



# Application & Registration for Jump Start Courses

Please mail to: Miles Community College  
Attn: Jump Start Program  
2715 Dickinson  
Miles City, MT 59301  
FAX: 406.874.6283

Please print or type. All fields are required. Please note there is a back page.

## 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. Parent, Guardian, or Emergency Contact \_\_\_\_\_  
Name Relationship Phone Number  
Permanent Address City State ZIP

Parent or Guardian Contact E-mail \_\_\_\_\_

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?  
 Not Hispanic/Latino  
 Hispanic/Latino

B. What is your race? (Select one or more categories)  
 American Indian or Alaska Native  Asian  
 Black/African American  Native Hawaiian/Pacific Islander  
 White

8. Country of citizenship: \_\_\_\_\_ Permanent resident alien?  Yes  No

9. High School Attending \_\_\_\_\_  
Name City State

10. Expected High School Graduation Date \_\_\_\_\_  
Month/Year

## B. CITIZENSHIP AND MONTANA RESIDENT STATUS

1. I claim to be a legal resident of Montana:  Yes  No If Yes, County of Residence: \_\_\_\_\_

2. I have lived in Montana continuously since: \_\_\_\_\_  
Month Day Year

3. My parent(s)/legal guardian(s) have lived in Montana continuously since: \_\_\_\_\_  
Month Day Year

I am interested in these programs of study: \_\_\_\_\_

**This form must be submitted prior to the first day of classes.**  
**Questions?** 800.541.9281, ext. 6101 or 406.874.6101 or [admissions@milescc.edu](mailto:admissions@milescc.edu)

### OFFICE USE ONLY

Date Received \_\_\_\_\_ Eligible for Jump Start Tuition Waiver?  Yes  No

Copies to:  Registrar  Student Accounts  Distance Education

## C. REGISTRATION

Check Term:  Summer  Fall  Spring      Check Year:  2018  2019

CRN	Subject	Course Number	Course Title	Credit Hours	Cost (per Jump Start Brochure)
59099	ABCD	188	Sample Class I	3	\$150

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

### Signatures Required

We hereby certify that to the best of our knowledge the foregoing information is true and complete without evasion or misrepresentation. We 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. We have also read and understand the Miles Community College Jump Start 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

## D. JUMP START 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](http://www.milesc.edu).

### 2. Accessing Banner and Canvas

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 Canvas to access course materials for both online and on campus classes. You will receive Canvas instructions in an email from the Distance Education office prior to the start of the term. To log in to Canvas, click on "Web Apps" from the main menu at [www.milesc.edu](http://www.milesc.edu), then "Canvas login" and use the credentials provided in the email 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 Jump Start costs (tuition (if applicable), mandatory fees, course fees, and distance education fees) is required. Tuition is waived for Jump Start students from certain schools and counties. Contact 406.874.6159 or visit MCC's Business Office to make a payment. Jump Start 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 Jump Start fees may result in being turned over to collections.