



Non-Degree (1/2 to 9 credits) Student Application

Please mail to: Miles Community College
2715 Dickinson
Miles City, MT 59301
FAX: 406.874.6283

Please print or type. All fields are required. *Please note that this form has two pages.*

A. PERSONAL DATA

1. Full Legal Name _____
Last Name First Name Middle Name Previous Last Name(s)
2. Permanent Mailing Address _____
Street or PO Box City State ZIP
3. Home Phone _____ Cell Phone _____
4. Birthdate _____ Social Security Number _____ Female Male
mm / dd / yy
5. Student E-mail _____
6. Have you ever attended Miles Community College before? Yes No
 If yes, under same name? Yes No – please specify: _____
7. Racial/Ethnic Information (This information is optional to comply with federal guidelines and will not be used in determining admissions status):

A. What is your ethnicity? <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Hispanic/Latino	B. What is your race? (Select one or more categories) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White
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8. High School Attended: _____
Name City State
9. High School Graduation Date _____
Month/Year
10. Last College Attended (if applicable): _____

B. MONTANA RESIDENT INFORMATION AND TUITION STATUS

1. Permanent Residence: Custer County Other Montana County Out of State
2. I am a: Miles Community College Employee Miles Community College Employee Family Member

C. REGISTRATION

Term: Summer Fall Spring Year: _____

CRN	Subject	Course Number	Section	Course Title	Credit Hours	Audit?
59099	COMX	188	1L	Introductory Communications	3	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Pre-requisite levels must be met in order to register. All courses require a COMPASS test or proof of minimum ACT or SAT scores prior to enrollment. Please attach an unofficial college transcript, ACT or SAT score report, or a high school transcript with ACT or SAT scores. To schedule a COMPASS test, please call the Center for Academic Success at 406.874.6152. Remote testing at alternate test sites is available.

*** Please continue to second page. ***

D. NON-DEGREE SEEKING STUDENT GUIDELINES

1. Adding and Dropping Courses

Once you have registered for any course(s), and then find you must drop a course, you must complete a drop form (academic and refund deadlines will apply and a bill may still be owed). If you need to drop ALL courses (even if it is just one course) for the term, you must complete a withdrawal form. Drop forms and withdrawal forms are available at the Student Services desk. Distance students needing to drop or withdraw should contact the Registrar at 406.874.6214. For drop/add and refund deadlines, please see the Academic Calendar on the MCC homepage at www.milesc.edu.

2. Accessing Banner and eCollege

You may access grades in Banner, MCC's online student information system, with your Student ID number. You will be provided with your Student ID number upon confirmation of your course registration. To log in to Banner, click on "Banner Self-Serve" from the MCC homepage. Your User ID is your Student ID number and your password is your 6-digit birthdate. You will also use eCollege to access course materials for both online and on campus classes. You will receive eCollege instructions in an email from the Distance Education office prior to the start of the term. To log in to eCollege, click on "MilesCC Online" from the MCC homepage at www.milesc.edu, and use your Student ID number and 6-digit birthdate to log in.

3. Transcripts and Transfer of Credits

You may access unofficial transcripts through Banner, MCC's online student information system, using your Student ID number. You may request official transcripts with a transcript request form, available at the Student Services desk or on the college website. There is a \$3 charge for official transcripts.

Miles Community college is accredited by the Northwest Commission on College and Universities (NWCCU). Most regionally accredited institutions will accept credits from other accredited colleges and universities. The acceptance of transfer credit is always determined by the receiving institution. The Montana University System (MUS) has a common course numbering system that enables students to transfer courses deemed equivalent to any Montana institution offering that course.

4. Payment of Fees

Payment of all tuition and fee costs (including tuition, mandatory fees, course fees, and distance education fees) is required. Miles Community College does not send paper bills. Please call 406.874.6159 or visit the MCC Business Office for account balance and payment information.

All students are responsible for complying with applicable campus payment policies, procedures, and methods. Miles Community College reserves the right to offset any sums owed by the student to the College against any amounts owed by the College to the student either through normal operations or inadvertent errors. Arrangements for payment of fees must be made on or before the semester fee payment deadline; please see the Academic Calendar for published fee payment and refund deadlines. No refunds will be issued for drops and withdrawals completed after the deadline (8th class day fall and spring semesters, 4th class day summer semester). Non-payment of tuition and fees may result in being turned over to collections.

Signatures Required

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. The student agrees to abide by the present and future rules and regulations, both academic and nonacademic, and the scholastic standards of Miles Community College, including, but not limited to, those rules, regulations, and standards stated in both the catalog and student handbook. I have also read and understand the Miles Community College Non-Degree Seeking policies and accept responsibility for payment and adhering to registration and withdrawal deadlines. Parent/Guardian approval for students under 18 indicates acceptance of obligation for payment of the courses taken.

Student Signature

Date

Parent/Guardian Signature if student is under 18 years of age

Date

This form must be submitted prior to the first day of classes.

Questions? 800.541.9281, ext. 6101 or 406.874.6101

admissions@milesc.edu

OFFICE USE ONLY

Date Received _____ Registrar Student Accounts Distance Education

Form of Payment: Cash Check #: _____ Money Order

Credit Card #: _____ Exp.date: _____ 3-digit code: _____