

Special Admission Programs

Dual Enrollment

Dual enrollment is the broad term for various types of opportunities for high school students to take college coursework while they are enrolled in high school.

1. Dual Enrollment Models for Awarding of Credit
 - a. A dual-credit course awards both high school credit and college credit for a college course taken by the high school student. (The decision to award high school credit for the college course rests with the school district, provided that the decision is consistent with applicable laws, policies and administrative rules.)
 - b. A college-credit-only course awards college credit, but not high school credit, for a college course taken by the high school student.
2. Dual Enrollment Delivery Models
 - a. Early college: The college course is taught, typically on campus or online, by a college faculty member to a class that includes college students and dual enrollment students.
 - b. Concurrent enrollment: The college course is taught, usually at the high school, to a class of high school students by an appropriately qualified college faculty member, or, more commonly, by an appropriately qualified high school teacher serving as an adjunct faculty member for the college offering the course.

Academic Eligibility

To be eligible for a dual enrollment course, a student must:

1. Be enrolled in a Montana school district.*
 - a. Homeschool students may enroll in college credit-only courses through the college, or concurrent enrollment courses through their local high school. (See Homeschool Guidance for further information)
 - b. Foreign exchange students enrolled in a Montana school district that meet all other eligibility requirements are eligible for dual enrollment.
2. Be between the ages of 16 – 19 and/or junior/senior standing.**
 - a. Graduating students are not eligible for dual enrollment in any term after the term of their graduation. For example, a student that graduates in Spring 2020 is eligible for dual enrollment in Spring 2020, but not eligible for dual enrollment in Summer 2020 or any term after that, even if courses for the Summer 2020 term start prior to the students' graduation date.
3. Have successfully completed the required high school classes at their grade level and be on track for high school graduation within a four-year construct. A high school diploma is not a requirement for Dual Enrollment admission per BOR Policy 301 (see Appendix B).

*Enrollment in Montana high school district exceptions: The Commissioner's Directive on Early Enrollment and Tuition Waivers includes a provision allowing traditional high school age students enrolled in GED programs, home school students, and middle school students to qualify for the dual enrollment student tuition rate in a qualifying program.

**Age and graduation progress eligibility exceptions: Exceptional circumstances may exist for individual students. When students do not meet one or more of the dual enrollment eligibility requirements listed above, the high school's designated official may request an exception. The request must be in writing, explain the reason the exception is being requested, and provide evidence that the student can benefit from dual enrollment in the specific course, learn at the collegiate level in the course, and manage the combined high school and college course load. The designated college official or committee must concur in writing that an exception is warranted for the student to participate in the dual enrollment opportunity. In no case may exceptions be used to meet minimum class size requirements. Eligibility exceptions do not apply to required course prerequisites and required placement tests or scores (commonly required for mathematics and composition/writing courses). Homeschool students may request exceptions.

Application Procedure

1. **Application for Dual Enrollment:** applications are available online at <https://www.msun.edu/admissions/dual.aspx>.
 - a. Students only need to apply once, but they must complete registration paperwork for each semester they intend to enroll in courses.
 - b. Acceptance for dual enrollment does not constitute permanent or regular admission to the individual campuses offering the program.
 - c. Students must have approval signatures of a designated high school official and a parent or guardian (if the student is not yet 18 years of age) to participate in a dual enrollment course. A designated college official (generally dual enrollment program staff) must also approve students' participation.
2. Without exception, all dual enrollment students must meet the same prerequisites as on-campus students for courses that require specific placement tests, standardized test scores, or prerequisite courses. Students seeking placement in mathematics and composition courses, including those students seeking college credit in "honors" classes, must meet the requirements of BOR Policy 301.17.

Early Admission

High school students may be admitted and allowed to register for college-level courses provided they are academically prepared. This process shall be confined to students who present evidence of the ability and maturity to do college work. This admission requires that the high school principal or

counselor approve participation of a student in the college level courses. High school students may earn college-level credit to be applied to a degree at MSU-Northern or to transfer to another college or university once they graduate from high school. If the student is under 18, a parental approval form must also be submitted. Course records for students will be entered and maintained on a MSU-Northern transcript. Early admission students will also have to furnish all required application materials if they have not already done so. For more information about early admissions and dual enrollment,

see <https://www.msun.edu/admissions/dual.aspx>

Adult Special

An applicant, 21 years of age or over, who is not a high school graduate, may seek admission as an Adult Special student by presenting evidence that s/he is adequately prepared to pursue a selected University program. Upon completing the work of the freshman and sophomore years with a grade average of "C" or better, an Adult Special student may, upon the recommendation of his/her faculty advisor and major academic College Dean, be accepted as a regular student and a candidate for a degree on the same basis as students who have been admitted upon graduation from an accredited high school. Adult Special students cannot enter the nursing program. Nursing students must have a minimum of a GED.

Application Procedure

Receipt of the following credentials in the Admissions Office constitutes a complete application for admission.

1. **Admissions Application:** An application may be submitted online at: <http://www.msun.edu/future/apply.aspx>. The application may also be obtained from the Admissions Office.
2. **Application Fee (nonrefundable): \$30 paper application.** Checks should be made payable to MSU-Northern. The application fee will not be waived or refunded. Applicants who have applied for Financial Aid, participate in a federally funded TRIO program or are receiving public assistance may apply to deferral of the application fee by contacting the Admissions Office at 800.662.6132 x3704.
3. **High School Transcript:** An official transcript must be sent directly from the high school to the Admissions Office. Transcript must post all courses completed and a minimum grade point-average (GPA) of 2.5 **and/or** test scores.

Non-degree Undergraduate Level

Non-degree Undergraduate Level

The undergraduate non-degree admissions status is designed to meet the needs of students who do not wish to pursue a degree at MSU-Northern. Once admitted to non-degree status, the student may retain that status indefinitely. Non-degree applicants will not be required to submit transcripts from previous institutions or ACT/SAT test scores. The applicant must certify that s/he has not been suspended from any post-secondary institution within the past 12 (twelve) months.

If the student wishes to change to regular status, the steps outlined under "Changing from Non-Degree Status (<https://www.msun.edu/admissions/nondegree.aspx>)" must be followed. An application form or a Change of Major form must be completed. A non-degree student in good standing (2.00 or higher cumulative GPA) may apply for a change from non-degree to regular status. Requirements for regular admission must be met at that time.

Professional Teacher Education, Nursing, and Graduate courses are not available to non-degree students. Non-degree status is not suitable for any person receiving financial aid or veteran's benefits. Non-degree students may not participate in intercollegiate athletics or any other program requiring regular admission status. Non-degree students are subject to the same University regulations as regular students.

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2. **Application Fee (nonrefundable): \$30 paper application.** Checks should be made payable to MSU-Northern. The application fee will not be waived or refunded. Applicants who have applied for Financial Aid, participate in a federally funded TRIO program or are receiving public assistance may apply to deferral of the application fee by contacting the Admissions Office at 800.662.6132 x3704.

Changing from Non-Degree Status

To change from non-degree status to regular status, a student must have at least a 2.00 cumulative GPA and do the following:

1. Submit ACT/SAT scores if they would have been required at the time of first admission to Montana State University-Northern. (*for information on ACT & SAT tests, finding testing centers and more, visit the **ACT** and **SAT** websites*)
2. Submit high school and/or official college, university, or other post secondary transcripts from all other institutions attended. The student must submit transcripts from ALL institutions attended, whether or not credit was earned. A transcript will be accepted as official only when sent directly from the Registrar of the institution to the Admissions Office at Montana State University- Northern.

3. Show proof of two vaccinations against measles, mumps and two against rubella. Immunizations must have been given after 1967 and after the student's first birthday and must have been administered at least thirty days apart. Current immunizations must have been administered in the form of the MMR vaccine. Immunizations must be documented by a physician, registered nurse or school official.

"OR"

Show documentation of having contracted measles and rubella. Documentation by a physician is required including dates of illness.

"OR"

File a medical or religious exemption.

Former NMC/MSU-Northern Students (Readmission)

A former Northern Montana College/Montana State University-Northern student who did not attend the preceding semester must submit an Application for Re-Admission to the Admissions Office and official copies of transcripts from all institutions attended since his/her last registration at Montana State University-Northern. A transcript will be accepted as official only when sent directly from the Registrar of the institution(s) previously attended to the Admissions Office at Montana State University-Northern.

Western Undergraduate Exchange (WUE)

WUE is the Western Undergraduate Exchange, a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WUE, resident students of participating states may enroll in two-year and four-year public college programs at a reduced tuition level: approximately 150 percent of the institution's regular resident tuition. **WUE tuition is considerably less than nonresident tuition.** Resident students from the following states may participate if they meet eligibility requirements: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

How to Apply

Information and a WUE program application for Montana State University-Northern may be downloaded at <https://www.msun.edu/admissions/wue.aspx> or obtained from the Admissions Office at 1.800.662.6132 x3704 or 406.265.3704. Or email: admissions@msun.edu.

Montana State University-Northern reserves the right to change the requirements for admission into the WUE program without notice.

1. To be eligible for a WUE tuition rate, applicants must be admitted to Montana State University-Northern and be a resident of a participating WUE state.
2. Submit both a WUE application and a state photo ID.
3. Duration of the WUE tuition rate is until completion of 180 credits.
4. Recipients of a WUE tuition rate must maintain good academic standing and be enrolled full-time during both fall and spring semesters at MSU-Northern.
5. Time as a WUE tuition rate recipient cannot be used toward fulfilling Montana residency requirements.

To obtain information about WUE programs in other states visit: <http://www.wiche.edu/states/>.

Send WUE application and supporting documents to:

MSU-Northern Admissions Office

PO Box 7751

Havre, MT 59501

Western Regional Graduate Program (WRGP)

WRGP is the Western Regional Graduate Program, a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WRGP, resident students of participating states may enroll in graduate programs at a reduced tuition level: approximately 150 percent of the institution's regular resident tuition. WRGP tuition is considerably less than nonresident tuition. Resident students from the following states may participate if they meet eligibility requirements: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming and The commonwealth of the Northern Mariana Islands.

How to Apply

Information and a WRGP program application for Montana State University-Northern may be downloaded at <https://www.msun.edu/admissions/graduate.aspx> or obtained from the Admissions Office at 1.800.662.6132 x3704 or 406.265.3704. Or email: admissions@msun.edu.

1. Apply for Admission to MSU-Northern following the guidelines of the appropriate admissions category.
2. Submit the WRGP program application.
3. Submit state photo ID for verification purposes.

Send WRGP application and supporting documents to:

MSU-Northern Admissions Office

PO Box 7751

Havre, MT 59501

Conditions for Enrollment

Montana State University-Northern reserves the right to change the requirements for admission into the WRGP program without further notice.

1. To be eligible for a WRGP tuition rate, applicants must be admitted to Montana State University-Northern, and be a resident of a participating WRGP state.
2. Recipients of a WRGP tuition rate must maintain good academic standing and be enrolled full-time during both fall and spring semesters at MSU-Northern.
3. Time as a WRGP tuition rate recipient cannot be used toward fulfilling Montana residency requirements.
4. Spring Semester WRGP applicants may be considered by the Admissions Office on a space-available basis.

To obtain information about WRGP programs in other states visit: <http://www.wiche.edu/states> (<http://www.wiche.edu/states/>).

Veterans, Active-Duty, Reserve/National Guard and Dependents

The evaluation of previous post-secondary education and training is mandatory/required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

The Veteran Certifying Official is available to assist Veterans, Active-Duty, Reserve, or National Guard personnel, and their dependents with procedures on enrolling at Montana State University-Northern and applying for educational benefits under Chapters 30, 31, 33, 35, 1606, 1607, and the Yellow Ribbon program. The Certifying Official will act as an intermediary between Veterans and the Veterans Administration to assist with educational benefits. This individual is also the primary point of contact for all Federal Tuition Assistance. For more information on your benefits or what is needed to be certified, please visit our website at <https://www.msun.edu/stuaffairs/vets/>

All Veterans and eligible persons receiving educational benefits under federal guidelines are **required by law to report promptly** to the Veteran Certifying Official any changes that may affect the amount of money being received. These include adding or dropping courses, withdrawing from school, and not attending classes.

To be considered as full time, undergraduate students must carry 12 credits or the equivalent and graduate students must carry 9 graduate credits or the equivalent during Fall and Spring Semesters. The criteria for Summer Semester differ and Veterans should contact the Coordinator of Veterans Affairs.

The Veterans Administration expects Veterans to maintain Satisfactory Academic Progress, regularly attend classes, and pursue a final objective. The Coordinator of Veterans Affairs may notify the Veterans Administration if the Veteran does not comply.

MSU- Northern Admission Specialists, and other employees, **do not participate** in commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds).

MSU-Northern Admissions Specialist, and other employees, **do not, and will not**, utilize high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.