



Dual Credit Enrollment Application

North Dakota University System
SFN 51295 (07-97)

Part I - Student Information

To be completed by student before course begins.

Name Last First Middle				Social Security Number - -	
Street Address				Birth Date - -	
City		State	Zip Code	Year in School (circle one) 11 12	
Parent/Guardian Name Last First Middle				Gender (circle one) M F	
Street Address				Student signature _____ Date _____	
City		State	Zip Code	Parent/Guardian signature _____ Date _____	

Part II - Course Information

To be completed by student and signed by district superintendent and college/university registrar before course begins.

Name and Number of Dual Credit Course					
High School Course Title			College Course Title		
Course Code No.	Credit (circle one) ¼ ½ 1 Other ____		Course Number	Credit (circle one) 1 2 3 4 Other ____	
High School of Attendance		High School County District No.		Name of College/University Where Course is to be Credited	
Street Address			Street Address		
City		State	Zip Code	City	
State		Zip Code			
Semester (circle one) Fall Spring Summer School Year _____ (Ex. 97-98)			Dual Credit Course Instructor's Name (if known)		
Location of Class (circle one) High School College Distance Learning			See Information on Reverse Side for Disposition of Copies		

Superintendent or designee signature _____ Date _____ College/University Registrar or designee signature _____ Date _____

Part III - Registrar Information

To be completed by college/university registrar at end of course.

Grade Earned		
<input type="checkbox"/> A	<input type="checkbox"/> S (Satisfactory)	<input type="checkbox"/> Other _____
<input type="checkbox"/> B	<input type="checkbox"/> U (Unsatisfactory)	_____
<input type="checkbox"/> C	<input type="checkbox"/> P (Pass)	_____
<input type="checkbox"/> D	<input type="checkbox"/> F (Fail)	
<input type="checkbox"/> F	<input type="checkbox"/> Incomplete	
See Information on Reverse Side for Disposition of Copies		

College/University Registrar or designee signature _____ Date _____

DUAL CREDIT PROGRAM

The 1997 North Dakota Legislature enacted Senate Bill 2033 to allow juniors and seniors in North Dakota high schools to enroll in postsecondary education courses and to receive both high school and college credit. The legislation was introduced by the Interim Education Services Committee and was supported by all three state education agencies: the North Dakota University System, the State Board for Vocational and Technical Education, and the Department of Public Instruction.

INSTRUCTIONS FOR COMPLETING THIS FORM

This form is designed to facilitate enrollment in courses approved for dual credit. If the course you wish to take is not already approved for dual credit by your district, work with your school counselor to have the course approved by the superintendent for dual credit.

PART I – STUDENT INFORMATION (INSTRUCTIONS TO THE STUDENT):

Complete all of Part I. You should discuss the process and requirements of dual credit enrollment with your high school counselor. Be sure to obtain your parent's signature.

PART II – COURSE INFORMATION (INSTRUCTIONS TO THE STUDENT):

Complete Part II before enrolling in a college/university course for which you want dual credit.

In consultation with your high school counselor or principal, identify the course approved for dual credit by the superintendent/school district and cooperating college or university; or request that specific courses be approved by the superintendent/school district for dual credit.

Complete the information for the high school course including the course title, code number assigned by the Department of Public Instruction, and the credit offered for the course at your high school. Your high school principal or counselor can provide the code number.

Identify your high school and its county district number. Your high school principal or counselor can provide the county district number.

Circle the semester of dual credit enrollment and the location where the course will be taught.

Complete the college/university course title, course number, and credit information. This is available in the college catalog, in the college registration listing, or from your principal or counselor.

Identify the college/university where the approved course is available for dual credit and list the institution's address.

Fill in the name of the course instructor (if known).

Obtain the signature of your school district superintendent. This signature signifies that you have completed the requirements of your district to enroll for dual credit. At this point, ask your superintendent if he or she would like to make a copy of this form for their records.

Present this form to the college registrar when you register for a college class. **The college registrar will keep this form.** If you need a copy for your own records, please make one before submitting it to the registrar.

PART III – REGISTRAR INFORMATION (INSTRUCTIONS TO THE COLLEGE/UNIVERSITY REGISTRAR):

Upon receiving this form prior to or during registration, review the information in Part II to verify its completeness. Sign, date, and file until end of the semester.

At end of the semester of enrollment, indicate the grade earned, sign, and date the form. In addition to copies for your records, distribute copies as follows:
One copy to the North Dakota University System, 600 E. Boulevard Ave., State Capitol, Bismarck, ND 58505-0230
One copy to the high school superintendent (address given in Part II).