



# Pioneer Express Dual Enrollment Application

Please submit to: Traci Glasscock, Dual Enrollment Program Coordinator  
2715 Dickinson St.  
Miles City, MT 59301  
FAX: 406.874.6283 | EMAIL: [GlasscockTL@milescc.edu](mailto:GlasscockTL@milescc.edu)  
Questions? 800.541.9281, ext. 6101 or 406.874.6101

*This form must be submitted by the deadline published in the academic calendar. Admission using this application does not constitute permanent or regular admission to the college. Please print or type. Please note there are multiple pages.*

*If this is your first term of enrollment you must also submit a Pioneer Express registration form. If you have already submitted a Pioneer Express application and were enrolled during the previous term, you need only submit the Pioneer Express Registration Form.*

## 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 (make sure high school emails accept outside mail) \_\_\_\_\_

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 INFORMATION (required)

Applying for which term:  Summer  Fall  Spring Year: \_\_\_\_\_

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: \_\_\_\_\_

## 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  
 Black or African American  
 White  
 Asian  
 Native Hawaiian or Other Pacific Islander  
 Two or more races

## 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 college and your high school have determined that it is administratively necessary for enrollment, attendance, and grades earned in college courses be shared with your high school. If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. No academic or other information from Miles Community College will be released to your parents/guardians unless you consent to such disclosure below.

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

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

Name(s) of designated parent/guardian(s): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

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

## COST & BILLING INFORMATION (required)

Party responsible for payment: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street or PO Box City State ZIP

Phone \_\_\_\_\_ Email \_\_\_\_\_

*Designation of a responsible party indicates consent for the college to discuss the bill with the party designated.*

### 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

### OFFICE USE ONLY

Date Received \_\_\_\_\_ Confirm Sent \_\_\_\_\_ Free 2 Explore Eligible? Y / N

## PIONEER EXPRESS (COLLEGE EARLY START) GUIDELINES – *you may choose to keep this page for your records*

### 1. Dual Enrollment Models for Awarding Credit

An early college-credit only course awards college credit, but not high school credit for a college course taken by the student. A dual credit course awards both high school credit and college credit for a college course taken by a student. The decision to award high school credit for a college course rests with the school district, provided that the decision is consistent with applicable laws, policies, and administrative rules.

### 2. 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](mailto: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](http://www.milescc.edu). Courses dropped after the initial drop deadline will count towards Free 2 Explore; eligibility for an additional course is not reinstated.

### 3. Textbooks

Textbook costs, including embedded textbook fees) are the responsibility of the student and are not covered by the Pioneer Express or Free 2 Explore waivers. 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.

### 4. 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.milescc.edu](http://www.milescc.edu), then use the credentials provided in the email to log in.

### 5. 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 MCC Business 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.

### 6. 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. The "Free 2 Explore" program cover the first two courses total, not two courses per semester. Course-specific fees (example: science lab fees, art lab fees) and textbook costs (including embedded textbook fees) are the responsibility of the student, even for Free 2 Explore classes.

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.

## ELIGIBILITY CHECKLIST AND ACKNOWLEDGEMENTS – *please carefully review before turning in your application*

- I am at least 16 years of age or a high school junior (rising juniors are accepted for the summer term). Exceptions must be approved by the Vice President of Enrollment Management and Educational Support Services (online or on-campus courses) or the Associate Dean of Academic Affairs (concurrent enrollment courses).
- I understand that priority for on-line and on-campus courses is given to degree-seeking Miles Community College students; there is no guarantee that requested courses will be available. Many courses, particularly online courses, fill very early. In most instances, high school students are not waitlisted for courses, and should have alternate courses in mind if their selected course is already full.
- I understand that the high school and college academic calendars are not the same. Students are expected to attend MCC courses even if the high school is not in session for a particular day. Absences excused by the high school for athletics or school activities do not equate to excused absences for the college course; deadlines and requirements for the college course will still apply.
- I have attached an unofficial copy of my high school transcript, or ACT/SAT scores. If I continue enrollment in later terms, I may again be required to submit an updated high school transcript for placement purposes.
- All enrollment forms have been carefully reviewed and signed by:
  - Me (the student) AND
  - My Parent/Guardian AND
  - My High School Counselor or other school official, if necessary