



Dual Enrollment Student Guide

Your go-to reference for dual enrollment at Helena College

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Welcome!

Helena College Mission:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.



Welcome to the Helena College Dual Enrollment family! We are excited to introduce you to your college experience and hope that the information we cover in this student guide helps you to feel more comfortable and confident here at Helena College.

Dual enrollment has many benefits for a diverse population of learners, their families, and our communities. Through accelerated learning, students gain confidence, build momentum, explore their interests, and maybe try something new. The Montana University System's One-Two-Free program offers two dual enrollment courses, or up to six credits to all eligible students for FREE. All of this works together preparing students for academic or career life after high school.

Now is the time to embrace a college mindset, which involves taking ownership and responsibility for your college experience. Get to know your faculty and classmates; be engaged in the classroom and participate in campus events and experiences; ask questions and make use of college resources like tutoring, coaching, library services, and advising.

The dual enrollment team at Helena College looks forward to connecting with you throughout the semester to ask what you're learning – in the classroom and about yourself.

What to Expect

Inside this student guide you will learn what dual enrollment is, some college lingo and how to navigate the application process at Helena College.

You will find:

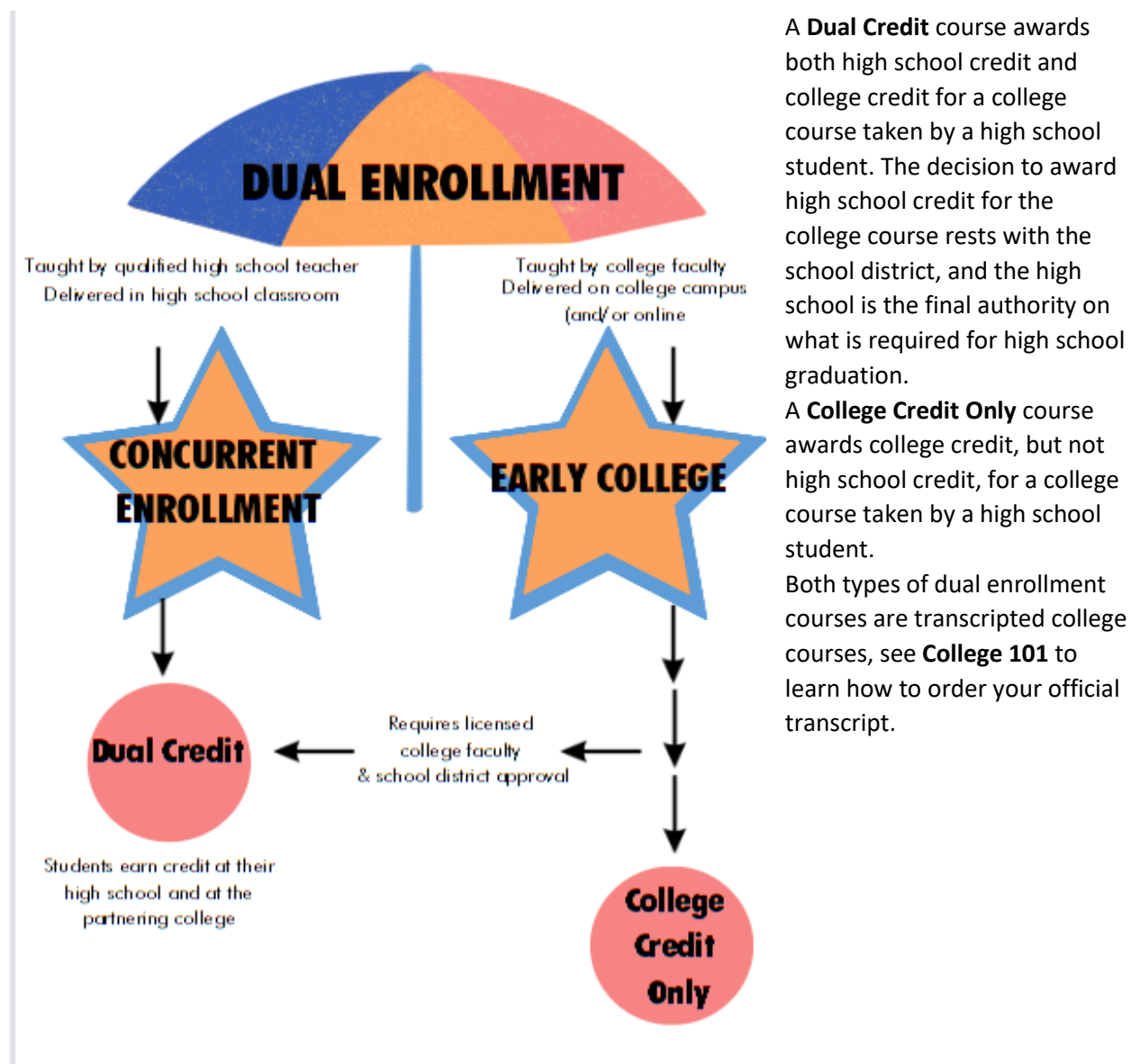
- Important dates and deadlines
- Resources for locating and using the dynamic class schedule
- Where to find the HC Online Bookstore
- Parking pass information

And as a bonus:

- FUN stuff you can do with your HC student ID
-

Dual Enrollment Terms

Dual Enrollment is an umbrella term for opportunities for high school students to take college courses while still in high school. There are two types of courses: Dual Credit or College Credit Only.



A **Dual Credit** course awards both high school credit and college credit for a college course taken by a high school student. The decision to award high school credit for the college course rests with the school district, and the high school is the final authority on what is required for high school graduation.

A **College Credit Only** course awards college credit, but not high school credit, for a college course taken by a high school student.

Both types of dual enrollment courses are transcribed college courses, see **College 101** to learn how to order your official transcript.



College 101

College Terms:

NetID vs. Student ID# (770#)

NetID: A combination of letters and numbers that are randomly generated used to access campus resources.

Student ID# or often referred to as your 770#: Your student ID number is assigned when your application materials are submitted and processed. This number is found on the registration instructions that are emailed to you after you are officially accepted to Helena College. You can purchase a student id card at the Cashier window for \$15.00. See the **Fun Stuff** to learn about discounts available with your Helena College Student ID card.

Course (aka a “class”): A course is a unit of instruction in a subject-matter area offered in a single college semester.

Course Format: At Helena College, courses are offered in seven different delivery methods. Each course delivery method (also called modality) has a section letter or number on the course schedule so that students know their options related to *where to* and *when to* attend class. Please follow the following link to a handy course format guide on the Helena College website:

https://helenacollege.edu/registration_transcripts/docs/course_formats_at_helena_college.pdf

Synchronous: Means everyone is doing something together at the same time.

Asynchronous: Means that everyone is working at different times.

Credit: A credit is the unit used in recording an amount of work and engaged effort represented in learning outcomes and verified by evidence of student achievement. A typical college class is offered for 3 credits over 16 weeks.

Syllabus: An outline of the plan of study of the course you are registered for. The syllabus will outline the plan of study, attendance policy, course learning outcomes, expectations, instructor office hours, textbook requirements and more. Sometimes your instructor will print a copy. Sometimes it will go in Moodle, Learning Management System.

Moodle: Moodle is our virtual campus. This is the Learning Management System Helena College uses and is the platform that contains info about each class. The following will take you to a list of frequently asked questions to get you started:

<https://helenacollege.edu/online/docs/1---Moodle-FAQs.pdf>



Transcript: An official record from Helena College that shows the grade received from your Dual Enrollment course. To request a transcript, you will order from the National Student Clearinghouse:

<https://www.studentclearinghouse.org/> or use the following link to order the Helena College website:
https://helenacollege.edu/registration_transcripts/transcriptrequests.aspx

You can access your grades after they are posted and your unofficial transcript online. This link will guide you through the process: https://helenacollege.edu/registration_transcripts/forms/how-to-access-your-grades-and-unofficial-transcript-online.pdf

FERPA: Each year, students have the option to sign a [Dual Enrollment Student Authorization for Release of Information Form](#). The Family Education Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records.

https://www.montana.edu/policy/family_ed_privacy_act/

Montana University System: The Montana University System (MUS) is the unified management and governing authority for the 16 public colleges and universities in the State of Montana, enrolling over 40,000 students annually.



<https://mus.edu/>

Common Course Numbering: This system assigns the same course number to comparable courses across all MUS colleges in order to streamline transfer from two-to four-year postsecondary institutions.

<https://mus.edu/Qtools/CCN/index.html>

One-Two-Free

Dual enrollment saves you money! Your first two courses (up to 6 credits) are free as part of the statewide **One- Two- Free** Program. After 6 credits, you will only pay half of normal tuition. Montana students age 16-19 with junior or senior standing are eligible for dual enrollment and One-Two-Free, with some exceptions. The Montana University System's Dual Enrollment page is a great resource to learn more: <https://mus.edu/dualenroll/index.html>

**ONE
TWO
FREE.**

ONE SYSTEM.
TWO COURSES.
**FREE ACCESS TO
HIGHER EDUCATION.**

Dates and Deadlines



A detailed Academic Calendar can be found on the Helena College website:

<https://helenacollege.edu/academics/AcademicCalendar.aspx>

For semester specific deadlines check the Dual Enrollment page on the Helena College website:

https://helenacollege.edu/admissions_enrollment/highschool.aspx



It is crucial to be aware of dates and deadlines because if changes need to be made to your schedule you, as a Helena College student, are responsible for making those changes in accordance with the deadlines established in the Helena College catalog.

Why deadlines matter as a college student: It is important to be aware of deadlines because dropping a course after the deadline may affect your One-Two-Free scholarship or future dual enrollment opportunities. After you graduate high school, not paying attention to college deadlines may affect financial aid.

Dropping a Course:

If you feel you are unable to complete course and will need to drop, please have a conversation with your high school counselor for a dual credit course or reach out to HC dual enrollment for college credit only classes. Depending on the situation, a form may be needed by the drop/withdrawal deadline.

What does it mean to drop with a W? The W grade is non-punitive. It does not affect GPA and even if it is the only grade on your Helena College transcript, you may be required to submit your official transcript from Helena College when applying to colleges in the future Too many W's could potentially affect you adversely further down the road in your academic future.

Navigating the Application and Registration Process at Helena College

The best place to start is the Dual Enrollment page on the Helena College website. There is an overview of dual enrollment at Helena College, and all the required forms to begin the application and registration process.

https://helenacollege.edu/admissions_enrollment/highschool.aspx

How to enroll:

- 1) Start by reading through the checklist and filling out the Helena College [Dual Enrollment Application](#).
- 2) Schedule an advising appointment with Helena College Dual Enrollment. We want to get to know you, assist you with questions and course selection, and walk you through resources available to you as a Helena College student.

Contact **Cheryl Ravenscroft – Assistant Director of K-12 Partnerships**

406-447-6993 dualenrollment@helenacollege.edu

- 3) Choose your classes and register using the [Dual Enrollment Registration Form](#). Please note that if you are registering for a class offered through Helena College, you will receive emailed instructions on how to officially register. Submitting the registration form does not guarantee a space in the class. To view the full, dynamic class schedule, [please click here and select the "class schedule" button](#) to search by the current semester.
- 4) Helena College will not release information to your parents unless you expressly consent by filling out the [Dual Enrollment Student Authorization for Release of Information Form](#).

Access the full dual enrollment application packet here:

https://helenacollege.edu/admissions_enrollment/forms/dual-enrollment-application-packet.pdf



I submitted my application materials! ... What happens now?

HC dual enrollment staff will manually process your application and in three business days or less you will receive two emails sent to the email address you provided on your application. The first will include your official Acceptance Letter. Next you will receive an encrypted email that contains instructions for the registration process. **You are responsible for registering yourself.**

**Please use your personal email. High schools have firewalls to protect you and often block emails from external senders.*

I'm registered! ... What's next?

Activate your NetID and Register for Classes

- If this is your first semester taking classes directly through Helena College, you must start by activating your NetID. To activate: log into MyHC found on the Student Portal page. Instructions will be in the encrypted email that follows this one. After activating your NetID and setting up a password, you will be able to register using the steps found on the "Registration Worksheet."
- Once you are registered, print your schedule and familiarize yourself with the start and end dates of the class as well as the meeting times and location.
- The same NetID and password are used for all resources found in your Student Portal.

Check Your Helena College Email

- All official communication from the college will be sent to your Helena College email address. Log in from your Student Portal using your NetID and password.

Purchase your Books and Course Materials

- As a dual enrollment student, course fees are waived, but you are responsible for purchasing your own books and course materials. Visit the online bookstore here: <https://bncvirtual.com/helenacollege>

Access Your Class(es) on Moodle

- Moodle is the online learning platform used by Helena College. A link to Moodle is found in the Student Portal. Your courses will appear in Moodle on the first day of class.
- When you login, you must click on the "NetID login" button on the right-hand side of the page. You will then login using your NetID and password.
- The "Moodle Tutorial for Students" will be very helpful and can be accessed prior to the start of classes.

Pay for your Dual Enrollment Course(s)

- After registering, you will receive your tuition bill via mail. Please refer to the academic calendar to ensure you do not miss payment deadlines.

Get your Student ID Card from the Welcome Center

- A student ID card costs \$15 and can be paid for at the Cashier's Office. Student ID cards are printed in the Welcome Center.

Purchase a Parking Pass at the Cashier's Office

If you plan to park on campus, you must purchase a parking pass.



Fun Stuff!

Student Discounts for the following locations with your Helena College ID:

Bill Roberts Golf Course	\$360/season (daily rate not discounted)
Broadwater Athletic Club	\$199 membership for academic year
Café Zydeco	Free drink with meal purchase
Capital City Health Club	\$34.99 per month (one-year contract)
Christine's Nail & Skin Boutique	10% off any service
Comfort Zone Hair & Nail Salon	Valerie offers 10% off color
Crossroads Sports & Fitness	\$199 membership for academic year or \$39 a month
Envy Salon & Spa	10% off service
Great Clips Northside Center	\$1 off haircut
Great Clips Safeway Center	\$1 off any service
Great Divide Snowsports	\$30 lift ticket, \$50 off season pass
Hair Affair	10% off any service
Hardee's (Euclid Avenue)	Free small fry drink with purchase of 1/3 lb. burger, large sandwich or five piece chicken fillets.
Hardee's (Custer Avenue)	Free small fry or drink with purchase of 1/3 lb. burger
Helena Area Transit Service	\$1 fare (green pass); 85 cents for the elderly
Helena Big Horn Hockey	\$3 off ticket price
Helena Family YMCA	\$28 per month membership + \$28 joiners fee
Helena Industries Thrift Store	25% off on Mondays
Helena Symphony	\$9-\$37 depending on where you sit in the auditorium, plus a \$5 transaction fee
Hub Coffee	50 cents off any purchase
Karmadillos Southwestern	Free chips and salsa with \$5 purchase.
Planet Gyro	10% off entire order
Power Townsend	Mid-level discount, varies by item
Quiznos	10% off
Richard Van Nice Books	40%-50% off on a good day (willing to make a deal)
Scenic Brew	10% off
Staggering Ox	10% off entire order
The Frozen Moose Frozen Yogurt	10% off
Vanilla Bean Bakery and Café	10% off entire order; excludes wedding cakes

Additional Discounts Available with your Helena College Email:

Dell University	http://content.dell.com/us/en/eep/d/campaigns/welcome-to-dell-university
Microsoft Student	http://www.microsoft.com/student/en-us/default.aspx#fbid=J9tzKHzs1TU
Adobe Education Store	http://store1.adobe.com/cfusion/store/html/index.cfm?store=ols-edu
Apple Education Pricing	http://store.apple.com/us-hed

Auto Insurance Contact your insurance provider and inquire about a student discount!

****discounts subject to change****

FAQ

I am under the minimum age to participate. Does that mean I cannot take dual enrollment courses? Students who do not meet the age/grade requirement can request acceptance by filling out the [Age Waiver Approval Packet](#).

What if I want to take more dual enrollment courses but I can't afford it?

If you are experiencing financial hardship, you can fill out the [Hardship Scholarship Form](#) and return it to the HC Dual Enrollment. Be sure to include the proper documentation if your situation requires it.

Am I responsible for letting someone know that I will not be completing a dual enrollment course?

Yes. It is your responsibility to contact Helena College dual enrollment and submit the proper forms prior to the deadline. See **Dropping a Course**.

I completed a dual credit course but did not originally register for the course with Helena College. Can I register for the course after it is completed?

No. Once the deadline has past for submitting paperwork, a student cannot add a course.

Will my dual enrollment courses transfer to another college?

Transferability of college credit always depends on the *receiving institution's* policy and guidelines. In most cases because of **Common Course Numbering**, dual enrollment courses taken in the MUS should transfer to any other MUS institution. Contact the college you intend to transfer to to verify eligibility.

I have graduated high school and will be attending College X in the fall, I did not pass my dual enrollment courses while in High school. Do I have to submit my dual enrollment college transcripts to the college I am applying to?

Yes. If you took a course for college credit, that course is part of your official academic record.

Do I qualify for Federal Financial Aid as a dual enrollment student?

No, dual enrollment students do not qualify for Financial Aid. Please be aware that poor or failing grades as a dual enrollment student can adversely affect your ability to qualify for financial assistance.

What if I have more questions?

Please contact Helena College Dual Enrollment: dualenrollment@helenacollege.edu, 406-44-6993.

