



CDL Program Checklist and Course Information

Miles Community College offers multiple pathways for students seeking their Commercial Driver's License: a 7-week CDL stand-alone course, a 7-week CDL Certificate with hazmat and/or bus and passenger endorsement, and a two-semester certificate in Basic Transportation Entrepreneurship. For student athletes or other students seeking two years of study (or who have previous college credits to apply towards a two-year degree), pathways into the Associate of Applied Science in Technical Studies are also possible.

All programs will allow a student to be registered under FMCSA's Entry-Level Driver Training (ELDT) mandates, and to attempt all MVD tests related to receiving a Commercial Driver's License.

Students enrolled in HEO 123/124 (the stand-alone, core CDL course) plus one of the additional endorsement classes or another elective, are eligible to receive a [Certificate in Technical Studies](#) from MCC. This is in addition to the certificate of completion provided for the stand-alone course, and would allow the student to participate in MCC commencement exercises upon completion. Students planning to pursue this path, or the one-year [Certificate program in Basic Transportation Entrepreneurship](#), must submit degree-seeking admission items, including a high school transcript (or GED/HiSET transcript) and immunization records showing proof two measles and rubella vaccinations.

ELIGIBILITY CHECKLIST – *submission of these items is required in order to reserve your seat in the program*

- Valid Montana driver's license (provide copy) Driver's License Number: _____
- \$500 non-refundable enrollment fee (this will be applied to tuition upon registration, but will not be refunded if the course is dropped)
- Department of Transportation (DOT) physical
- Preliminary drug screening – completed at MCC or another Chemnet Consortium facility
- One of the following identification documents, required for MVD testing:
 - Original or certified copy of birth certificate
 - Valid passport
 - Montana Tribal ID (enhanced Tribal ID required for HazMat)
 - Other verified Authorized Presence Document

ACKNOWLEDGEMENTS – *please carefully review before turning in your application*

- I understand that non-degree seeking students are not eligible for federal financial aid. Only the Basic Transportation Entrepreneurship Certificate program is an aid-eligible program.
- I understand that upon entering this program, in addition to my preliminary drug screening, I will be enrolled in an MCC-contracted random drug and alcohol testing pool. Students are also subject to reasonable suspicion drug testing.
- I understand that Miles Community College drop/add/withdrawal and fee payment deadlines apply to this program of study. The [Academic Calendar](#) has published fee payment and refund deadlines.
- I understand that students are responsible for the costs of the DOT Physical, the preliminary drug screen, the CDL License Fees from the Montana MVD, and all costs associated with retaking the Commercial Transportation Basics CDL course outside of the academic calendar dates, as outlined in the [Academic Catalog and Student Handbook](#).
- I understand that completion of the Commercial Transportation Basics CDL course does not guarantee the student will pass the Motor Vehicle Division (MVD) CDL exams, and it does not guarantee employment.



CDL Program Application

Please submit to: Miles Community College Admissions Office
2715 Dickinson
Miles City, MT 59301
FAX: 406.874.6283 | EMAIL: admissions@milescc.edu
Questions? 800.541.9281, ext. 6101 or 406.874.6101

**Completion of the Commercial Transportation Basics CDL course does not guarantee the student will pass the Motor Vehicle Division (MVD) CDL exams, and it does not guarantee employment.*

PERSONAL INFORMATION (required)

Full Legal Name: _____
Last Name First Name Middle Name Previous Last Name(s)

Permanent Address: _____
Street City State ZIP

Mailing Address: _____
Street or PO Box City State ZIP

Home Phone: _____ Cell Phone: _____ Text Ok? Yes No

Birthdate: _____ Social Security Number: _____
mm / dd / yyyy *Provision of SSN is voluntary & used to distinguish individuals of the same name

E-mail (you will be assigned an MCC student email later) _____

Country of citizenship: _____ Permanent resident alien? Yes No

I claim to be a legal resident of Montana: Yes No If Yes, County of Residence: _____

I have lived in Montana continuously since: _____
Month Day Year

My parent(s)/legal guardian(s) have lived in Montana continuously since: _____
Month Day Year

ACADEMIC & REGISTRATION INFORMATION (required)

Have you ever attended Miles Community College before? Yes No Which term? _____

High School Attended: _____
Name City State

High School Graduation Date: _____
Month/Year

Last/Current College Attended (if applicable): _____

I am applying for the following session (see Academic Calendar for specific dates):

Fall Class 1 Fall Class 2 Spring Class 1 Spring Class 2 Summer Class Year: _____

I am registering for the following courses/CDL course components:

Required Core Courses	Optional Endorsement Courses:
<input type="checkbox"/> HEO 123 Commercial Transportation Basics	<input type="checkbox"/> HEO 125 Commercial Transp. of Hazardous Materials
<input type="checkbox"/> HEO 124 Commercial Transportation Basics Lab	<input type="checkbox"/> HEO 101 Commercial Driver's License (Bus)

If the session requested is full, I would like to be enrolled in the next available session: Yes No

Registration will not be processed until all checklist items are complete and the CDL instructor authorizes eligibility for enrollment. Registration and waitlisting occurs on a first-come, first-served basis per completion of this form and all checklist items. This course always fills VERY early; prompt action on application submission and checklist item completion is strongly suggested.

SAFETY AND SECURITY INFORMATION (required)

An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

Have you ever been convicted of a felony? (please include instances of deferred sentencing) Yes No

Have you ever been subjected to court-ordered confinement for threatening Yes No
or causing physical or emotional injury to persons or property?

Have you ever been disciplined, suspended from, or placed on probation Yes No
at any education institution for non-academic reasons?

Have you ever been required to registered as a sexual or violent offender? Yes No

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records. If it will be necessary for another individual or entity besides the student to access information about academic records, student accounts, etc., a release of information is required. No academic or other information from Miles Community College will be released to parents/guardians, a spouse, a third-party funder like Job Service, etc. unless you consent to such disclosure below.

I hereby authorize Miles Community College to discuss and/or release the following information to the following individual(s) as designated below:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Academics/Grades | <input type="checkbox"/> Admission/Enrollment | <input type="checkbox"/> Records/Transcripts | <input type="checkbox"/> Student Support Services |
| <input type="checkbox"/> Billing/Financial Aid | <input type="checkbox"/> Disability Accommodations | <input type="checkbox"/> Student Code of Conduct | <input type="checkbox"/> Housing |
| <input type="checkbox"/> All of the above | <input type="checkbox"/> None | | |

Name of designated individual(s): _____

Student Signature: _____ Date of Authorization: _____

*Student's consent expires two years from date of student signature

If not already working with Job Service Montana, I give Miles Community College permission to share my name and contact information with the local Job Service office to explore additional course funding opportunities. Yes No

VOLUNTARY STATISTICAL INFORMATION (This information is optional to comply with federal guidelines and will not be used in determining admissions status)

Gender: Male Female

Have either of your parent(s) or guardian(s) completed a bachelor's degree? Yes No Unsure

Race and Ethnicity:

A. What is your ethnicity?

- Not Hispanic/Latino
 Hispanic/Latino

B. What is your race? (Select one or more categories)

- American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or Other Pacific Islander
 White Two or more races

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 CDL Program application requirements and program policies and accept responsibility for payment and adhering to registration and withdrawal deadlines.

Student Signature

Date

OFFICE USE ONLY

Department Approval _____ Date Received _____ Confirm Sent _____

NON-DEGREE SEEKING STUDENT GUIDELINES – you may choose to keep this page for your records

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 or email registrar@milescc.edu from your MCC student email address requesting a drop (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 or on the [website](#). For drop/add and refund deadlines, please see the Academic Calendar on the MCC homepage at www.milescc.edu.

2. Textbooks

Textbook lists, with prices, for each term are posted on the MCC Pioneer Mercantile Bookstore website (<https://store.milescc.edu>) on or before the date registration opens for the applicable semester. Textbooks may be ordered online and shipped. Some courses use embedded textbooks which are accessible through the Canvas Learning Management System. The cost for embedded textbooks is assessed as a course fee, and is listed as “embedded textbook fee” on the student account. **Embedded textbook fee costs are not refundable after the initial add/drop period.**

3. Orientation

Non-degree seeking students are not required to attend a full SOAR (Student Orientation, Advising, and Registration) session, but are instead sent a link to an abbreviated online orientation in their registration confirmation email. As a student you are responsible for knowing all information included in the orientation.

3. Accessing Banner and Canvas

You may access grades in Banner, MCC’s 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 (MMDDYY). You will also use Canvas to access course materials for both online and on campus classes. You will receive Canvas instructions in the Non-Degree Seeking Student orientation prior to the start of the term. To log in to Canvas, click on “Canvas Login” from the footer menu at www.milescc.edu, then use the credentials provided in the email to log in – your student ID number and your 8-digit birthdate (YYYYMMDD). Please be aware that due to update schedules in MCC’s eLearning office, it may take up to one day after registration for your Canvas account to become available, and that some courses may not be viewable in Canvas until the day classes begin.

4. MCC Student Email

All students are provided with an official MCC student email address which is to be used for all college correspondence. You will also have free access to the Office 365 applications to use online or download. Instructions for accessing your MCC student email and Office 365 are included in the non-degree seeking orientation referenced above, and reset instructions can be found at <https://www.milescc.edu/login-verify/login-verification.aspx>. Action taken on student records, such as for dropping classes, will not be accepted from non-MCC student email addresses, and will instead require signatures on form.

4. 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 Office 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.

5. 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 (6th 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. Non-degree seeking students are not eligible for federal financial aid. Students from other colleges receiving aid there should contact their home college Financial Aid Office for information about completing a consortium agreement.