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## COLLEGE CREDIT REGISTRATION FORM

*The Gap Year Association (GYA) administers a college credit program with the University of Montana (UM) serving as its School of Record. This relationship allows students enrolled in participating GYA-Accredited Programs to receive college credit for additional independent coursework completed during their gap year program.*

### **PROCEDURES:**

- Students enrolled in a participating GYA Accredited Program are eligible to receive college credits from the University of Montana (UM).
- Students should notify Carpe Diem of their desire to earn college credit prior to their program start. The deadline to enroll in college credit is two weeks prior to the program start date. Late registrations will be granted on a case-by-case basis (depending on the length of the program) and will incur a \$100 late registration fee by GYA.
- To enroll in the college credit option, complete the second page of this form and return to Carpe Diem.
- Carpe Diem will invoice students directly for participation in the college credit option. Federal financial aid is not available; however, third party payments such as AmeriCorps Education Awards and 529 funds may be used. GYA and UM will work individually with students wishing to use these payment options. *Please notify Carpe Diem as soon as possible if you wish to utilize a third party payment method.*
- GYA will register students with UM and introduce students to their GYA Instructor of Record.
- Coursework is due to Instructors of Record no later than 30 days after the program end date. Instructors of Record will submit grade reports to GYA within 30 days of receiving completed coursework.
- GYA will submit credit registration forms and grade reports to UM on the last business day of each month. Grades will be available by the 15th day of the following month. *Students who do not complete their GYA Accredited Program will be withdrawn from the college credit, incurring a "W" on their official UM transcripts. Incomplete or missing coursework will result in an assessment of an "I" (Incomplete) on their official UM transcripts.*
- Once grades are posted, UM will email students a registration confirmation with their UM Student ID number and instructions to order official transcripts. Students must pay a small additional fee for any official transcripts ordered.
- Students will NOT receive a tuition statement tax form (Form 1098-T) for receiving college credit. In lieu of a Form 1098-T, it is recommended that you maintain proof of tuition payment to Carpe Diem and documentation of enrollment with the University of Montana in the form of a student ID number and/or official transcripts.
- UM will make the final determination on matters in question.

### **TRANSCRIPT DETAILS:**

On your UM college transcript, course credits are listed in the corresponding semester you studied at Carpe Diem.

Traditional letter grades are assigned by the University of Montana based on the corresponding course grades on your GYA course report. UM uses a standard 4.0 grading scale (A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C= 2.0, and C-=1.7).

A student's degree-granting institution determines if and how credits will transfer. If you have been accepted to OR are currently enrolled in a degree-seeking program, we strongly recommend asking your advisor or admissions office how these credits will apply to your degree program BEFORE submitting this form to Carpe Diem.

**COURSE EQUIVALENCIES:**

Select your course options, noting that you may receive 3 semester credits for a total of 45 contact hours per course. Each course requires additional coursework outside of the daily activities of your program. Course syllabi are available from both Carpe Diem and GYA. Please review the expectations for each course in detail before enrolling.

**STUDENT INFORMATION:**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Birth Date (month/day/year) \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

**COURSE INFORMATION:**

*I would like college credit for the following GYA course(s):*

CTE 191: Introduction to Leadership Development (3 credits)

COLS 191: Self & Culture in Experiential Cohorts (3 credits)

**PLEASE SEND COMPLETED FORM TO YOUR ADMISSIONS CONTACT AT CARPE DIEM EDUCATION**