



Application & Registration for Pioneer Express Courses

Please mail to: Miles Community College
Attn: Pioneer Express 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

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 _____ Female Male
mm / dd / yy

E-mail (make sure high school emails accept outside mail) _____

Parent, Guardian, or Emergency Contact _____
Name Relationship Phone Number

_____ Permanent Address City State ZIP

Parent or Guardian Contact E-mail _____

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

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

Current High School _____
Name City State

Expected High School Graduation Date _____
Month/Year

I am interested in these programs of study: _____

B. CITIZENSHIP AND MONTANA RESIDENT STATUS

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

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

OFFICE USE ONLY

Date Received _____ Free 2 Explore Eligible? Yes No

C. REGISTRATION

Check Term: Summer Fall Spring Year: _____

CRN	Subject	Course Number	Course Title	Credit Hours
59099	ABCD	188	Sample Class 1	3

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

My high school transcript and/or ACT/SAT scores are attached Fees (if required) are enclosed

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 Pioneer Express Program 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 required if student is under 18 years of age

Date

D. PIONEER EXPRESS (COLLEGE EARLY 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 or on the website. For drop/add and refund deadlines, please see the Academic Calendar on the MCC homepage at www.milesc.edu. Courses dropped after the initial drop deadline will count towards Free 2 Explore; eligibility for an additional course is not reinstated.

2. 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 Pioneer Express orientation prior to the start of the term. To log in to Canvas, click on "Canvas Login" from the footer menu at www.milesc.edu, then 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 Pioneer Express costs (tuition (if applicable), mandatory fees, course fees, and distance education fees) is required. Students may be eligible for a waiver of tuition, mandatory fees, and distance fees as a part of the "Free 2 Explore" program. Contact 406.874.6159 or visit MCC's Business Office to make a payment. Pioneer Express 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 Pioneer Express fees may result in being turned over to collections.