **Tuition and how to view your bill.**

Now that you're registered, a tuition bill will be created in your MyInfo. The scholarship program, **1-2 Free** will cover the cost of your first 6 credits. This will cover any 100 or 200 level courses but anything over the 6 credits will be the responsibility of the student.

1. Log-in to MyInfo.
2. Click the "Student Services" tab.
3. Click "Student Services"
4. Click, "Electronic Billing and Payment"

- **Class is over, am I? . . . NOPE!**

Once your Dual Enrollment course is complete there are still steps to be taken.

- Check your grade in MyInfo.
- Verify your bill is paid.
- Order your transcript.
 - Transcripts will be ordered through MSU's Registrar's Office through the National Student Clearinghouse.
 - Link to MSU's Registrar's Office.
<https://www.montana.edu/registrar/transcripts.html>
 - Link to the National Student Clearinghouse:
<https://tsorder.studentclearinghouse.org/school/ficcode/00253200>
- Change your email if you are graduating.
 - If your email is specifically linked to your High School and will be deactivated after graduation, you will need to update your information in the Gateway as well as MyInfo.

FAQ.

- **What is One-Two-Free?**
 - One-Two-Free is the Montana University System's dual enrollment program that offers students two college courses, or up to six credits, for free through participating campuses. The courses may be on campus, online, or in your high school. [Learn more about One-Two-Free on our About page.](#)
- **How do I sign up for One-Two-Free and Dual enrollment?**
 - Signing up for dual enrollment requires you to get approval from a counselor or other education official, complete a dual enrollment college application, and register for courses. There are not any additional requirements for One-Two-Free. Campus dual enrollment coordinators will help determine your eligibility. [Get started today!](#)
- **What campuses are part of One-Two-Free?**
 - City College, Gallatin College, Great Falls College, Helena College, Highlands College, Missoula College, MSU Northern, and UM Western. Community colleges and tribal colleges are not part of One-Two-Free at this time but do offer similar free or reduced dual enrollment tuition programs. [Contact a campus dual enrollment coordinator for more information.](#)
- **How much does dual enrollment cost?**
 - The first two courses, or up to six credits, through One-Two-Free are tuition-free, and the MUS waives fees for dual enrollment students. Each additional dual enrollment course requires you to pay the dual enrollment tuition rate of 50% resident two-year tuition. Community colleges and tribal colleges are not part of One-Two-Free at this time but do offer similar free or reduced dual enrollment tuition programs. You may need to pay course fees for particular courses.
- **What other costs are there for dual enrollment?**
 - Dual enrollment programs in the MUS do not cover the cost of textbooks or fees for particular courses (such as labs, etc.). Generally, these costs depend on what class you take and whether you take it online, on-campus, or in your high school.
- **I am under the minimum age to participate. Does that mean I cannot take dual enrollment courses?**
 - Not necessarily. You or your high school will need to submit a written request for an exception to age eligibility requirement. Contact college dual enrollment program staff for information about their campus process and timeline.

- **How many dual enrollment course credits may I take?**
 - Some colleges have a limit, so check with the specific college to learn more. Some high schools also limit the number of dual enrollment courses you can apply towards graduation. Check with your high school to find out if this applies to you.
- **What if I want to take more dual enrollment courses but I can't afford it?**
 - One-Two-Free offers students who demonstrate hardship the opportunity to apply for a scholarship to cover tuition for additional dual enrollment courses. [Contact a dual enrollment coordinator at a campus that is part of One-Two-Free for more information on how to apply.](#)
- **Am I responsible for letting someone know that I will not be completing a dual enrollment course?**
 - Yes. It is your responsibility to contact the dual enrollment coordinator at the college where you are taking the course about dropping or withdrawing from the course. It is important to submit the proper paperwork prior to the listed deadline to avoid a poor or failing grade being posted to your transcript.
- **Does withdrawal from a dual enrollment course effect my grade point average (GPA)?**
 - No. Withdrawn or dropped courses are excluded from GPA calculation. Please note that dropping or withdrawing from a dual enrollment course must be done by the college's posted deadlines.
- **I have completed a dual enrollment course but did not originally register for the course through the institution. Can I register after the course for the credits?**
 - No. Once a course has ended, a student cannot add or drop a course.
- **Will my dual enrollment courses transfer to another college?**
 - Dual enrollment courses taken in the MUS should transfer to any other MUS institution. Most dual enrollment courses taken in the MUS transfer to other institutions. Contact the college where you earned credit and your intended transfer institution to verify.
- **I have graduated high school and will be attending College X in the fall, I did not pass my dual enrollment courses while in High school. Do I have to submit my dual enrollment college transcripts to College X?**
 - Yes. Dual enrollment courses are part of your official academic record. It is important to understand that failing grades or withdrawals on an official transcript may compromise your ability to receive financial aid, eligibility for athletics, or admission to some institutions and degree programs.
- **Do I qualify for Federal Financial Aid as a dual enrollment student?**

- No, dual credit students do not qualify for Financial Aid. You should be aware that poor or failing grades as a dual credit student can adversely affect your ability to qualify for financial assistance.
- **What if I have more questions?**
 - Please contact the Gallatin College Dual Enrollment Manager: Jessi Cannaday at Jessi.cannaday@montan.edu or 406-994-2646.