

CLASS SCHEDULE

OFFICE OF THE
REGISTRAR

FALL 2006



Please retain this Schedule for Reference

Fall Semester 2006 Schedule of Classes

ACADEMIC CALENDAR FALL SEMESTER 2006

- July 10-Aug 11 Fee Payment or Attendance Confirmation for students registered prior to Aug 1, 2006 in the Student Accounts Office. Mail - (Box 172640) Fax (406-994-1954) or E-mail -studentaccounts@montana.edu or confirm on the Web under "My Info."
- Aug 11, Fri \$40 Late Fee assessed at 4:30 p.m. for all registered students who have not paid or confirmed attendance by Aug 11, 2006.
- Aug 23-25 New Freshmen and Transfer Students Orientation and registration for classes.
- Aug 1-Sept 1 Payment of registration fees or Attendance Confirmation in the Student Accounts Office for all students who registered for classes on or after Aug 1, 2006; 8:30 a.m. - 4:30 p.m. Mail (Box 172640) Phone or Fax (406-994-1954) or E-mail - studentaccounts@montana.edu or confirm the Web under "My Info."
- Aug 28, Mon Classes begin at 8:00 a.m.
- Aug 31, Thur New Graduate Student Welcome Dinner
- Sept 4, Mon Labor Day (no classes; offices closed)
- Aug 28-Sept 1 Students may continue to add courses using the Web
- Aug 28-Sept 11 Students may continue to drop courses using the Web
- Sept 1, Fri \$40 Late Fee assessed at 4:30 p.m. for students who have not registered for classes, confirmed attendance, or paid fees. (See page 3.)
- Aug 29-Sept 11 Students may continue to add courses with instructor and advisor signatures.
- Sept 11, Mon After this date, Adds are permitted for extraordinary reason only.
- Sept 11, Mon After this date, no changes may be made in student request for Pass/Fail grading.
- Sept 11, Mon After this date, no requests for auditing a course.
- Sept 18, Mon Last day to request health insurance refund from Student Health Insurance Office.
- Sept 18, Mon **No refunds for classes dropped after this date. Payment for classes added after this date is required. (See page 3.)**
- Sept 18, Mon **Students who have not paid fees/confirmed attendance will lose their classes at 4:30 p.m.**
- Sept 18, Mon Last day to drop a class without a grade.
- Sept 18, Mon \$80.00 Late Fee assessed for fee payment at 4:30 p.m.
- Sept 18, Mon Last day to accept Application for Baccalaureate Degree for Spring 2007.
- Sept 19-Nov 17 Dropped courses are graded "W"; Drop Form with instructor and advisor signatures required.
- Nov 7, Tues Election Day Holiday (no classes; offices closed)
- Nov 10, Fri Veteran's Day Holiday (no classes; offices closed)
- Nov 22-24 Thanksgiving Day Holiday (no classes; offices closed)
- Oct 23-Jan 18 Advising and course selection for continuing students for Spring 2007.
- Nov 20-Dec 8 No Drops allowed
- Nov 20-Dec 8 Fee Payment or Attendance Confirmation for Spring 2007 in the Student Accounts Office. Mail (Box 172640) Fax (406-994-1954) or E-mail - studentaccounts@montana.edu or confirm the Web under "My Info."
- Dec 11-15 Final Examinations
- Dec 15, Fri Fall Semester ends..
- Jan 18, 2007 Spring Semester begins

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Published March 2006

Please Retain This Schedule for Reference

Additional fees are subject to change by Board of Regents approval.

General Procedure Reminders

Students are held responsible for a knowledge of the regulations governing registration, drop/adds, withdrawal, and other procedures and regulations outlined in this publication, in the University Catalog and in any special registration instructions which may be issued on a semester basis.

Registration Checklist

1. Refer to the University Catalog for information about the courses. www.montana.edu
2. Plan your next semester schedule.
3. Obtain the Personal Data Form. For continuing students, it is available from your department or adviser during the advising period. (Adviser number is on this form.)
4. If the Personal Data Form indicates you are NOT eligible to register, see the appropriate office.
5. Use Web system for registration. (See instructions).
- 6. All outstanding fees/charges must be paid before registration.**
7. Schedule adjustment may be done via Web up to the first day of class.

Classification of Students

Students are classified as follows:

Freshman—a student who has earned less than 30 semester credits and who is entitled to regular or conditional admission. Sophomore—a student must have earned 30 semester credits. Junior—a student must have earned 60 semester credits. Senior—a student must have earned 90 semester credits. Second bachelor's degree candidates—a student seeking a bachelor's degree who has already earned one bachelor's degree. Nondegree student—a student with at least a bachelor's degree but not seeking another degree. Graduate degree student—a student who has at least a bachelor's degree and has been accepted into the College of Graduate Studies. Special student—undergraduate taking self-interest courses. A maximum of 20 semester credits may be earned while in this status. Summer only—students who are not formally admitted though enrolled during the summer session.

Add Procedure

Students may add via the Web through the 5th day of class. After the 5th day, all adds require the signatures from the instructor and advisor. After the 10th day of the semester, all adds require the additional signature of the Dean of your major curriculum on the Drop/Add form.

Drop Procedure

Students may drop on the Web until the 10th day of the semester using their Advisor Code found on the PDF. After the 10th day of the semester, all drops require the signatures of the instructor and advisor. Although no refund will be given after the 15th day of the semester, students may continue to drop one or more courses with a grade of "W" up through the last day of the official registration period for the following semester, with the approval of the academic adviser and their course instructor.

1. Students obtain the Drop/Add form from their adviser, department, or the Registrar's Office.
2. Discuss with your adviser the reason for the change. If the adviser approves and signs the sheet, seek the approval of the instructor.
3. The student must return the completed Drop/Add form to the Registrar's Office with a picture ID, unless you dropped courses on the Web.

Cancellation of Courses

A course may be cancelled for lack of sufficient enrollment or other appropriate reason, up to the end of the 10th day of University instruction. Such cancellation requires the approval of the dean of the college and the vice president for academic affairs and is not official until these approvals have been obtained .

Registered Students Who Fail to Attend Class

During the third day of University instruction and thereafter, those students who have registered, but have not attended class, **may** be required by the instructor to drop the course when space and/or equipment is limited and other students are wanting to add that class. Students are **not** automatically dropped. This requires a student-initiated drop/add form.

Registered Students Who Fail to Pay Fees

Students are personally responsible for paying all fees at the time designated for each semester. Failure to pay fees or confirm attendance by the due date will result in the loss of all classes. (Refer to page 1 for deadline dates.)

University Withdrawal

A student who for personal reasons must withdraw his or her registration during a semester, should apply for a University Withdrawal from the Dean of Students Office.

A student who withdraws before the end of the 15th day of instruction will not receive grades for any of the courses taken. Thereafter, through the last day of instruction a grade of "F" shall be assigned in all courses for which the student is registered unless the Dean of Students indicates on the University withdrawal form that the student is withdrawing due to "extraordinary reasons." Students withdrawing for "extraordinary reason" shall receive a grade of "W" in all courses.

While the registration fee (\$30), deferred installment fee, orientation fee, ID fee, late fees, social fee, foreign student fee and dorm deposit are not refundable, all other fees will be refunded based upon the following schedule. Student Affairs Office record will determine the date used for refunding.

Days of Instruction

Percent Refunded

Prior to Aug. 28	100
Aug. 28 - Sept. 1	90
Sept. 2 - Sept. 11	75
Sept. 12 - Sept. 18	50
Sept. 19 - on	0

No refunds of health or dental fees are given if medical services have been provided.

A student who leaves the campus without withdrawing his or her registration through regular channels will receive "F" grades in all courses for which he or she was registered.

Make-Up of "I" Grades

An "I" grade make-up is reported by the department to the Registrar on a Grade Change Form. Make-up of "I" grades must be accomplished by the end of the next semester of the student's enrollment or the completion date indicated on the "I" Grade Authorization Form. If the grade is not reported to the Registrar's Office, the "I" reverts to an "F" grade, unless the instructor requests, in writing, an extension of time.

These grades are not reported on the next semester grade slip. Copies of transcripts with make-up grades and grade changes are sent to class advisers.

Pass/Fail Elective Courses

Graduate students should consult the Graduate bulletin concerning pass/fail courses. Undergraduate students may elect to take some of their University courses on a "pass/fail" basis subject to the following restrictions:

1. Students can elect the pass/fail option only for courses that are outside their departments and are not required for graduation. Pass/fail courses may not be applied toward completion of Core requirements. This restriction does not apply to HHD activity courses.
2. A student may not register for more than one pass/fail elective course per semester, excluding one-credit HHD activity courses. **Pass/fail requests cannot be accepted after the 10th day of University instruction.**
3. Undergraduate students may take a maximum of twelve credits of pass/fail elective courses. This maximum does not include courses which are offered only on a pass/fail basis.
4. Students register for pass/fail courses in the same manner as for other courses, but they must have written permission from their advisers, college deans, and the instructors of the course. The Registrar has forms for this purpose.
5. Students may change a pass/fail registration to a regular registration, or a regular registration to a pass/fail registration, prior to the end of the tenth day of instruction. Students will follow the regular drop-add procedures, except that students changing to a pass/fail registration must also secure the written permission of the instructor and adviser (see 4 above).
6. Prerequisites will apply for all courses taken on a pass/fail basis.
7. The instructor's requirement to obtain a grade of *P* in the course must be submitted with the Request for Pass/Fail form.
8. The Admission and Graduation Requirements Board will review petitions for exceptions to the pass/fail policy.

Deficiencies and "I" Grade Makeups for Graduating Seniors

All deficiency make-up grades, correspondence work, and transcripts must be completed and filed in the Registrar's Office at least one month before the end of the semester of expected completion. Students must be registered at Montana State University the semester they complete their degree requirements.

Grade Reports

Grades for Spring will be processed at the end of Spring Semester. Students wishing to receive their grades can access them via the Internet.

Notification of Degree Candidacy

It is the responsibility of the student to file an application for a degree. Applications should be filed in the Registrar's Office prior to the 15th course day of the proceeding semester, the student plans to be graduated. No application will be accepted after the last day of registration for any continuing student or after the first week of registration for a former returning student.

Applications for a degree are available in all departmental offices.

Late Payment of Fee

Students who have registered prior to Aug. 1, 2006 and who have not paid fees or confirmed attendance by 4:30 pm on Aug. 11, 2006 will be assessed a \$40 late fee.

Students who registered on or after Aug. 1, 2006, and who have not paid fees, confirmed attendance, or registered for classes by 4:30 pm on Sept. 1, 2006 will be assessed a \$40 late fee.

An additional \$40 will be charged to anyone paying fees, confirming attendance, or registering for classes after the 15th class day (Sept. 18, 2006).

Suspended Students

Suspended students, who are reinstated or whose suspension is rescinded, must file an "Intent to Register" form.

Transcript Requests

For every transcript request, a fee of \$3 per copy will be charged. Fees must accompany the request for transcripts. Bill(s) must be paid and the Registrar's Office notified by the Student Accounts Office before transcripts will be issued.

Under normal conditions, requests for transcripts will be processed three to five working days after they are received in the Registrar's Office. Transcript requests for registered students during Finals Week will not be honored until that semester's grades are posted.

Transcripts are sent only at the student's written request.

Student Addresses and Changes

Official University mail will be sent to students at their local address when classes are in session. At times when classes are not in session (e.g. between terms), official University mail will be sent to the student's permanent address.

Whenever a student has a change of name, telephone number, local or permanent address, it is his/her responsibility to notify the Registrar's Office as soon as possible. Addresses can be changed on the Web.

Final Examinations

Final examinations in one-credit courses are given during the regular class periods. Final examinations for all other courses are scheduled by the Registrar, and they may not be rescheduled or given prior to the start of the final examination period. It is the policy of the University to consider the examination period as instructional time, and it is expected that some instructional use is made of this period even if a final examination is not given.

When a final examination is given, it **must** be given at the time shown in the examination schedule. However, under some circumstances an instructor may require that a student take an early final exam. The Dean of Students may authorize an "I" grade in cases of true medical or family emergencies which require the student to be absent during the Final Exam.

These final exams are listed by course number in the Final Examination Schedules on page 5 and replace the exam times that are determined by the regularly scheduled class meeting.

A student who has three (3) or more final examinations in any one day should first work through the instructors of the courses to see if one exam could be rescheduled. If this rescheduling can't be resolved, then the student should contact the assistant dean of his or her college at least one week before the beginning of final examination week to assist in resolving the conflict.

All laboratory assignments, and all notebooks, reports, term papers and other course requirements are to be completed and turned in by 5 pm on the last day of instruction, or on the day of the final examination, whichever is later.

Refund Checks

Any refund due a student as a result of financial aid, dropping credits, etc. will be mailed to the student. **Note: Please be sure your addresses are kept current.**

Common Hour Exams

Departments may request common examinations in multi section courses to be given through the semester. These exams are to be given on Tuesday and Thursday evenings or Saturday mornings. Departmental requests should indicate the exact dates and times for these examinations; and when these are published in the Schedule of Classes, they become part of the student's commitment when he or she enrolls in the course. The common hour test period is expected to replace one class period for that particular course. The assigned test period is not in addition to regularly scheduled classes.

A student will not be expected to take more than two common hour exams on any one day. If more than two are scheduled, the student should report to the instructor to work out the conflict. If the conflict can't be resolved, then see the assistant dean of his or her college at least one week before the common hour examination, and arrangements will be made to reschedule the student's exam.

Tuesday and Thursday evening common hour examinations are scheduled for multi-sectioned courses.

COMMON HOUR EVENING EXAMS

Course	Time	Date
ACCT 327	6:00 - 7:00 PM	9/21/2006
ACCT 327	6:00 - 7:00 PM	10/19/2006
ACCT 327	6:00 - 7:00 PM	11/14/2006
ACCT 425	6:00 - 7:00 PM	9/21/2006
ACCT 425	6:00 - 7:00 PM	10/19/2006
ACCT 425	6:00 - 7:00 PM	11/16/2006
BUS 221	7:15 - 8:15 PM	9/26/2006
BUS 221	7:15 - 8:15 PM	10/19/2006
BUS 221	7:15 - 8:15 PM	11/9/2006
CHEM 121	7:15 - 8:15 PM	9/19/2006
CHEM 121	7:15 - 8:15 PM	10/10/2006
CHEM 121	7:15 - 8:15 PM	10/31/2006
CHEM 121	7:15 - 8:15 PM	11/28/2006
CHEM 121	7:15 - 8:15 PM	12/5/2006
CHEM 131	7:15 - 8:15 PM	9/21/2006
CHEM 131	7:15 - 8:15 PM	10/12/2006
CHEM 131	7:15 - 8:15 PM	11/2/2006
CHEM 131	7:15 - 8:15 PM	11/30/2006
CHEM 131	7:15 - 8:15 PM	12/7/2006
CHEM 132	7:15 - 8:15 PM	9/19/2006
CHEM 132	7:15 - 8:15 PM	10/10/2006
CHEM 132	7:15 - 8:15 PM	10/31/2006
CHEM 132	7:15 - 8:15 PM	11/28/2006
CHEM 132	7:15 - 8:15 PM	12/5/2006
EM 251	6:00 - 7:00 PM	10/10/2006
EM 251	6:00 - 7:00 PM	11/14/2006
EM 252	6:00 - 7:00 PM	10/3/2006
EM 252	6:00 - 7:00 PM	11/9/2006
EM 253	6:00 - 7:00 PM	10/5/2006
EM 253	6:00 - 7:00 PM	11/16/2006
MATH 105	6:00 - 7:00 PM	9/21/2006
MATH 105	6:00 - 7:00 PM	10/17/2006
MATH 105	6:00 - 7:00 PM	11/16/2006
MATH 160	6:00 - 7:00 PM	9/19/2006
MATH 160	6:00 - 7:00 PM	10/17/2006
MATH 160	6:00 - 7:00 PM	11/16/2006
MATH 181	6:00 - 7:00 PM	9/19/2006
MATH 181	6:00 - 7:00 PM	10/17/2006
MATH 181	6:00 - 7:00 PM	11/14/2006
MATH 182	6:00 - 7:00 PM	9/21/2006
MATH 182	6:00 - 7:00 PM	10/24/2006
MATH 182	6:00 - 7:00 PM	11/30/2006
MKTG 446	7:15 - 8:15 PM	9/26/2006
MKTG 446	7:15 - 8:15 PM	10/19/2006
MKTG 446	7:15 - 8:15 PM	11/9/2006
PHYS 101	6:00 - 7:00 PM	9/26/2006

PHYS 101	6:00 - 7:00 PM	10/31/2006
PHYS 101	6:00 - 7:00 PM	11/28/2006
PHYS 201	6:00 - 7:00 PM	9/28/2006
PHYS 201	6:00 - 7:00 PM	10/26/2006
PHYS 201	6:00 - 7:00 PM	11/21/2006
PHYS 205	7:15 - 8:15 PM	9/21/2006
PHYS 205	7:15 - 8:15 PM	10/17/2006
PHYS 205	7:15 - 8:15 PM	11/14/2006
PHYS 211	7:15 - 8:15 PM	10/19/2006
PHYS 211	7:15 - 8:15 PM	12/7/2006
STAT 216	6:00 - 7:00 PM	10/5/2006
STAT 216	6:00 - 7:00 PM	11/16/2006

Final Examination Schedules

Regular classrooms will be used for the examinations unless instructors make special arrangements through the Registrar's Office. Examinations in courses must be scheduled according to the class sequence. Announcements of time and room should be made by the instructor for all examinations. Rooms must be reserved with the Registrar's Office for "Common Final" examinations in order to avoid conflicts. Instructors will announce to their classes, rooms to be used for all classes having common final examinations. Final examinations in one-credit courses are to be given during the last regular class period. Night class final exams are given at 8:00-9:50 pm during the evening of finals week when the class regularly meets.

Course Sequence for classes whose first class day of the week is M,W, or F.

Regular Course Meeting Time	Final Exam Period/Date
8:00 a.m	8-9:50am Dec 15
9:00 a.m	4-5:50pm Dec 11
10:00 a.m	8-9:50am Dec 14
11:00 a.m	6-7:50pm Dec 14
12:00 p.m	4-5:50pm Dec 12
1:00 p.m	8-9:50am Dec 11
2:00 p.m	4-5:50pm Dec 14
3:00 p.m	8-9:50am Dec 12
4:00 p.m	8-9:50am Dec 13

Course Sequence for classes whose first class day of the week is T or R.

Regular Course Meeting Time	Final Exam Period/Date
8:00 a.m	12-1:50pm Dec 14
8:00 - 9 :15 a.m	12-1:50pm Dec 14
9:00 a.m	12-1:50pm Dec 11
9:30 - 10:45 a.m	12-1:50pm Dec 12
10:00 a.m	12-1:50pm Dec 12
11:00 a.m	12-1:50pm Dec 13
11:00 - 12:15 p.m	12-1:50pm Dec 13
12:00 p.m	2-3:50pm Dec 11
12:45 - 2:00 p.m	2-3:50pm Dec 12
1:10 p.m	2-3:50pm Dec 12
2:10 p.m	12-1:50pm Dec 15
2:10 - 3:25 p.m	12-1:50pm Dec 15
3:10 p.m	2-3:50pm Dec 15
3:35 - 4:50 p.m	4-5:50pm Dec 13
4:10 p.m	4-5:50pm Dec 13

If the class is held in multiple rooms, the classroom used on the first day of the week (Monday for MWF classes, or Tuesday for TR classes) must be used.

COMMON HOUR FINAL EXAMS

Course	Date	Time
ACCT 327	Thursday, December 14, 2006	10-11:50am
ACCT 421	Friday, December 15, 2006	10-11:50am
ACCT 425	Wednesday, December 13, 2006	6-7:50pm
ACCT 433	Tuesday, December 12, 2006	6-7:50pm
BIOL 301	Friday, December 15, 2006	10-11:50am
BUS 101US	Thursday, December 14, 2006	2-3:50pm
BUS 221	Wednesday, December 13, 2006	6-7:50pm
BUS 222	Thursday, December 14, 2006	10-11:50am
BUS 311	Thursday, December 14, 2006	2-3:50pm
BUS 331	Friday, December 15, 2006	10-11:50am
BUS 351	Monday, December 11, 2006	6-7:50pm
CHEM 121IN	Monday, December 11, 2006	10-11:50am
CHEM 131	Wednesday, December 13, 2006	6-7:50pm
CHEM 132	Tuesday, December 12, 2006	6-7:50pm
EM 251	Tuesday, December 12, 2006	6-7:50pm
EM 252	Friday, December 15, 2006	10-11:50am
EM 253	Thursday, December 14, 2006	10-11:50am
FIN 453	Wednesday, December 13, 2006	6-7:50pm
FIN 455	Thursday, December 14, 2006	10-11:50am
FIN 457R	Thursday, December 14, 2006	2-3:50pm
MATH 065	Wednesday, December 13, 2006	10-11:50am
MATH 101	Monday, December 11, 2006	10-11:50am
MATH 105	Wednesday, December 13, 2006	2-3:50pm
MATH 130	Wednesday, December 13, 2006	2-3:50pm
MATH 131Q	Wednesday, December 13, 2006	2-3:50pm
MATH 150Q	Monday, December 11, 2006	6-7:50pm
MATH 160Q	Tuesday, December 12, 2006	10-11:50am
MATH 170Q	Monday, December 11, 2006	6-7:50pm
MATH 181Q	Wednesday, December 13, 2006	10-11:50am
MATH 182Q	Tuesday, December 12, 2006	10-11:50am
MATH 224Q	Tuesday, December 12, 2006	10-11:50am
MATH 225	Wednesday, December 13, 2006	10-11:50am
MGMT 231IS	Wednesday, December 13, 2006	6-7:50pm
MKTG 446	Monday, December 11, 2006	10-11:50am
PHYS 101IN	Monday, December 11, 2006	6-7:50pm
PHYS 201IN	Tuesday, December 12, 2006	10-11:50am
PHYS 205	Tuesday, December 12, 2006	6-7:50pm
PHYS 211	Thursday, December 14, 2006	2-3:50pm
STAT 216Q	Wednesday, December 13, 2006	2-3:50pm
STAT 217	Wednesday, December 13, 2006	10-11:50am

Exception: Coursework in straight laboratory courses, in which no final examination is given, may be completed up to the last day of the semester, although no formal laboratory classes are held during final examination days.

Explanation of the Time Schedule of Classes

All courses are scheduled, generally, between the hours of 8 am and 5 pm Monday through Friday.

Class Hours (Other Than Tuesday, Thursday Only Classes)

8:00 to 8:50 am	1:10 to 2:00 pm
9:00 to 9:50 am	2:10 to 3:00 pm
10:00 to 10:50 am	3:10 to 4:00 pm
11:00 to 11:50 am	4:10 to 5:00 pm
12:00 to 12:50 pm	

The following abbreviations are used in the Time Schedule of Classes:

Rct—Recitation/Discussion	M—Monday
Lab —Laboratory	T—Tuesday
Stu—Studio	W—Wednesday
Ind —Independent Study	R—Thursday
Lec —Lecture	F—Friday
Sem—Seminar	S—Saturday
	U—Sunday

University Core 2.0 Course Description

The letter preceding the course title denotes core courses:

Foundation Courses

US - University Seminar	W - College Writing
Q - Quantitative Reasoning	D - Diversity
CS - Contemporary Issues in Science	

Ways of Knowing Courses

IA - Inquiry Arts	R - Research
IH - Inquiry Humanities	RA - Research Arts
IN - Inquiry Natural Science	RH - Research Humanities
IS - Inquiry Social Science	RN - Research Natural Science
RS - Research Social Science	

Example: US 101US College Seminar, 3 cr., designates that this course is in the University Seminar Core 2.0 group.

Building Abbreviations

ABS	— Ag Bioscience
AJM	— Arthur J.M. Johnson Hall
BB	— Bridger Bowl
BFH	— Breeden Fieldhouse
BLGS	— Billings (Nursing, upper division campus)
BOZ	— Bozeman (Nursing, lower division campus)
CHA	— Community Health Agencies
COBH	— Cobleigh Hall
CHVR	— Cheever Hall
DF	— Drill Field
DYB	— Dairy Barn
EPS	— Engineering-Physical Science
GH	— Gaines Hall
GTFL	— Great Falls (Nursing, upper division campus)
HAC	— Hedges Academic Center
HAM	— Hamilton Hall
HANH	— Hannon Hall
HAYH	— Haynes Hall
HELN	— Helena
HH	— Herrick Hall
HOWH	— Howard Hall (formerly MUS-Music Bldg)
JONH	— Leon H. Johnson Hall
KALS	— Kalispell Extended Campus
LEWH	— Lewis Hall
LINH	— Linfield Hall
LWST	— Lewistown Extended Campus
MARL	— Marsh Research Laboratory
MCH	— McCall Hall
MH	— Montana Hall
MILS	— Military Science Bldg.
MLC	— Miles City Extended Campus
MSLA	— Missoula (Nursing, upper division campus)
MSP	— Miller Stock Pavilion (formerly SP)
NS	— Nursery School
PEC	— Hosaeus Health & Physical Education Complex
PF	— Poultry Farm
PLGR	— Plant Growth Center
REID	— Reid Hall
ROBH	— Roberts Hall
RLIB	— Renne Library
ROM	— Romney Gymnasium
RYON	— Ryon Laboratory
SHC	— Swingle Student Health Center
SHER	— Sherrick Hall
SID	— Sidney Extended Campus
SUB	— Strand Union Building
TAYH	— Taylor Hall (formerly EB—Extension Bldg)
THTR	— Theater, Strand Union Building
TRAP	— Traphagen Hall
VCB	— Visual Communications Building
WIL	— Wilson Hall
WL	— Wool Laboratory
WMSP	— Warm Springs Hospital

Computer Access

MSU provides computer access for all students via the global student computer labs. Locations are in Reid Hall, Roberts Hall, Cheever, and Renne Library. For more information about the global student computer labs see our Web page at <http://greywulff.gsl.montana.edu/cgi-bin/usapage/index.cgi>.

In addition to the global labs managed by the Information Technology Center (ITC), many labs are provided by MSU academic departments and by Residence Life. Most of these labs, including ITC's, are supported by the Student Computer Fee.

Every registered student is entitled to a computer account. The account allows you to use the global labs, create an email account and even build a personal Web page. If you are a new student, were not registered last semester, or did not access your account during previous semesters, you will need to create a new account. You can obtain instructions for creating your account from the ITC Help Desk (Room 75 Renne Library Basement), the global student lab in Room 306 Reid Hall, or on the Web at <http://greywulff.gsl.montana.edu/usapage/GSL1.pdf>. You should have the PIN number assigned to you by the Registrar's Office at hand before beginning the account creation process.

Off-campus Computer Access

For assistance or information about the availability of remote Internet access through a commercial dial-up or broadband subscription service call the ITC Help Desk at 994-1777

Fee Payment Deadline

You can pay fees or confirm attendance through the mail (Box 172640), by phone (406-994-1991) or fax (406-994-1954) or e-mail (studentaccounts@montana.edu) without having to stand in line. You can also confirm attendance on the Web under "My Info."

New Procedure: In July we will assess fees for all registered students and continue assessing daily. You must go online under "MY Info" to view your Web bill. Student Accounts will no longer be mailing copies of bills to students. It will be the student's responsibility to view their balance online and pay fees or confirm attendance by the deadline date.

It will be necessary to have your bill CONFIRMED by Aug. 11, 2006 for Fall Semester, **even if your balance is zero**. This can be accomplished in several ways:

1. **If all costs are paid by you**, send your check and/or money order back in the mail with a copy of your Web bill. **DO NOT SEND CASH IN THE MAIL!** Your payment **MUST** be **RECEIVED** by Aug. 11, 2006.
2. **If all costs are paid by you** and you wish to pay by credit card (Visa, Master Card or Discover), return a copy of your Web bill with your credit card information (the credit card number, the expiration date and your daytime phone number) or fax the Student Accounts Office at 406-994-1954 no later than Aug. 11, 2006.
3. **If part or all of your costs are paid from other sources** (ie. financial aid, athletics, vocational rehabilitation) and there is a remaining balance, you **MUST** pay that balance in one of the two ways listed above by Aug. 11, 2006.
4. **If all your costs are paid from other sources** (ie. financial aid, athletics, vocational rehabilitation) and you owe nothing (zero), you **MUST** still **CONFIRM** your attendance on the Web under "MY Info" by the deadline of Aug. 11, 2006.

5. If you are NOT planning to return and have not paid fees for Fall Semester 2006, please call the Registrar's Office at 406-994-6650 to drop all your classes.
6. **Deferred Installment Payment Plan:** This plan permits qualified applicants to pay a minimum of one-third of the applicable University charges at the beginning of the semester with the balance being deferred until later in the semester. A non-refundable processing fee is assessed for each approved application. Deferred fee payment installment loan applications or additional information may be obtained from the Student Accounts Office in person or on the Student Accounts Office Web site.

Optional Fees

For Students taking six credits or less ONLY.

These fees are regularly assessed to full-time students, but not to those students taking six credits or less. The option to pay is available if the following services are desired.

Health and Dental Fees

This fee allows students to use the Health and Dental Services, as well as the use of the pharmacy.

Athletic Fee

This fee is used to support the Bobcat Athletic Program. It allows students to receive free or discounted tickets to all MSU athletic events.

Associated Students of Montana State University

(ASMSU) Fees

These fees include the following:

- 1) ASMSU Activity Fee provides for the operation of the student government and its committees. Students paying this fee may vote, use the ASMSU Legal Services and use the ASMSU Tutorial Services.
- 2) ASMSU Intramural Fee contributes to the operational cost of intramural facilities and programs. Students paying this fee may participate in intramural programs and use intramural facilities.
- 3) ASMSU Bus Fee funds the Bobcat Transit System which students may use.

Program Fees

Students who have declared a major, minor, or double-major in Media & Theatre Arts are charged a program fee of \$230.00 per semester beginning their sophomore year.

Students who have declared a major in Art are charged a program fee of \$130 per semester.

Students who have declared a major in the College of Engineering will pay an additional program fee each semester (\$70 for freshmen, \$100 for sophomores through graduate level, and \$40 for all levels during the summer).

Students who have enrolled in a business class within the College of Business will pay an additional \$15 per credit for each Business course.

Graduate students enrolled in Nursing will pay an additional \$50 per credit.

Undergraduate nursing students will pay an additional \$14.58 per credit.

DEFERRED FEE PAYMENT PLAN

The Deferred Fee Payment Plan is an installment loan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and/or room and board charges on regular fee payment day. This plan is available to all students with these exceptions: students whose financial aid is ready at fee payment day and is equal to or greater than fees charged, students who are in default on a federal loan, or students who have a poor repayment history at Montana State University in Bozeman.

GENERAL INSTRUCTIONS

1. Submit an installment loan application each year to the Student Accounts Office, P.O. Box 172640, Bozeman, MT 59717-2640. A non-refundable \$30 processing fee will be added to the student's fee statement for each approved application. Applications received after the deadline date will be assessed a late fee. If you fax an application (406-994-1954), please provide us with the original including an **ORIGINAL STUDENT SIGNATURE. A hold will be placed on the student's account until the original form is received in the Controller's Office. Please note:**

APPLICATION DEADLINE FOR FALL 2006 IS AUGUST 4, 2006

APPLICATION DEADLINE FOR SPRING 2007 IS DECEMBER 1, 2006

2. Pay your first installment according to established fee payment procedure. **Remember you must have your fee statement confirmed and verified even if your first payment is zero. Please note:**

A minimum payment of at least one-third of the total fees and charges due for the semester must be paid by the fee payment deadline date. All available financial aid credited to your university account will be applied to the minimum due by published deadline. Financial aid in excess of the minimum is applied to fees and charges to be deferred. The remaining balance is paid in two installments.

3. Loan installments as well as any other outstanding charges due Montana State University-Bozeman are to be paid at the MSU Student Accounts Office, P.O. Box 172640, Bozeman, MT 59717-2640, either by mail, fax, in person, or in the Montana Hall drop box. Any installment payments that are mailed must be RECEIVED by the Student Accounts Office on or before the due date.

FALL 2006

**Installment payment due October 1
Installment payment due November 1**

SPRING 2007

**Installment payment due March 1
Installment payment due April 1**

**MONTANA STATE UNIVERSITY RESERVES THE RIGHT TO
REJECT OR DECLINE ANY APPLICATION AND TO REQUIRE
A GUARANTOR ON ANY DEFERRED INSTALLMENT LOAN MADE.**

BORROWER CERTIFICATION

My application for the deferred fee payment plan certifies that I agree to pay my semester tuition and fee bill in full according to the established installment due dates, whether or not I receive any financial aid. I understand that failure to pay in full by the final date will result in the following: 1) I will continue to attend classes but I will not be able to receive formal grade reports or transcripts, 2) I will not be able to register for subsequent terms, 3) I will not receive a diploma if I graduate, 4) my debt may be referred to a collection agency, 5) my repayment history may be referred to a credit bureau, and 6) I may have to pay collection expenses.

APPLICATION FOR INSTALLMENT LOAN DEFERRED FEE PAYMENT PLAN

A NON-REFUNDABLE THIRTY DOLLAR (\$30) PROCESSING FEE WILL BE ASSESSED FOR EACH APPROVED APPLICATION AND ADDED TO THE CURRENT SEMESTER FEE BILL. A LATE FEE WILL BE ASSESSED ON APPLICATIONS RECEIVED AFTER THE DEADLINE. WE RECOMMEND THAT YOU KEEP A COPY OF THIS DEFERMENT FORM.

Name in full _____
Last First M.I. Social Security #

Permanent Address _____
Number & Street City State Zip Telephone # (include area code)

For which term are you requesting this deferment? (please check all that apply) FALL 2006 SPRING 2007

You must provide 2 separate adult references with different addresses:

Parent or Guardian	Address	City	State	Telephone #
Nearest Employed Relative	Address	City	State	Telephone #

FOR VALUE RECEIVED, THE UNDERSIGNED, HEREINAFTER CALLED THE BORROWER, PROMISES TO PAY TO MONTANA STATE UNIVERSITY-BOZEMAN, BOZEMAN, MONTANA, HEREINAFTER CALLED THE INSTITUTION, THE SUM OF ALL TUITION, FEES AND ANY OTHER INSTITUTIONAL CHARGES DEFERRED AS A RESULT OF THIS APPLICATION, in two consecutive installments plus any other charges incurred after the date of this note, payable according to the schedule on the reverse side of this document or on the date that financial aid or other funds become available, whichever date comes first. In case of default or delinquency in the repayment of all or any part of a scheduled installment a late charge of fifteen dollars (\$15) shall be assessed against each late installment.

If default occurs in the payment of any installment; or if the borrower withdraws, is expelled or dismissed from the Institution for any reason; or if the Institution deems itself insecure; or if there is such a change in the condition or affairs, financial or otherwise, of any maker or guarantor of any installment loan which, in the opinion of the Institution increases the risk; or if the borrower fails to obtain the signature of the guarantor within fifteen (15) days of the date of the signed Note, the entire unpaid amount, at the option of the Institution, shall immediately become due and payable. In addition, at the option of the Institution, borrower and/or guarantor will not be permitted to re-register at the Institution, receive a copy of the academic transcript, or receive other forms of financial assistance administered by the Institution until the obligation is paid in full, including penalties. Any wages, grants, refunds or any other financial assistance to be received by the Borrower from the Institution must be applied toward repayment of this loan. The Note holder may exercise this option to accelerate during any default by the Borrower regardless of any prior forbearance. The Borrower agrees to be responsible for all costs of collection, including attorney fees. As an additional, optional remedy in the event of any default hereunder, Borrower agrees that the Institution may cancel the registration, withhold the academic transcript, and/or block the re-registration of Borrower and/or any co-maker, surety, guarantor, or endorser hereof. In the case of default and the loan is referred to a collection agency for collection, the Institution may disclose the facts concerning the default, along with other relevant information, to credit bureau organizations. In case of bankruptcy the Borrower understands that the University will treat any unpaid balance as an educational loan extended to finance education and the balance may not be dischargeable.

Borrower may prepay the principal amount outstanding in whole or in part. Any partial prepayment shall be applied against the principal amount outstanding and shall not postpone the due date of any balance remaining unless the Institution shall otherwise agree in writing. The Borrower understands this Note only postpones charges due the Institution and no waiver is assumed. Even if the Borrower receives no further billing information, the Borrower accepts responsibility for this debt.

Presentment, notice of dishonor, and protest are hereby waived by all makers, sureties, guarantors, and endorser hereof. This Note shall be the joint and several obligation of all makers, sureties, guarantor, and endorsers, and shall be binding upon them and their successors and assigns.

I understand that this is a Promissory Note. I will not sign this Promissory Note before reading it, including the additional information and Borrower's Certification on the reverse side, even if otherwise advised.

Signature _____ Date Signed _____

FOR OFFICE USE ONLY

	FALL	SPRING
APPROVED <input type="checkbox"/>	Assessed Tuition, Fees & Other Charges	\$ _____
	Total Amount Deferred	\$ _____
DENIED <input type="checkbox"/>		

COMMENTS _____ BY _____ DATE _____

Web Registration for Courses

Carefully read the following pages of instructions and complete the Schedule Worksheet prior to registering for courses.

Advisor

Meet with your advisor to discuss which courses you should take. Your advisor will also provide you with your Personal Data Form (PDF) containing the alternate PIN needed for course registration.

PIN

A Personal Identification Number (PIN) is a security code needed to access your student records. Initially, your PIN is set to your birthday in the form of six digits representing month, day, and year. If your birthday is January 15, 1982, then your PIN will be 011582. You need a PIN to enter the secure area of My Info.

Alternate PIN

In order to register for courses online, you must know your alternate PIN. This is the code on your PDF which you receive after meeting with your advisor.

Holds

Holds (financial, academic, etc.) may be placed on your records preventing you from registering for courses. You may check for holds in the Student Services section of My Info.

Variable Credits

Requests for courses offered with variable credits (credits appear as a range, i.e., 2-10) will default to the minimum. To change the number of credits, click on the underlined credits, make the change in the box that opens, and select "Submit Changes."

Audit

You may, with the permission of the instructor, enroll in a course as an auditor. You will earn zero credits and receive a grade of "AU." You may decide to audit a course up to the tenth class day of the semester. Auditors pay the same fee as students enrolled for credit.

Restricted Entry

To enroll in a Restricted Entry course, you must first have permission from the department.

Drop/Add Forms

You may add classes online until midnight on the fifth day of classes, and you may drop classes online until midnight on the tenth day of classes. If you want to add or drop classes past the online deadline, you must fill out a Drop/Add form, obtain the necessary signatures, and return it to the Registrar's Office.

For assistance, call the Registrar' Office, Monday – Friday, 8am – 5pm, at (406) 994-6650.

Web Registration Timetable for Fall/Summer 2006

Registration times are listed by the day of the month you were born. For example: If you were born on March 6 you would register April 10 at 2:00 p.m.

April 3 Graduates, Seniors, Disabled, Non-Degree Grads A-K Last Name 8:00 am	April 4 Graduates, Seniors, Disabled, Non-Degree Grads L-M Last Name 8:00 am	April 5 Birth Day - Registration Time 26 – 8:00 am 27 – 11:00 am 28 – 2:00 pm	April 6 Birth Day - Registration Time 29 – 8:00 am 30 – 11:00 am 31 – 2:00 pm	April 7 Birth Day - Registration Time 1 – 8:00 am 2 – 11:00 am 3 – 2:00 pm
April 10 Birth Day - Registration Time 4 – 8:00 am 5 – 11:00 am 6 – 2:00 pm	April 11 Birth Day - Registration Time 7 – 8:00 am 8 – 11:00 am 9 – 2:00 pm	April 12 Birth Day - Registration Time 10 – 8:00 am 11 – 11:00 am	April 13 Birth Day - Registration Time 12 – 8:00 am 13 – 11:00 am	April 14 Birth Day - Registration Time 14 – 8:00 am 15 – 11:00 am
April 17 Birth Day - Registration Time 16 – 8:00 am 17 – 11:00 am	April 18 Birth Day - Registration Time 18 – 8:00 am 19 – 11:00 am	April 19 Birth Day - Registration Time 20 – 8:00 am 21 – 11:00 am	April 20 Birth Day - Registration Time 22 – 8:00 am 23 – 11:00 am	April 21 Birth Day - Registration Time 24 – 8:00 am 25 – 11:00 am

Schedule Worksheet

Complete Before Phoning

	Mon	Tues	Wed	Thurs	Fri
8:00					
9:00					
10:00					
11:00					
12:00					
1:10					
2:10					
3:10					
4:10					
eve					

Alternate Schedule Worksheet

	Mon	Tues	Wed	Thurs	Fri
8:00					
9:00					
10:00					
11:00					
12:00					
1:10					
2:10					
3:10					
4:10					
eve					

Financial Aid

Office of Financial Aid Services

Phone: 406-994-2845
Fax: 406-994-6962
Web: www.montana.edu/wwwfa

Student Accounts Office

Phone: 406-994-1991
Fax: 406-994-1954
Email: studentaccounts@montana.edu

FINANCIAL AID PRIORITY AND DEADLINE DATES

March 1, 2006 Priority filing date for 2006/2007 Academic Year
November 15, 2006. Last day to apply for Fall 2006 assistance

Fall Semester, 2006

In order to apply for financial assistance for Fall Semester 2006, you must complete a 2006-2007 Free Application for Federal Student Aid (FAFSA). You can fill out the FAFSA on the web at www.fafsa.ed.gov or you can pick up a paper application from the Office of Financial Aid Services. For Fall Semester 2006 aid consideration, MSU must receive your FAFSA data from the federal Processor no later than November 15, 2006. You must allow sufficient time for the Office of Financial Aid Services to complete all awarding and disbursing steps prior to the end of the semester.

Satisfactory Academic Progress

To receive financial aid, you must meet all institutional Satisfactory Academic Progress Policy standards. This policy is available at the Office of Financial Aid Services and on the web at www.montana.edu/wwwfa. It is your responsibility to know if your academic performance meets the standards.

Change in Enrollment Status On or Before the 15th Class Day

The disbursement of your aid is contingent upon the number of credits for which you are enrolled at the time your aid is disbursed. If your enrollment status changes on or before the 15th day of University instruction due to your dropping credits after financial aid funds have been disbursed, including any retroactive drops with an effective date within the first 15 class days, you may have received funds that you were not entitled to receive. You will receive a bill from the Student Accounts Office for any overpayment made to you.

Withdrawing from Classes After the 15th Class Day

If you withdraw from some, but not all, of your classes after the 15th day of University instruction, earning a "W" (withdraw) in the class(es), your current financial aid may not be affected. However, grades of "W" are not considered passing for purposes of the Satisfactory Academic Progress Policy and may affect your future financial aid eligibility.

Withdrawing from the University

If you have confirmed your attendance (accepted your charges with the Student Accounts Office) and you decide to stop attending classes at MSU, you must officially withdraw from the University by contacting the Dean of Students Office room 120 Strand Union (undergraduate students), or the Division of Graduate Education (graduate students). If you withdraw from the University and are assigned no grade prior to the 15th class day or a grade of "W" after the 15th class day, then an official withdrawal has taken place. For financial aid purposes, the withdrawal date will be assessed by your first date of contact to the respective offices listed above. The institution may use any

date they deem acceptable in considering potential refunds for University charges. These two dates are not interchangeable and the Office of Financial Aid Services withdrawal date is not negotiable. If you never attend any class, make this known upon completing your University withdrawal.

If you earned all non-passing grades ("F, I, N, W, NR") at the end of the semester, it is determined that you unofficially withdrew and the amount of Title IV aid to be returned for the payment period will be calculated based on the latest date recorded as "last date of attendance" by your professor(s). If your "last date of attendance" cannot be determined, the amount of Title IV aid to be returned for the payment period will be calculated as if you withdrew at the 50% point of the semester.

The date of official or unofficial withdrawal, the type and amount of financial aid received and the amount of your original charges are factors used to determine the aid repayment amount. For more complete details on the calculation performed please contact our office.

If you received funds for which you were not eligible, you will receive a bill from the Student Accounts Office and a Financial Aid Revision Notice from the Office of Financial Aid Services. If you have any student loans, your loan service center will be notified of the change in your enrollment status. In keeping with the terms of your loan promissory note, you are expected to notify your loan service center regarding any changes in address or enrollment status.

If you are one of the few students who are eligible for a post-withdrawal disbursement, you will be sent a letter of notification of your eligibility. Your response **must** be returned within 14 days from the date of the notice, or the offer will be rescinded.

If you plan to return to MSU in a subsequent term during the award year, please notify the Office of Financial Aid Services.

University Charges and Financial Aid

Your University charges for the semester will be posted to your University student account maintained by the Student Accounts Office (994-1991). You should receive a fee statement reflecting these charges from the Student Accounts Office. Provided you meet all qualifications to receive financial aid funds, any scholarship, grant, or loan funds awarded to you will be applied towards the semester's charges through a credit to your University student account. This includes allowable charges (current semester tuition, fees, other education-related charges, and institutional room and board) plus any prior-term or non-educational charges assessed by the University. Work Study awards or private checks received by the University but payable to you will not be reflected on your fee statement.

If you do not want financial aid funds credited to your student account to pay prior-term or other non-educational charges assessed by the University, please contact the Office of Financial Aid Services. This must be done prior to financial aid being disbursed to you for the semester.

Attendance Confirmation

University charges must be paid in full and you must Confirm your Attendance by the date established by the Student Accounts Office. If you do not Confirm your Attendance for Fall Semester by the date established by the Student Accounts Office, it will be assumed you are not attending Fall Semester. This will result in both your classes and financial aid being canceled. Reinstatement of classes or financial aid will be based on availability at the time reinstatement is requested.

Refund Checks

If your financial aid exceeds your University charges, the Students Accounts Office will refund (pay) the difference to you provided you meet all eligibility requirements. Refund checks are generated and mailed by the Student Accounts Office as soon as possible at the beginning of Fall Semester classes. Please contact the Student Accounts Office (994-1991) regarding any questions you may have about the amount of your refund, or when your refund check will be mailed.

The Student Accounts Office will not release a refund check unless (1) all required financial aid documents and promissory loan notes are completed and returned to the Office of Financial Aid Services and (2) you have Confirmed your Attendance with the Student Accounts Office for the term.

Short Term Loan

Short term loans are available through the Office of Financial Aid Services for students whose aid funds are delayed or who have experienced a shortage of funds to meet an immediate educational expense.

To qualify, you must be enrolled for at least 6 credit hours and have a cumulative grade-point average of 2.00 or better. All loans must be guaranteed by Financial Aid or by a co-signer acceptable to the University.

A \$30 processing fee will be charged and is non-refundable unless the loan is not approved. Applications may be requested from the Office of Financial Aid Services.

Book Loan

This loan, designed to assist students with money to buy books, is available only in situations where the student's financial aid can be verified but has been delayed.

Funds borrowed are deposited to the student's OneCard and the student may use their OneCard to purchase books and supplies at the MSU Bookstore. When the student's financial aid is disbursed, it is applied to the book loan as well as a non-refundable loan processing fee of thirty dollars. This loan may be requested from the Office of Financial Aid Services.

Confidentiality Statement

The Family Educational Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of a student's educational record, and Montana State statutes, specify that the University may not release information from a student's record to anyone outside the University without the express written consent of the student. These confidential records include financial aid, scholarship, and billing/account information. If you wish to authorize University personnel to release confidential information to another person such as a parent, you will need to complete the *Authorization to Release Financial Information* form. The form is available in the Office of Financial Aid Services or on the web at www.montana.edu/wwwfa under "Forms."

Courses Not Listed in the Regular Schedule

Office of Continuing Education

eu.montana.edu

204 Culbertson Hall • Phone: 994-6683 • Fax: 994-6546 • E-mail: outreach@montana.edu

The following courses are open to both MSU and non-MSU students. Registration is completed through the Office of Continuing Education only; contact our office or visit our Web site <http://eu.montana.edu> for more information on these and other offerings. Students may be able to count certain BTC courses toward financial aid enrollment; for more information contact your program adviser or Financial Aid Services. Continuing Education courses do not qualify for staff, veteran or other University fee waivers.

Courses are added all the time. Be sure and check <http://eu.montana.edu> for the most recent offering.

Courses listed below are pending approval.

EDCI 280-01 APPLIED LEARNING STRATEGIES

1 credit; August 28 – November 10

Class Options: Mondays 12:10 – 1:00 p.m. or Tuesdays, 2:10 – 3:00 p.m.

Workshop Options: Wednesdays 12:10 – 1:00 pm or Thursdays 2:10 – 3:00 pm

Instructor: Rita T. Rozier, EdD

This course is designed to improve students' scholastic success by combining strategy, application, and the psychology of learning. Assignments provide practice in effective skills and support learning in other courses. Students may take the course pass/fail or for a letter grade; class meets 2X per week for 10 weeks. Free to students in TRiO Student Support Services. Other students may take the course at the current tuition (TBD). For more information about the course, contact Rita Rozier at rozier@montana.edu, (406) 994-4541; register online at <http://eu.montana.edu>.

HDHL 480-01 WOMEN'S HEALTH ISSUES

3 credits; August 30 -December 6, Wednesdays (time TBA);

Prerequisites: Junior or Senior standing;

Instructor: Laura Mentch

With an understanding of women's historical roles in health as a foundation, we will explore contemporary health issues for women, including women's roles in the current health care system. Health and body issues will be addressed as concerns of individuals and groups of women. We will discuss the origin and growth of women's health movements. Students will complete the course with an investigation and discussion of a current issue in the health and lives of women today. This course is designed to assist students in gaining an understanding of health concerns of women for personal health awareness as well as preparation for working with women in health and social service settings.

For more information about the course, contact Laura Mentch, 994-6319 mentch@montana.edu; register at the Office of Continuing Education or online at <http://eu.montana.edu> by August 23rd.

HDHL 280-01 EMERGENCY MEDICAL TECHNICIAN (EMT) BASIC COURSE

4 credits; Aug. 29 – Dec. 7,

Tue. and Thu., 6:30-10:00 p.m.;

Prerequisites: minimum age of 18, high school diploma or GED equivalent, admission to course through application and interview; Instructor: John Alston

This course will prepare students for the state and national examinations required for Emergency Medical Technician certification, and will include both classroom hours and emergency room observation. Upon successful completion of the course and recommendation of the instructors, students will enter into the Montana and National Registry of EMTs certification process which consists of written, skills and scenario exams. Passing those exams certifies students to perform life-saving skills in the pre-hospital setting as EMT-Basics. This course includes CPR certification. For more information about the course, contact John Alston at jmalston@bresnan.net; for registration information contact the Office of Continuing Education.

Extended University administers and coordinates on-and off-campus instruction in the form of distance-delivered and face-to-face courses, programs, institutes, and conferences that supplement the formal academic curriculum at MSU. Extended University services are organized into three main categories: Distance Degree and Certificate Programs, Office of Continuing Education and the Burns Technology Center.

[http:// eu.montana.edu](http://eu.montana.edu)

MSU – Great Falls College of Technology

Spring 2006 Bozeman and Internet Class Schedule

If you have questions, please call 1-800-446-2698, ext. 4440 or visit our website.

Website: <http://distance.msugf.edu> • E-mail: kvosen@msugf.edu

For course availability, search on Banner Web at www.msugf.edu.

Bozeman Tech Center schedule is available online at http://outreach.msugf.edu/bozeman/class_schedule.asp

The COT in Bozeman website is <http://bozeman.msugf.edu/>.

If you have questions for COT in Bozeman, contact Judy Hay or Liz at (406) 994-5523.

Note: If you are new to MSU – Great Falls, you must fill out an admissions application before enrolling.

ACADEMIC CALENDAR: FALL SEMESTER 2006

Fall Classes Begin.....	August 28
MSUGF Continuing Students Registration Begins.....	April 5
MSUGF New Student Registration Begins.....	May 10
Last Day to Add Classes.....	September 1
Last Day to Drop/Delete.....	September 18
Last Day to Drop Classes with a "W".....	December 1
Last Day of the Semester.....	December 14

Most online courses are delivered using WebCT course management software. Faculty are trained and supported by the Distance Education Department to deliver effective instruction over the Internet.

Please contact the distance Education Office if you would like to know more about the programs and/or course offerings by calling (406) 771-4440 or 1-800-446-2698, ext. 4440 or by email at distance@msugf.edu.

ACCT 101-80 Accounting Procedures I

3 credits, Internet (WebCT)

This course is an introduction to financial accounting principles. Specific topics studied include generally accepted accounting principles and concepts, the accounting cycle, financial statement preparation, internal controls, cash, short-term investments, receivables, inventory, plant and intangible assets, current and long-term liabilities including present value concepts, corporations and stockholders equity, the statement of cash flows, and financial statement analysis.

ACCT 221-80 Financial Accounting

3 credits, Internet (WebCT)

Prerequisites: ACCT 102, CIT 110, MATH 108

This course is an introduction to financial accounting principles. Specific topics studied include generally accepted accounting principles and concepts, the accounting cycle, financial statement preparation, internal controls, cash, short-term investments, receivables, inventory, plant and intangible assets, current and long-term liabilities including present value concepts, corporations and stockholders equity, the statement of cash flows, and financial statement analysis.

ACCT 222-80 Managerial Accounting

3 credits, Internet (WebCT)

Prerequisites: ACCT 221

This course is an introduction to managerial accounting principles concerned with providing information to managers for use in planning and controlling operations and in decision making. Specific topics studied include manufacturing cost concepts for job and process cost accounting, service department cost allocation, cost-volume-profit analysis, master and flexible budgeting, standard costs and variance analysis, capital budgeting and relevant costs.

ACCT 224-80M Computerized Accounting

3 credits

Mixed Mode – (Internet and face-to-face) with meetings on the Great Falls campus, check banner web for more details

Prerequisite: ACCT 190, ACCT 221, CIT 220

Students will complete a variety of accounting projects using microcomputer accounting software. QuickBooks software is required.

AH 101-80 Healthcare Delivery in the U. S.

2 credits, Internet (WebCT)

This introductory course acquaints students with an overall view of the healthcare system. Topics include organization, financing, and delivery of healthcare through various types of facilities, agencies, health organizations, and hospitals. Medical ethics, professional behavior, and patient rights are covered.

AH 108-80 Disease Concepts

2 credits, Internet (WebCT)

Prerequisites: BIO 107 or BIO 108 or BIO 127

This course is designed to provide students in the Health Sciences field with foundational knowledge of the general mechanisms of disease and the clinical manifestations of disease commonly seen in the health care environment. Disease processes specific to each body system are studied, and treatment interventions and prognosis discussed.

AH 110-80 Exploring Complementary and Alternative Medicines

2 credits, Internet (WebCT)

This course examines the vast selection of therapeutic interventions known as alternative or complementary medicines being presented to today's consumers.

AH 115-80 Healthcare Personnel & Supervision

2 credits, Internet (WebCT)

Legal requirements, theories and techniques for supervision at the first and mid-management level are the topics for this course. Supervision processes including communications, organization, direction, motivation, control, and evaluation are examined and assessed for their utilization in the healthcare environment.

AH 145-80 Introduction to Medical Terminology

1 credit, Internet (WebCT)

This course promotes knowledge of the elements of medical terminology for professional and personal development. Exercises in each unit will stress definitions, spelling, and pronunciation of medical words. The course is designed to build an understanding of the logical method used to form medical terms, including word analysis and word building.

AH 150-80 Fitness for Life

2 credits, Internet (WebCT)

This course is designed to educate, support, and motivate individuals toward a life-long commitment to physical fitness including nutrition for health and weight management; establishing physical fitness goals; and planning for physical strength improvement and/or maintenance. Exercise laboratory experience allows students to apply physical fitness principles.

AH 185-80 Basic Medical Terminology

3 credits, Internet (WebCT)

The goals of this course are to promote knowledge of the elements of medical terminology for professional and personal development, the ability to spell and pronounce medical terms, an understanding of medical abbreviations, and an appreciation of the logical method found in medical terminology. This includes word analysis and word building. Knowledge of terms relating to body structures, positions, directions, divisions and planes will be required. An awareness of current health events is encouraged, as is knowledge of basic scientific and specialty areas in healthcare practice.

AH 194-80 Basic Pharmaceuticals

1 credit, Internet (WebCT)

This course provides basic knowledge of the most commonly prescribed pharmaceuticals needed to analyze health care information for various health science support functions. Emphasis is on classification, indications, therapeutic effects, side effects, interactions, and contra-indications of new, current, and newly introduced applications of existing medications.

AH 201-80 Medical Science

3 credits, Internet (WebCT)

Prerequisites: AH 185, BIO 127 or BIO 213

Successful completion of prerequisite courses for specific programs

This course provides basic knowledge of the most common diseases, anomalies, treatments, and procedures needed to analyze healthcare documentation for various allied health support functions including abstracting, coding, transcription, auditing, and reimbursement. Drug classification, diagnostic tests, pathology, laboratory, radiology, nuclear medicine, and ultrasound procedures are also included.

ANT 101-80 Introduction to Anthropology

3 credits, Internet (WebCT)

This course provides an introductory survey of the basic theory and practice of the four classic fields of anthropology: physical anthropology, archaeology, linguistics, and cultural anthropology. The focus of the course is on the evolution of the human species, theories of early culture, reconstruction of the past through archaeological analysis, and structure and usage of language and its relationship to culture. The student will become familiar with the basic concepts of anthropology, its sub-disciplines, methods used to study and understand other cultures, and the general theories of cultures.

ART 101-80 Introduction to Visual Arts

3 credits, Internet (WebCT)

Core: Fine Arts

This course will introduce students to forms of creative expression within visual arts, encouraging students to more actively explore the art verbally and in written form. Course material will focus on various issues of aesthetic expression rather than the historical development of the arts.

BIO 103-8 Biology of Organisms w/Lab

4 credits, Internet (WebCT), Lab included

Core: Natural Science

This course introduces basic biological principles including the cell, the interrelationship of structure and function, and the characteristics and classification of living things. Students

will examine the five kingdoms of organisms (monera, protista, fungi, plants, animals), concentrating on vascular plants and vertebrate animals, as well as production and basic ecological concepts. This general education course is designed for non-science majors.

BIO 127-80 Anatomy & Physiology I/Non-Clinical Majors

4 credits, Internet (WebCT), Lab included

This course is the first in an online, two-course sequence for non-clinical health majors, which provides a comprehensive study of the anatomy and physiology of the human body. The course will take a systematic approach covering all body systems. Topics will include structure, function and interrelationships of organ systems. The course will provide a foundation for students entering non-clinical health careers.

BIO 128-80 Anatomy & Physiology II/Non-Clinical Majors

4 credits, Internet (WebCT)

Prerequisites: BIO 107 or BIO 108 or BIO 127

This course is the second in a two-course sequence for non-clinical health majors. The course will build on the topics explored in the first semester. Body systems will be covered in greater depth, and the focus will be on the interrelationships between systems. In addition to structure and function, an emphasis will be placed on the body processes which maintain homeostasis. The course will take a problem based approach allowing students to use critical thinking skills and apply knowledge from both semesters.

BUS 106-80 Introduction to Business

3 credits, Internet (WebCT)

This course provides an overview of business from a broad perspective. Topics covered include business ownership, free enterprise, management, human resources, marketing, finance, and accounting and data systems.

BUS 249-80M Global Marketing

3 credits

Mixed Mode – (Internet and face-to-face) with a monthly meeting on Great Falls campus, check banner web for more details

Core: Social Science/Multicultural Global Issues

Prerequisite: BUS 106

Historical and current perspective of international trade focusing on structures, strengths and weaknesses, marketing environment and regulation, currency issues, and factors affecting success and failure in international marketing is studied.

BUS 255-80 Legal Environment

3 credits, Internet (WebCT)

Prerequisite: BUS 106

This course is designed to increase students' level of awareness of law in the business environment. Topics covered include contract law, sales contracts, agency and employer/employee relationships, torts, securities regulations, antitrust law, and product liability.

COMM 130-80 Public Speaking

3 credits, Internet (WebCT)

Four Saturday class meetings on the Great Falls Campus are required from 9 a.m. – 3 p.m.

Core: Communications/Verbal

This course designed to aid students in overcoming speech anxiety through preparation and presentation of speeches in a variety of formats.

COMM 135-80 Interpersonal Communications

3 credits, Internet (WebCT)

One mandatory Saturday session in Great Falls is required. Check Banner Web for details. Core: Communications/Verbal This course is designed to show some of the difficulties that language and understanding present us. It is concerned with better understanding of ourselves and our semantic and interpersonal environments. It attempts to develop meaningful, effective, and sensitive means of relating to others. Varied group experiences and oral presentations provide students the opportunity to explore current topics.

CIT 110-80, Introduction to Computers

3 credits, Internet (WebCT)

Using both, lecture and lab experience, this course introduces the technology and terminology of computer systems and demonstrates how computers have impacted individuals and society. The course also provides instruction in the basics of operating systems and word processing, spreadsheet, and database software. Microsoft Office 2003, Professional Suite is required with Word, Excel, and Access.

CIT 111-80 Intro to Computers/Tech Majors

3 credits

This course prepares technology students for computer concepts and applications coverage required in their program. Hardware and software concepts, file management techniques, and basic operating systems skills will be covered beyond the end-user level from an information technology support perspective. A hands-on overview using popular microcomputer software provides experience with word processing, spreadsheet and database software. Microsoft Office 2003, Professional Suite is required.

CIT 120-80 Internet Essentials

2 credits, Internet (WebCT)

Prerequisite: CS 110 or faculty approval

This course will teach skills in using the Internet as an informational and educational resource as well as its impact on global society. Internet components explored will include the World Wide Web, FTP, email, and basics of creating a web page. Social implications of the Internet and its impact on issues such as copyright and fair use will be explored. Thoughtful examination and research on the future of the Internet will conclude the class.

CIT 140-80 Presentation Fundamentals

1 credit, Internet (WebCT)

Prerequisite: CIT 110

This course is an introduction to the use of presentation software to create and design group presentations and slide shows. Students will be required to create and deliver presentations to groups. Microsoft PowerPoint 2003 software is required.

CIT 166-80 Computer Operating Systems

4 credits, Internet (WebCT)

Prerequisite: CS 110

This course examines the role of operating system software and various user interfaces. The primary focus will be on using a command line interface for file management tasks as well as creating and troubleshooting batch files. File management, troubleshooting, application, Internet and administrative functions in a graphical interface will also be examined.

CIT 205-80 Database Management

3 credits, Internet (WebCT)

Prerequisite: CS 110

This course covers expert level skills for the Microsoft Office User Specialist (MOUS) certification in Microsoft Access. Use of applications software focuses on data queries (both Query-By-Example and Structured Query Language), report and form

generation, multiple file relationships, and interface techniques. Database administration and customization techniques will also be covered. Microsoft Access 2003 software is required.

CIT 220-80 Electronic Spreadsheets

3 credits, Internet (WebCT)

Prerequisite: CS 110

This course will introduce students to business applications using spreadsheets. Emphasis will be placed on the essential functions of spreadsheet operation, as well as an introduction to some advanced spreadsheet features such as lookup functions and database management. The course content will emphasize mastery of spreadsheet concepts and applications and development of analytical thinking skills. Microsoft Excel 2003 software is required.

DE 161-80 Introduction to Design

3 credits, Internet (WebCT)

Core: Inquiry - Arts

Introduction to design as it relates to interior design, architecture and related professions, through the study of the elements and principles of design and the ways in which humans interact with designed environments and elements.

DE 164-80 Historic Interiors

3 credits, Internet (WebCT)

Core: Inquiry - Arts

This course offers exposure to stylistic variations found in interior design of the ancient world and traditional Europe. Students become aware of how these styles have been the impetus for pre-1900 architecture and decorative arts in America.

ECON 102-80 Economics I (Macroeconomics)

3 credits, Internet (WebCT)

Core: Inquiry - Social Sciences

This course presents the principles underlying the operation of a macroeconomic system through the study of the national and world economies as a whole. Topics explored include gross domestic product, full employment, economic growth, surplus and deficits, income distribution, balance of trade, protectionism, government policies, and international trade.

ENGL 119-80 Introduction to Critical Reading & Writing

4 credits

This class prepares those students making progress toward full admission to MSU for college level reading and composition. The course introduces students to critical reading practices within thematic non-fiction, fosters student critical thinking based on textual analysis, and encourages questioning and exploration. Composing paragraphs and short essays provides a review and reinforcement of principles of English grammar and punctuation associated with successful college-level writing. Confidence and ability to write clear and effective sentences are assumed.

ENGL 124-80 Business and Professional Communications

3 credits, Internet (WebCT)

Prerequisite: ENGL 120 or 121, or instructor approval

Students of this course develop the skills to generate clear, concise documents for the world of work. Emphasis is placed on format, tone, style, and organization of business letters, memos, and reports. Appropriate conventions for business style, punctuation, and handling of electronic communications are included.

ENGL 121-80 Composition I

3 credits, Internet (WebCT)

Core: Communications/Written

Prerequisite: Current qualifying admission assessment score or a Grade "C" or higher in ENGL 120

This course offers a clearly defined sequential approach to writing the short essay and the research paper. Emphasis is placed on pre-writing skills, organizational techniques, development of ideas, word choice, sentence structure, referential skills, and

patterns of writing-exposition, narration, description, and argumentation. Competence in basic sentence structure and writing skills at the paragraph level is assumed.

ENGL 122-80 Composition II

3 credits, Internet (WebCT)

Core: Communications/Written

Prerequisite: ENGL 121

A continuation of the study of the modes of composition introduced in Composition I (ENGL 121), this course emphasizes argumentation and research writing. Students will complete a variety of major essays focusing on persuasive/analysis topics including a significant research paper, accompanied by a thorough reference page. Students will be introduced to library research methods, the avoidance of plagiarism and persuasive pitfalls, and formal documentation style.

ENGL 124-80 Business & Professional Communications

3 credits, Internet (WebCT),

Prerequisites: OO 107, ENGL 120 or ENGL 121 or faculty consent

Students of this course develop the skills to generate clear, concise documents for the world of work. Emphasis is placed on format, tone, style, and organization of business letters, memos, and reports. Appropriate conventions for business style, punctuation, and handling of electronic communications are included. Course is taught by computer assisted instruction.

ENGL 228-80 Strategies of Business Communications

3 credits, Internet (WebCT)

Prerequisite: ENGL 121

Students will develop work-related skills producing both business communications and technical documents. Business letters and memos address a variety of business contexts. Instructions, technical descriptions, proposals, feasibility studies, and management plans reflect working documents that emphasize structure, format, and tone for a variety of professional audiences.

HDHL 106-80 Drug and Health Issues for Educators

3 credits, Internet (WebCT)

A survey of drug education and health concerns for educators of school-aged children, including topics required by Montana's Board of Public Education for health-related teacher education.

HI 132-80 Health Data Content and Structure

3 credits, Internet (WebCT)

Prerequisites or co-requisites: AH 185, BIO 108 (or equivalent)

This course provides orientation to the health information department and its organizational interrelationships in healthcare facilities. This course also covers the content and format of the healthcare record (both conventional and alternative formats), quantitative and qualitative analysis of the record according to regulatory and accreditation standards, numbering, filing, retention, storage, and destruction of records. Application will include real medical records and exposure to medical record management software.

HI 150-80 Professional Practice Experience Coding

2 credits, Internet (WebCT) and off-campus site

Prerequisites: Completion of preceding courses in HICS sequence and approval of program director

Students in this course will gain professional practice experience applying ICD-9-CM and CPT coding skills. Students create written records of their experiences and will complete assigned projects as indicated in their Professional Practice Experience Manual. This course is scheduled for 80 hours off campus. Each student will be responsible for their own transportation to and from the healthcare facility and any necessary living expenses.

HI 156-80 Legal and Regulatory Aspects of Healthcare

2 credits, Internet (WebCT)

Prerequisites or Co-requisites: AH 185, BIO 127 (or equivalent)
This course covers basic knowledge of the legal, regulatory, and ethical aspects of healthcare including: doctrines, principles, and processes of civil law; state licensure and national accreditation standards; and professional requirements for personal liability, confidentiality, and documentation of the health record. Application will be achieved using real health records, case studies, and scenarios.

HI 210-80 Statistical Health Informatics

4 credits, Internet (WebCT)

Prerequisites or Co-requisites: AH 101, AH 194, AH 201, HI 132, HI 156, OO 111, CIT 205

This course will include gathering, compilation, and computing of healthcare-related statistics, use of research, surveys, and statistical methods for developing healthcare data into information for various requesters, along with database analysis, case-mix systems, software, systems analysis, networks, and imaging will also be covered. Application will include health record management software.

HI 236-80 ICD Coding

3 credits, Internet (WebCT)

Prerequisites or Co-requisites: AH 185, BIO 127

This course covers basic and intermediate levels of theory and application of ICD-CM principles and guidelines for coding and sequencing diagnoses and procedures. Students perform basic and intermediate coding using real health records, case studies, and scenarios. Application will focus on book coding with a brief overview of encoder software. This coding class requires hands-on coding skills, knowledge of basic use of applicable coding books are an expectation.

HI 237-80 CPT Coding

3 credits, Internet (WebCT)

Prerequisites: AH 185, BIO 127

This course covers basic and intermediate levels of theory and application of CPT principles to code procedures documented in healthcare records. Students perform basic and intermediate coding using real health records, case studies, and scenarios. HCPCS coding is also covered. Application will also include book and an introduction to encoder software. This coding class requires hands-on coding skills, knowledge of basic use of applicable coding books are an expectation.

HI 245-80 Professional Practice Experience I

2 credits, Internet (WebCT)

Prerequisite: Completion or concurrent enrollment of all courses in first 4 semesters of the HIT program and approval by the program director.

Students in this course gain professional practice experience in healthcare facility health information department including practice of skills in record assembly, analysis, abstraction, confidentiality, retention, and retrieval. Students create written records of their experiences and complete all projects in the Professional Practice Experience I Manual. This course is scheduled for 80 hours off campus. (Each student will be responsible for her/his own transportation to and from the healthcare facility and any necessary living expenses.)

HI 250-80 Advanced Coding (Coding Certificate)

2 credits, Internet (WebCT) and off-campus site

Prerequisites: HI 236, HI 237, OO 111

Upon beginning this course, basic understanding of the CPT, ICD-CM, and HCPCS coding principles should already be established. This advanced course will cover medical necessity, coding issues for specific body systems, and for general conditions. Intensive coding application will be achieved through the use of real medical records, case studies, and scenarios. Application will include the use of an encoder. DRGs, APCs,

RUGs, RBRVs, and the Correct Coding Initiative (CCI) will also be covered in this class. This coding class requires hands-on coding skills, knowledge of basic use of applicable coding books are an expectation.

HIST 106-80 History of Western Civilization I

3 credits, Internet (WebCT)

Core: History

This course examines the major political, economic, and cultural developments of western civilization from its inception in the Fertile Crescent in the fourth millennium B.C. through the Renaissance and Reformation in the 16th century.

HIST 210-80 Montana History

3 credits, Internet (WebCT)

Core: History

This course is a study of the major political, social, cultural and economic developments that have contributed to the formation of Montana and to Montana's place within the region, the nation, and the world, from prehistoric times to the present.

HIST 274-80 History of China

3 credits, Internet (WebCT)

Core: History

China has the longest continuous history of any modern nation. This course will attempt to explore China's longevity by exploring its intellectual and cultural traditions and its recent historical development.

Mathematics course requirements:

Most mathematics courses require Microsoft Word software and proctored exams. Please email distance@msugf.edu for details.

MATH 085-80 Pre-Algebra

4 credits, Internet, Pass/Fail Basis

Basic concepts relating to fractions, decimals, ratios, proportions, percent and simple equations are offered as a review and/or preparation for further studies in mathematics. Note: Exams will require a proctor.

MATH 103-80 Introductory Algebra

4 credits, Internet (WebCT)

Prerequisite: Qualifying admission assessment score
Introductory Algebra initiates development in students' ability to organize thought processes and systematically solve problems while preparing students for studies in other courses. Course emphasis includes manipulation of variables, exponential applications, scientific notation, polynomials, factoring trinomials, solving equations, systems of equations, and graphing quadratic equations. This course is intended for students who have not studied algebra but have a firm background in basic mathematics or who wish it as a review. Note: Exams will require a proctor.

MATH 104-80 Business Math

4 credits, Internet (WebCT)

Prerequisite: Qualifying admission assessment score
Students in this course will examine the mathematics of business ownership and will demonstrate an understanding of business decisions. Concepts include marketing, payroll, cash flow, simple and compound interest, credit, promissory notes, insurance, financial statements, ratio analysis, depreciation, annuities, and inventory valuation. Note: Exams will require a proctor.

MATH 108-80 Algebra for College Students

4 credits, Internet (WebCT)

Prerequisite: Math 103 or qualifying admission assessment score within the past 12 months

This course offers a review of elementary algebra with further emphasis on systems of equations, determinants, systems of inequalities, rational expressions, radical expressions, complex numbers, quadratic equations, conic sections, and exponential and logarithmic functions. Note: Exams will require a proctor.

MATH 150-80 Math for Liberal Arts

3 credits, Internet (WebCT)

Core: Mathematics

Prerequisite: Grade of "B" or better in Math 101 or qualifying admission assessment score within the past 12 months
This course exposes students to topics in applied and pure mathematics directly connected to modern society. Topics include: logic; probability; statistics; geometry; matrices; linear programming; financial and trigonometric models; and optimization. Note: Exams will require a proctor.

MATH 216-80 Basic Statistics

3 credits

Mixed Mode – (Internet and face-to-face) with required meetings on Great Falls campus, check banner web for more details

Core: Mathematics

Prerequisite: MATH 103 or qualifying admission assessment score within the past 3 years.

This course presents concepts, principles, and methods of statistics from two perspectives: descriptive and inferential. Statistical topics include organizing data, sampling, and measures of central tendency, probability, correlation, random variables, hypothesis testing, confidence intervals, and inference.

MATH 217-80 Intermediate Statistics

3 credits

Mixed Mode – (Internet and face-to-face) with required meetings on Great Falls campus, check banner web for more details

Core: Mathematics

Prerequisite: MATH 216

This course studies binomial distributions, simple and multiple linear regression, confidence intervals, F tests, and one-way analysis of variance. Statistical analyses are performed using computer software packages.

MUS 212-80 American Music

3 credits, Internet (WebCT)

Core: Inquiry - Arts

This course will survey musical idioms, styles and trends developed in the United States from 1492 to the present. Included are folk, sacred, country and western, blues, pop, rock and roll, jazz, and fine art music.

MUS 214-80 World Music

3 credits, Internet (WebCT)

Core: Inquiry - Arts

World Music introduces the music of varied cultures of the world by presenting the music within its historical and societal contexts. The course includes topics and musical surveys from Asia, Africa, the Americas and Europe.

OO 107-80 Keyboarding I

3 credits, Internet (WebCT)

(WebCT and publisher's website)

This course is an introduction of microcomputer keyboarding techniques using the touch system. Lessons cover the keyboard, basic skills, and an introduction to common business formats. Microsoft Word 2003 is required for this course.

OO 111-80 Fundamentals of Health Insurance

4 credits, Internet (WebCT)

Prerequisite: AH 185

This course is designed to introduce students to the major national medical insurance programs, including Medicare, Medicaid, Blue Cross/Blue Shield, and TRICARE. Topics covered will include plan options, carrier requirements, state and federal regulations, abstracting source documents, manual claim form completion, legal and ethical issues, and a review of diagnostic and procedural coding. Students will also learn computerized billing procedures using a typical medical office software package.

OO 220-80 Preparing Resumes

1 credit, Internet (WebCT)

Students will study the components of a "winning" resume and go through the steps in preparing a resume. They will identify critical differences among traditional, scannable, and electronic resumes. Personal strengths will be identified and focused to improve marketability in targeted career areas.

OO 255-80 Medical Transcription I

3 credits, Internet (WebCT)

Prerequisites: AH 185, CS 110, OO 108, or consent of faculty
Students are introduced to ethical considerations, rules, regulations, forms, and techniques in recording medical documents. Transcription of various medical reports is required with emphasis on competency in medical vocabulary, spelling, punctuation, and extensive usage of medical reference materials.

OO 266-8 Microsoft Word

3 credits, Internet (WebCT)

Prerequisites: CS 110, OO 107, or consent of faculty
Word processing software is used to create documents used in academic, professional, and business environments. These functions include editing, selecting, document assembly, graphics, printing, headers and footers, columns, file management styles, math features, fonts and other print features, tables, sort and select, merges, macros, and reference tools. Microsoft Word 2003 software is required.

PHIL 238-80 Medical Ethics

3 credits, Internet (WebCT)

Core: Humanities

This course provides a broad overview of the field of biomedical ethics. Topics discussed will include issues such as death and dying, human and animal experimentation, abortion, confidentiality, AIDS, the allocation of medical resources, as well as the examination of the codes of ethics of various health professions.

PHYS 110-80 Survey of Natural Sciences

4 credits, Internet (WebCT)

Core: Natural Sciences

This is an introduction to the basic aspects of the Biological, Physical, and Earth Sciences. The biology component emphasizes the structural and functional features of organisms, classification, and their importance in the environment. The physical science component presents a non-mathematical approach to understanding some of the basic concepts in chemistry and physics. The earth science studies focus upon the interrelationships between geology, paleontology, astronomy, meteorology and oceanography. This course is required for elementary education majors.

PHYS 130-80 Fundamentals of Physical Science w/lab

4 credits, Internet (WebCT)

Core: Natural Sciences

This course is an introduction to the fundamental behavior of energy and matter. It is divided into two sections: physics and chemistry. Topics discussed in the physics portion include: scientific measurement; motion; work and energy; heat and temperature; and waves (including sound and light). Topics discussed in the chemistry portion include: atomic structure; the periodic table of elements; chemical bonding and nomenclature; chemical formulas and equations; and solutions. Several lab experiments relating to some of these topics will be performed. No prior work in physics or chemistry is assumed for this course, although it is strongly recommended that students have good basic algebra skills.

PSY 101-80 General Psychology

3 credits, Internet (WebCT)

Core: Social Sciences

This course is an introduction to the nature and scope of the field of psychology as a scientific and human endeavor. Major topics include: historic development of the field; biological and developmental processes; consciousness and perceptions; learning, remembering, and thinking; motivation and emotion; personality and individuality; social behavior; normal stress and coping; and abnormal psychology and treatment methods.

PSY 109-80 Lifespan Development

3 credits, Internet (WebCT)

Core: Social Sciences

This course presents the study of human development throughout the lifespan. Study will include: the three domains of development (physical, cognitive and psychosocial); major theories; the influence of genetics; and prenatal development. The overall framework of the course is chronological dividing the lifespan into seven parts: infancy; early childhood; middle childhood; adolescence; early adulthood; middle adulthood; and late adulthood. This organization emphasizes the whole person and assists students to appreciate the ways in which the three domains of development continuously interact.

SOC 111-80 Introduction to Sociology

3 credits, Internet (WebCT)

Core: Social Sciences

This course offers exposure to fundamentals, perspectives, and terminology of sociology. It includes the study of society and human interaction as it is shaped by social structure and culture. Students also survey the interdependence of social institutions including family, religions, economics, politics, education and occupation, as well as population changes, social differentiation, inequality, deviance, conformity, modernization, social order, and social changes.

Most online courses are delivered using WebCT course management software. Faculty are trained and supported by the Distance Education Department to deliver effective instruction over the Internet.

Please contact the distance Education Office if you would like to know more about the programs and/or course offerings by calling (406) 771-4440 or 1-800-446-2698, ext. 4440 or by email at distance@msugf.edu.

Programs Offered on the Internet:

- Associate of Applied Science Degrees:
 - Health information Technology
 - Medical Transcription
- Certificates
 - Health Information Coding Specialist
 - Medical Billing
 - Medical Transcription
- Specialized Endorsements
 - Microcomputer Applications
 - Professional Communications

IMPORTANT UNIVERSITY POLICIES

Campus Security Report – Crime Policies

POLICY AND PROCEDURES FOR REPORTING CRIME

Crime is a reality at Montana State University-Bozeman. Preventing crime is everyone's responsibility. Unreported crime is a criminal's greatest ally. Suspicion that a criminal act has taken place is the only justification needed to call the University Police Department. Whether you are a victim, witness, or have information about a criminal offense or suspicious activity, contact the University Police Department.

On campus call 2121; On campus EMERGENCY call 911
Off campus call 994-2121
By Internet use Silent Witness: www.montana.edu/wwwmsupd/silent.htm

Other organizations and individuals to whom students and employees may report criminal offenses to:

1. Dean of Students Office, 994-2826
2. Residence Life Director, 994-2661
3. Residence Hall Directors, see directory for specific residence hall
4. Family and Graduate Housing Director, 994-3730
5. Greek Coordinator, at the Dean of Students Office, 994-2828

On a 24-hour basis, dispatchers of this department can instantly dispatch the University Police, fire and emergency personnel, and officers of the local sheriff and police departments. All emergency calls from campus should be made to extension 911 and off campus to 994-2121. The Montana State University-Bozeman Police Department is located at the corner of 7th and Kagy, the Roy Huffman Building. The University Police Department's communications include telephones, two-way radios and the CJIN system (Criminal Justice Information Network).

When calling the University Police Department please provide the following information:

1. Your name
2. Location of incident
3. Type of incident
4. Description of suspect, vehicles or other pertinent information
5. Return telephone number

Suspicion of crime does not require proof. If you suspect a crime has been committed or is being committed, call the University Police Department immediately. Make a difference, call. Only concerned citizens can prevent crime.

If you are a victim or witness of assault: Report the incident immediately. Attempt to gather pertinent information. Information which includes sex, race, hair color, length and texture, body size, clothing description, scars and other noticeable characteristics, modes of travel, type of vehicle, color and license number.

Suspicious persons: If you see anyone acting suspiciously, contact the University Police at 994-2121. Do not approach the individual yourself. Report the type of suspicious behavior and the location. Relay pertinent information concerning person's age, sex, dress, vehicle and direction of travel.

Bomb threats: If you receive a bomb threat, it is important to obtain as much information as possible from the caller. Things to ask are (1) location of bomb, (2) time of explosion, and (3) type of bomb. Make mental notes about the callers voice, and background noises that you may hear. Call the University Police Department immediately. Do not panic. The University Police will search the area, notify properly trained personnel, and notify emergency services. The University Police in conjunction with the building supervisor and administration will determine if evacuation is necessary.

MSU'S RESPONSE TO REPORTS OF CRIME

The Montana State University-Bozeman Police Department will respond in a timely manner to all reports of crime on campus or public safety concerns.

All reports of criminal activity reported to the University Police Department will be investigated and, if the investigation confirms a violation of the criminal code, the matter will be referred to the Gallatin County Attorney for prosecution.

MSU-Bozeman will make timely reports to the campus community regarding the occurrence of crime on campus. Crime reports and information about crime offenses are referred to campus newspaper for publication, except those of a sensitive nature, and will appear periodically in the EXPONENT.

A log of crime campus is maintained at the public service desk of the University Police Department. This log is available to the public on a 24/7 basis and provides the type of crime, location, time & date reported, and the disposition of all reported criminal activity that occurred within the jurisdiction of the University Police.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

The Residence Hall Building Security Policy describes the specific security policies for each of the residence halls, including policies pertaining to lock-down, escort requirements and check-in policies. A copy of the policy is available from the Residence Life Office. Maintenance access to residential areas requires 24-hour notice prior to entry unless it's an emergency. For more information on facilities maintenance see Residence Life and Family Housing handbook.

Key management procedures are maintained. Access to master keys is limited. University police and custodial staff check exterior doors routinely. There are annual inspections of campus for landscaping, lighting and other pedestrian traffic security issues. Persons can report damage to locks and other security concerns to University police.

UNIVERSITY POLICE OFFICERS' AUTHORITY AND JURISDICTION

The University Police Department at Montana State University-Bozeman is assigned to the Vice President for Administration and Finance. The Director of University Police is responsible for the management of the University Police Department and reports directly to the Assistant Vice President for Administration. However, all public safety services are closely coordinated with other key university administrators as well as local officials.

The University Police Department provides continuous year around security and law enforcement protection to the Montana State University community. Twenty-four hour patrol and dispatch services are provided with access to municipal emergency services. Under state mutual aid law, MSU police work with municipal and county law enforcement agencies as a matter of routine.

The Department's jurisdiction extends one mile beyond the University campus for University related activities. University police officers have full law enforcement authority within this jurisdiction and provide a full range of services to the campus.

University Police Officers are Post certified Peace Officers for the State of Montana and sworn to all the responsibilities and powers of a Peace Officer in Montana, including the duty to maintain public order and the power to arrest. Both professional and formal education is stressed for all University officers.

CRIME PREVENTION

The University's crime prevention program routinely stresses community awareness and interaction through the dissemination of materials and presentations are designed to familiarize students, faculty and staff with their responsibility in reducing criminal opportunity. Such programs include the department's active role in the local crime prevention and crime stoppers program as well as the DUI task force. Our officers are involved in numerous presentations throughout the university community ranging from late night discussion sessions in residence halls to classroom presentations. Departmental officers have instructed at the Montana Law Enforcement Academy. Crime prevention materials are distributed in an effort to inform the campus community to be aware of the potential for crime. The local media as well as university newspaper and radio are used as a means for presenting departmental activity and arrest reports.

The University Police Department sponsors a bicycle registration program for students and staff in an effort to discourage bicycle theft. There is a one-time fee of \$5.00 to register each bicycle.

Montana State University-Bozeman stresses the philosophy that solving crime is a shared responsibility. Everyone in the campus community should play an active role in making the university environment safe and secure from criminal activity.

EDUCATIONAL AND INFORMATIONAL PROGRAMS

Educational programs concerning personal safety, sexual assault, date/acquaintance rape and personal safety techniques are offered by a variety of groups and individuals on campus each year. Students residing in residence halls are provided with security brochures at check-in.

UNIVERSITY CAMPUS CRIME STATISTICS

The Montana State University-Bozeman Police Department compiles and maintains crime statistics for certain specified crime-related activities occurring on and off campus. Statistics will be maintained for reported offenses of murder, rape, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, arson, manslaughter and motor vehicle theft. Report and arrest statistics will be compiled for liquor law violations, drug violations, and weapons violations.

OFF CAMPUS UNIVERSITY RELATED CRIME STATISTICS

Montana State University-Bozeman has several small extended campus sites, which have an agricultural orientation rather than an academic orientation. The following provisions will be made for the annual security report.

1. The manager of each extended site will maintain a log of any criminal activity which occurs during given reporting year.
2. At the end of each reporting year, the statistics from each reporting unit will be compiled and reported in the annual security report.

Student organizations officially recognized by the University, with off-campus residential facilities, will be subject to both University and Bozeman Police jurisdiction. Crimes that are not responded to by the University Police will be reported through the Greek Coordinator to the University Police for reporting annual crime reporting purposes. The University Police will monitor crimes that take place at those facilities for the annual security report.

MSU-BOZEMAN CRIME STATISTICS

Calendar Year	2002	2003	2004
Murder	0	0	0
Manslaughter	0	0	0
Aggravated Assault	1	0	4
Arson	37**	1	22**
Burglary	18	3	6
Sex Offense-Forcible	1	6	2
Sex Offense-Non Forcible	5	5	0
Motor Vehicle Theft	2	5	1
Robbery	0	0	0
Hate Crimes	0	1	0

Arrests were made for the following nonviolent crimes:

Liquor Laws	115	9	3
Drug Laws	22	2	5
Weapons Laws	0	0	0

* Note: The legal definition of arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another. The majority of arson incidents reported for 2003 occurred in the residence halls and involved the burning of wall posters or singeing doors. None of these incidents resulted in the activation of the fire protection systems, i.e. smoke detectors or sprinklers.

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ALCOHOL VIOLATIONS

It is against state law to possess or consume alcohol under the age of 21. It is a violation of the University policy (Student Conduct Code, 635.00.2 and Alcohol and Drug policy), to use, possess or distribute intoxicants, including alcohol, in the buildings or on the grounds of Montana State University except as expressly permitted by law or University policy. For additional information regarding MSU alcohol policy, see www.montana.edu/wwwfachb/policy/alcohol.html 11A, or MSU Policies, Alcohol and Drug Policy.

DRUG VIOLATIONS

It is against state law and a violation of the University policy (Student Conduct Code, 635.00.1 and Alcohol and Drug policy), to use, possess or manufacture, distribute or sell narcotics or dangerous drugs except as expressly permitted by law. For additional information regarding MSU alcohol policy, see www.montana.edu/wwwfachb/policy/alcohol.html11A, or MSU Policies, Alcohol and Drug Policy.

ALCOHOL-DRUG EDUCATION PROGRAM - INSIGHT

The INSIGHT PROGRAM is a three level alcohol/drug intervention process, which is open to all MSU students. Students enter the program either by self-referral or referral from MSU offices or staff. The primary objective of the INSIGHT program is to give students personal support to bring their alcohol and drug use/abuse patterns to an appropriate level. The INSIGHT program consists of three increasing levels of intervention. Although most students may enter the program at Level I (Focus /seminar), students may enter the program at any level which is appropriate to their needs. For more information regarding this program, see INSIGHT web site, <http://www.montana.edu/wwwfood/insight/program.html>.

COUNSELING AND PSYCHOLOGICAL SERVICES CONFIDENTIALITY

Visits to the CPS are strictly confidential. The CPS adheres to the legal standards of the State of Montana concerning Privileged Communication (37-23-301) and to the ethical code of the American Psychological Association. This means that communications between counselor and client are privileged and safe-guarded, but with the following exceptions: (1) With the written consent of the client or, in the case of the client's death or mental incapacity, with the written consent of the client's personal representative or guardian; (2) That the counselor need not treat as confidential a communication otherwise confidential that reveals a threat or imminent harm to the client or others; (3) That if the client is a minor and information acquired by the counselor indicates that the client was the victim of a crime, the counselor may be required to testify fully in relation thereto in any investigation, trial, or other legal proceeding in which the commission of such crime is the subject of inquiry; (4) That if the client or his/her personal representative or guardian brings an action against a counselor for a claim arising out of the counselor-client relationship, the client is considered to have waived any privilege; (5) To the extent that the privilege is otherwise waived by the client; and (6) As may otherwise be required by law.

SEXUAL ASSAULT POLICY

Montana State University recognizes the need for a safe and secure environment, an informed student population, and specialized services and assistance to support student wellness, personal growth, and academic success.

The University's sexual assault policy which follows meets with both the spirit and intent of its philosophy toward student victims and complies with the federal CRIME AWARENESS AND CAMPUS SECURITY ACT of 1990.

Under this Higher Education Act (HEA), the University's policy includes: education, a range of sanctioning, procedures for the victim and the institution to follow in the event of an incident, procedures for on campus disciplinary action, the student's option to notify law enforcement, existing campus and community assistance and services, and options for the victim relevant to academic course and living modifications.

REPORTING

Victims are encouraged to report the assault and allow for evidence collection. An initial investigation, including police interviews with the victim and the accused will occur if the victim requests that evidence be collected. An examination and evidence collection should be done no later than 72 hours after the assault.

Sex offenses must be reported to the University Police or local law enforcement authorities by the victim in order for criminal charges to be filed. A victim wishing to pursue University disciplinary procedures must file a complaint with the Dean of Students Office. A victim may file both criminal and University conduct complaints.

Victims of a sex offense on campus are strongly encouraged to notify University Police to report the offense. The student may contact the police directly at 911. If the sex offense took place off campus, students may report the offense as follows:

Emergency (immediately after the incident) - 911
Calls later after the incident
City Police - 582-2000
County Police - 582-2100

University personnel will assist victims in notifying the proper law enforcement authorities if the victim request such assistance.

COUNSELING/MEDICAL ASSISTANCE

Victims are encouraged to call the MSU Student Health Service or Bozeman Deaconess Hospital Emergency Room following an assault:

MSU Student Health Service - 994-2311
8:00 am. - 4:30 pm Monday – Friday
8:00 am. - 11:30 am. Saturday

Immediate exams are available during all hours of operation. A victim may request a woman examiner (an exception to this may be during the weekend hours).

Bozeman Deaconess Hospital Emergency Room - 585-1000
Open 24 hours a day

Victim will see an emergency room physician who may or may not be a woman.

For crisis counseling the victim may call:

MSU VOICE Center - 994-7069
Free and confidential advocacy 24-hours a day

MSU Counseling & Psychological Services - 994-4531
8:00 am. - 5:00 pm Monday - Friday

Bozeman Help Center - 586-3333
After regular office hours and weekends

Will also provide counseling or refer victim to MSU Counseling & Psychological Services emergency on-call counselor.

DISCIPLINARY ACTION

Procedures for on campus disciplinary action in cases of alleged sexual assault shall include advising the victim of the right:

- to an explanation of the options of redress available to the accuser;
- and assistance to press criminal or civil charges;
- to decide whether a campus administrative hearing will be held;

In the event of a hearing, the victim has the right:

- to know ahead of time the names of witnesses,
- to have someone accompany her/him through the hearing in addition to an advisor,
- to have a closed hearing unless all parties agree otherwise,
- to see all evidence, to question the accused and witnesses,
- to be seated out of sight of the accused or participate by telephone,
- to be informed in a timely manner the decision of the hearing board,
- to appeal the decision of the hearing board based on campus conduct guidelines,
- to confidentiality; and
- to request a campus restraining order to prohibit harassment of the accuser by the accused or supporters of the accused.

SANCTIONS: Sanctions imposed following final determination of an on campus disciplinary procedure regarding rape, acquaintance rape, and other sex offenses forcible or non-forcible.

Sanctions and actions vary from mediation, education, counseling, suspension, expulsion, and/or combinations of the above. All sanctions contained in the Student Conduct Code can be imposed in such cases.

DISCLOSURE OF DISCIPLINARY PROCEEDINGS: Montana State University will disclose the results of any disciplinary proceeding conducted by this institution to alleged victims, and those accused, of any proceeding resulting from a charge of a sexual offense.

ACADEMIC/LIVING MODIFICATIONS: The MSU Dean of Students Office (994-2826) will assist in adjusting a victim's academic schedule and on campus living accommodations after an alleged sex offense if the victim requests those changes.

EDUCATION/AWARENESS: Educational programming promoting the awareness of rape, acquaintance rape, and other forcible sex offenses is coordinated through the MSU VOICE Center.

Alcohol/Tobacco/Other Drugs Policy

http://www2.montana.edu/policy/security_report/alcohol_drug_policies.html

PHILOSOPHY

Montana State University is an environment where inappropriate use of alcohol, tobacco and other drugs are prohibited. This belief shall be reflected in this University Policy and in an institutionally supported commitment to provide requisite resources for assessment and education with respect to alcohol, tobacco, and other drugs and enforcement of related policies. The standards set forth herein will be upheld with described sanctions imposed where appropriate.

This policy will be reviewed every two years. New policy, change in policy, or in the application of the policy must be reviewed by the MSU Alcohol, Tobacco, and Other Drugs Committee.

STANDARDS OF CONDUCT

Montana State University has standards of conduct that clearly prohibit the unlawful possession, use, distribution, or sale of alcohol and other drugs on institutional property.

ALCOHOL

Consumption of alcoholic beverages on University property is prohibited by Board of Regents policy except for individual residence hall rooms, individual family housing units, or locations authorized by the President of the University or designee. Authorization must conform to the following conditions:

1. The event must be monitored to prevent consumption by a person not of legal age;
2. Consumption and/or sale must be in connection with a substantive event at which alcohol is not the primary focus and is subject to authorization;
3. Food and non-alcoholic beverages must be available.

The approval process for all events involving alcohol held on campus must originate with University Catering. University Catering will provide information about policies, laws, and procedures, to initiate the University's approval process. Montana State statutes recognize the legal age of 21 for possession and consumption of alcoholic beverages. Alcohol is defined as beer, wine, liquor, or other intoxicating beverages. Individual policies of a particular group should also be consulted. Such policies can be obtained by contacting the appropriate office or through University Catering.

Special groups addressed within this policy include: residence halls and family and graduate housing, Greek organizations, ASMSU, student organizations, stadium and fieldhouse, faculty/staff, and outside groups.

1. Residence Halls and Family and Graduate Housing

- a. The use or possession of alcohol is permitted in the privacy of a student's room or individual family and graduate housing unit, in accordance with applicable State law. Alcoholic beverages may not be consumed in hallways, lounges, utility rooms, and other public areas unless authorized by the President.
- b. Parties or activities involving large amounts of alcohol, as determined by residence hall policy, are prohibited in student's rooms.
- c. Residence hall social funds may not be used for the purchase of alcoholic beverages.
- d. Approved residence halls and family and graduate housing sponsored functions involving alcohol shall also adhere to the guidelines on marketing and risk management provided in paragraph 220.00 of this policy.
- e. Any off-campus event organized and/or sponsored by the Residence Halls and Family and Graduate Housing which is open to the public and at which alcohol will be served shall be subject to the requirements of this policy. The host shall be expected to obtain the guidelines on marketing and risk management from University Catering and to comply with these guidelines.
- f. Events held off-campus are additionally subject to State and local laws. Incident reports involving Montana State University students may be forwarded to the Dean of Students Office. MSU disciplinary action will be considered and imposed as appropriate.
- g. Any event held on University property that involves the service of alcohol must be scheduled with the University Catering and approved by the President or designee.

2. Greek Organizations

- a. The possession, use, and/or consumption of alcoholic beverages at houses and functions must conform with policies established by the Board of Regents, Montana State University, IFC/Panhellenic policies, and with national chapter policies, local ordinances, and State laws.
- b. When sponsoring an approved event, each chapter and the Greek system shall adhere to the marketing guidelines and risk management practices provided in paragraph 220.00 of this policy.
- c. Open parties, meaning those with unrestricted access, which involve the consumption of alcohol are prohibited. Access must be controlled for invited guests.
- d. No Greek organization will serve or permit the use, possession, or consumption of alcohol at rush functions.
- e. Chapter funds cannot be used for the purchase of alcohol.
- f. Planned social functions at the house at which alcohol is served must be registered with the Dean of Students Office with copies to MSU Police and Bozeman City Police not less than 5 academic days.
- g. Any off-campus event organized and/or sponsored by the Greek organizations which is open to the public and at which alcohol will be served shall be subject to the requirements of this policy. The host shall be expected to obtain the guidelines on marketing and risk management from Conference Services and to comply with these guidelines.
- h. Events held on and off-campus are additionally subject to State and local laws. Incident reports involving Montana State University students will be forwarded to the Dean of Students Office. MSU disciplinary action will be considered and may be imposed by the Dean of Students Office in accordance with the MSU Student Conduct Code and IFC/Panhellenic policy.

3. ASMSU, Departmental and Other Registered Student Organizations.

- a. Registered student organizations include any campus group registered with the Office of Student Activities. (For purposes of this policy, standards also applies to ASMSU or any organized student group assembled independently or on behalf of Montana State University or ASMSU, whether or not they are registered.)
- b. When sponsoring an approved event, ASMSU and all organizations shall adhere to the marketing guidelines and risk management practices provided in paragraph 220.00 of this policy.
- c. Any event held on University property that involves the service of alcohol must be scheduled with the Conference Services Office and approved by the President or designee.
- d. The sale of alcohol or any direct means of collecting money to pay for alcoholic beverages served is prohibited unless the alcohol is provided by a licensed vendor.
- e. Organizational or ASMSU funds shall not be used to purchase alcohol.
- f. Events held on and off campus are subject to State and local laws. Incident reports involving Montana State University students may be forwarded to the Dean of Students Office. MSU disciplinary action will be considered and imposed as appropriate.
- g. Any off-campus events organized and/or sponsored by a student organization or ASMSU which is open to the public and at which alcohol will be served shall be subject to the requirements of this policy. The host shall be expected to obtain the guidelines on marketing and risk management from University Catering and to comply with these guidelines.

4. University Events - Stadium and Sports Facilities

- a. This section of the policy should be reviewed annually by representatives from the following: Bobcat Athletics, the President's Office, MSU-ASA, ASMSU, Student Affairs, Residence Life, Office of Sports Facilities and MSU Police and approved by the President or designee.
- b. No alcohol will be allowed in the Fieldhouse Arena or Stadium except as authorized by the President or designee.
- c. All requests for hosted functions in Sports Facilities will conform to all MSU policies and guidelines. This policy will apply to all entities that rent Sports facilities, whether an MSU entity or an outside organization.
- d. Concession/Entertainment Booth (Football): The concession/entertainment booth is a booth offering full food and beverage concessions, including the sale of beer, through a contract with MSU. This service will conform to all hosting guidelines and will be provided by a licensed vendor. The hours of service will comply with the MSU tailgating guidelines. No personal alcohol will be permitted.
- e. Tailgating.
 1. A person who purchases a tailgating pass is responsible for all of the people in his/her party and all alcohol present at the tailgate spot.
 2. Under no circumstances shall persons under 21 years of age be served, sold or possess alcohol in the tailgate area.
 3. Kegs, "Party Balls", and "Beer Bongos/funnels" are prohibited.
 4. Groups holding tailgate parties are responsible for providing designated drivers.
 5. Violation of any of the above guidelines may result in immediate removal from the tailgate area and forfeiture of the tailgate fee.
- f. Incident reports involving Montana State University students may be forwarded to the Dean of Students Office. MSU disciplinary action will be considered and imposed as appropriate.
- g. Events shall adhere to the marketing guidelines and risk management practices provided in paragraph 220.00 of this policy.

5. University Employees

- a. When sponsoring an approved event, organizations shall adhere to the marketing guidelines and risk management practices provided in paragraph 220.00 of this policy.
- b. Any event held on University property that involves the service of alcohol must be scheduled with University Catering and approved by the President or designee.
- c. The sale of alcohol or any direct means of collecting money to pay for alcoholic beverages served is prohibited unless the alcohol is provided by a licensed vendor.
- d. Organizational funds shall not be used to purchase alcohol.

6. Outside Groups Using University Facilities

- a. Private parties wanting to serve alcohol at a must request approval through University Catering.
- b. Outside groups sponsoring an approved event must adhere to the guidelines and risk management practices provided in paragraph 220.00 of this policy.
- c. Any event held on University property that involves the service of alcohol must be scheduled with the University Catering and approved by the President or designee.
- d. The sale of alcohol or any direct means of collecting money to pay for alcoholic beverages served is prohibited unless the alcohol is provided by a licensed vendor.

ALCOHOL MARKETING GUIDELINES AND RISK MANAGEMENT PRACTICES.

The following marketing guidelines and risk management practices are the responsibility of the event host and must be followed consistently.

A. Marketing Guidelines

1. In on-campus advertising, no reference to alcohol is permitted. Suggested wording is: drinks or drink specials.
2. Advertising free drinks or 2-for-1 or other multiple-drink specials is prohibited
3. Advertising of competitive drinking games is prohibited.
4. In all on-campus advertising, including posters, banners and table tents, reference to drinks must be in smaller print than the print size for the event advertised.
5. Availability of food and non-alcoholic beverages must be prominently displayed in the advertising.
6. Advertising must be accompanied by a non-use message such as "Drink Responsibly," "Don't Drink and Drive," "Use A Designated Driver."

B. Risk Management Practices

1. Consumption and/or sale of alcohol must be in connection with an event.
2. Consumption of alcohol by persons under age 21 is prohibited. A system must be implemented to insure that alcohol is not available to under-age persons or to persons who appear to be intoxicated.
3. Access to the event must be controlled.
4. Consumption and possession of alcohol must be permitted only within designated and monitored areas for the event.
5. Reasonable amounts of food and non-alcoholic beverages must be served for the duration of the event.
6. Service and consumption of alcohol must not exceed the duration of the event.
7. Competitive alcohol consumption games are prohibited.
8. Car pooling, home free, Cat-Cab, and/or designated driver options must be strongly encouraged by the party host.

TOBACCO PRODUCTS.

The Montana Indoor Air Act, Title 50, Chapter 40, Montana Codes Annotated, as amended by the 53rd Legislature, specifically exempts the Montana University System from the requirement to designate smoking areas in any building.

Smoking is therefore prohibited in the entirety of all buildings and sports facilities on campus with the exception of Family and Graduate Housing. Smoking is also prohibited in all areas within twenty-five feet of any exterior surface of any building. Enforcement of this provision is the responsibility of individual Building Supervisors. All no smoking areas will be conspicuously signed, declaring this designation. The complete Montana State University Smoking in Facilities Policy can be found under MSU Campus Policies.

Tobacco products will not be sold or distributed on the campus of Montana State University.

OTHER DRUGS.

Use, possession, manufacture, sale, or distribution of any illegal or controlled substance on University property or at University sponsored activities is prohibited and may be grounds for immediate suspension or dismissal of students, faculty members, administrators and other University employees. This is in compliance with Federal and State statutes and the Drug-Free Workplace Act of 1988.

The fundamental purpose of the University is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. That environment is damaged by illegal drug use. Therefore, all members of the academic community, students, faculty members, administrators, and other University employees, share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

Montana State University policies and programs are intended to emphasize: the incompatibility of the use or sale of illegal drugs with the goals of the University; the legal consequences of involvement with illegal drugs; the medical implications of the use of illegal drugs; and the ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

Montana State University provides a systematic abuse education and prevention program designed to reach all segments of the campus community. To assist in accomplishing this mission, the Center for Substance Abuse Education and Prevention offers a well integrated centralized program that is a focal point for campus substance abuse education, training and prevention. This center provides substance abuse counseling and referral services on campus and in the external community. It also provides consultative services to offices and agencies in the university environment and collaborates with the employee assistance coordinator in the University Employee Relations Office to develop counseling and referral services for faculty and staff desirous of seeking assistance off campus. This policy is presented within the four areas of education, counseling and rehabilitation, enforcement and penalties, and assessment.

1. Education

- Montana State University has established and will maintain a program of education designed to help all members of the university community avoid involvement with illegal drugs. The University drug and assistance center programs are as follows:
- a. Promote and support alternative drug free programs and activities;
 - b. Offer referral assistance to students and their friends;
 - c. Provide information, support and referral for those students affected by behavioral compulsions and for students who are/were affected by chemical abuse within a family;
 - d. Offer workshops, seminars and training;
 - e. Give support to friends and family who are affected by someone else's substance use/abuse;
 - f. Support other Montana State University offices, faculty and staff in issues relating to alcohol, drug, and behavioral compulsion;
 - g. Provide factual information and dispel myths about alcohol and drugs; and
 - h. House comprehensive resource library on alcohol, drugs and other addictive substances.

2. Counseling and Rehabilitation

In compliance with the Drug Free Workplace Act of 1988, the University will provide information about drug counseling and rehabilitation services to members of the university community. Persons who voluntarily avail themselves of university services shall be assured that applicable professional standards of confidentiality will be observed. Counseling and rehabilitation services include:

- a. Provisions of training for professional staff and student staff on drug abuse information, intervention and referral;

- b. Conducting education programs for students who have demonstrated abusive behavior with drugs;
- c. Conducting individual and group counseling for members of the university community with drug problems;
- d. Conducting drug abuse assessments;
- e. Organizing campus self-help groups;
- f. Providing consultation, information and referral for students, staff and faculty with drug problems;
- g. Designing and developing referral opportunities for members of the university community who desire to seek professional assistance beyond the campus. This will be done in cooperation with the employee assistance coordination in the Employee Relations Office; and
- h. Providing, with peer involvement, a system of intervention and referral services for students, faculty and staff.

In providing the above prevention strategies, it is recognized that some campus constituents may prefer professional assistance external to the campus. The campus community substance abuse education and prevention program coordinator will collaborate with the employee assistance coordinator in the development of appropriate referral mechanisms for these individuals. A listing of all campus resources for assistance and referral will be made available for those who choose that option. In the development of this program, it is desired that faculty, students, administrators, and other employees be comfortable in the manner in which they are served and have a choice in the selection of appropriate assistance. Individuals served in the counseling program on campus can be assured that confidentiality will be maintained and that they will be served by professionals.

HEALTH RISKS

Abusive use of alcohol and/or the use of illicit drugs can be detrimental to the physical and mental health of students and members of the surrounding community. Misuse can also negatively impact academic success and have significant long-term personal and social consequences, including legal and academic sanctions. These can be broadly classified as:

1. Social, academic, and personal problems (not specific to chemical dependency);
2. "Second-hand" effects (negative effects caused by other students' use of substances);
3. Physiological or psychological dependence.

1. Social, academic, and personal risks of high-risk substance use:

These risks are associated with the largest number of students who drink alcohol or use illicit drugs. High-risk and illegal use of alcohol and illicit drug use is the most salient health and safety risk to the MSU student population, which can result in significant legal and academic sanctions. Prevalence of this type of alcohol use (also known as "binge drinking" or heavy episodic drinking) and/or use of drugs can directly or indirectly lead to problems which may include:

- a. Social problems: driving under the influence, fighting, unwanted sexual contact, vandalism, trouble with authorities, unsafe sexual behavior, among others.
- b. Academic problems: poor grades, missed classes, memory loss, falling behind in class work or projects.
- c. Personal problems: depression, illness and injury, experiencing unwanted attempted or completed sexual intercourse, suicide, being the victim of violence or racial harassment, being unable to control drinking or drug use.

2. Second-hand effects:

Other significant problems associated with campus ATOD use are recognized as "second-hand" effects. These are the result of other peoples' drinking or drug use, often experienced by students who choose not to use drugs or alcohol in a high-risk manner. These problems are typically more prominent among students living in close quarters (e.g., residence halls or Greek houses). Effects include: disruptions of sleep or studying, having one's property damaged, feeling unsafe, having one's membership in an organized group adversely affected, and decreased enjoyment of campus activities. Non-students, i.e., community members, are also at risk of experiencing problems as a result of student drinking or drug use (e.g., intoxicated driving, vandalism, violence, sexual assault).

3. Risks associated with dependency (also known as addiction):

For a smaller percentage of students, substance use has either escalated to the level of dependency or they have entered the university with a preexisting dependency. Adverse effects of dependency can include illnesses such as liver disease, peripheral neuropathy, and cerebellar degeneration. Additional health risks to students with chemical or psychological dependency include the personal problems listed above in addition to blackouts, alcoholic hallucinations, and delirium tremens. Prescribed medications and illicit drugs can be abused with or without dependency, leading to potential dependency, acute intoxication (can include depression or euphoria, altered time perception, impairment of immediate memory, overdose, stupor, shock, coma or death), acute withdrawal, psychosis, or aggravation of existing mental illness.

Symptoms of dependency include the following:

- a. psychological craving: may be accompanied with antisocial behavior involved in the procurement of the drug;
- b. physiological dependence: withdrawal symptoms are displayed when use of the drug is discontinued;
- c. tolerance: where there is a need to increase the dose of the substance to obtain the desired effects.

TREATMENT

MSU offers substance abuse prevention, early intervention, treatment and counseling services. Prevention services are coordinated through MSU Health Promotion program (994-7337) in the Swingle Health Center. Activities include education, outreach, and research with the focus on creating a safe and healthy campus environment.

Counseling services are provided through Counseling & Psychological Services (994-4531) in the Swingle Health Center. Included are assessments, treatment groups, and individual counseling for students whose lives have been affected by their own or someone else's substance abuse.

Early intervention is provided through the INSIGHT Program (994-5937), housed in the Dean of Students Office, 120 Strand Union.

Clients requiring long-term addiction therapy are referred to Alcohol & Drug Services of Gallatin County, the only outpatient facility available to the community. A listing of community-based services is attached.

ENFORCEMENT/SANCTIONS

Following due process and/or any appeal options, sanctions may be imposed as follows:

- A. Individuals who violate the University policy, city or state laws are subject to disciplinary action as a student under the code of conduct; and as an employee under personnel policies. Individuals may also be criminally prosecuted.
- B. Student sanctions may include required counseling, reprimand, probation, suspension, expulsion and/or restitution as well as required attendance at educational and/or treatment programs.

- C. Employee sanctions may include "disciplinary measures up to and including termination. MSU may require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who violates ... policy." (from Personnel Procedures Guide)
- D. Criminal sanctions regardless of status may include jail, probation, mandatory counseling and/or education, fines, and suspension or revocation of driving privileges.
- E. Groups displaying unreasonable and irresponsible conduct or violation of this University Alcohol/Tobacco/Other Drugs policy will jeopardize continuance of the University-recognized or supported event and access to University service and facilities.

Procedures

The procedures for implementing the MSU ATOD policy are provided within the body of the policy document. Internal control considerations:

- The MSU ATOD policy will be reviewed by the MSU Alcohol, Tobacco, and Other Drugs Committee every two years in conjunction with the Drug-Free Schools and Campuses Act Biennial Review.
- The MSU Alcohol, Tobacco, and Other Drugs Committee is comprised of representatives of the following campus and community agencies/bodies:
 - Office of the President
 - Associated Students of Montana State University
 - Student Health Service - Health Promotion
 - University Counseling & Psychological Services
 - MSU Employee Wellness
 - University Police
 - Auxiliary Services – Catering Services
 - Dean of Students
 - Student Activities Office
 - MSU Greek Advisor
 - Residence Life
 - Family & Graduate Housing
 - Athletics
 - Faculty Council
 - Professional Council
 - Classified Employees Personnel Advisory Committee
 - Bozeman City Police Department
 - Gallatin County Sheriff's Department
 - Drug & Alcohol Services of Gallatin County

The DFSCA Biennial Review

Part 86, the Drug-Free Schools and Campuses Regulations, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Drug-Free Schools and Campuses Regulations may cause an institution to forfeit eligibility for federal funding.

In order to certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Develop a sound method for distribution of the policy to every student and IHE staff member each year.
3. Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.
4. Maintain its biennial review report on file, so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

The law further requires an institution of higher education to conduct a biennial review of its program:

- To determine its effectiveness and implement changes if they are needed
- To ensure that the sanctions developed are enforced consistently

2.0 Equal Opportunity/Affirmative Action Policy

2.1 University Policy

Montana State University-Bozeman does not discriminate on the basis of race, color, national origin, sex, sexual preference, marital status, age, religion, creed or political belief, mental or physical handicap or disability, or status as a Vietnam era or disabled veteran in admission, access to, or conduct of its educational programs and activities nor in its employment policies and practices.

Montana State University-Bozeman is committed to providing a working environment for all employees and an educational environment for all students that supports and rewards career and academic goals on the basis of ability and work or academic performance. Harassment based on race, color, national origin, religion, sex, gender, sexual orientation, age or disability is a form of discrimination and is prohibited.

The University is committed to a program of affirmative action in the recruitment, hiring, training, and promotion of persons in all classes of employment to help overcome the present effects of past discrimination and prevent underutilization of qualified women and minorities, persons with disabilities, Vietnam era and disabled veterans. In addition, Montana State University-Bozeman assumes particular responsibility for providing opportunities for education and training for the state's Native American peoples in the various disciplines and professions that are characteristic of this land-grant university. The University's Affirmative Action Plan is available in the Human Resources/Affirmative Action Office.

Employees or students who commit or supervisors who knowingly condone or fail to report incidents of discrimination are subject to disciplinary actions when instances of discrimination are identified and confirmed. Knowingly filing false complaints of discrimination or knowingly providing false testimony will likewise result in disciplinary or corrective action when instances of such conduct are identified and confirmed. Retaliation against persons who file complaints or serve as witnesses is also a violation of laws prohibiting discrimination and will lead to appropriate disciplinary action against offenders.

Montana State University-Bozeman affords any student, employee, applicant for employment or admissions, or person who believes he or she was discriminated against by the University, the right to file a grievance on grounds of discrimination. As a condition of their employment and enrollment, employees and students are expected to cooperate in formal investigations of complaints of discrimination. Failure to cooperate will result in disciplinary action.

Complaints of discrimination, including harassment on the basis of race, color, national origin, sex, gender, sexual orientation, religion, age or disability should be reported to the Human Resources/Affirmative Action Office.

2.1.1 Sexual Harassment and Sexual Intimidation

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made implicitly or explicitly as a term or condition of an individual's employment or education,
2. Submission to or rejection of such conduct is used as a basis for employment or educational decisions, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive environment.

Sexual intimidation includes any unreasonable behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.

Sexual harassment is a form of sex discrimination and is prohibited by state and federal non-discrimination laws. Sexual intimidation in education is prohibited by state rules.

2.1.2 Sexually Explicit Materials in the Workplace

In keeping with the University's policy on sexual harassment, Montana State University-Bozeman desires to create a working environment for employees and a learning environment for students which is free of sexual harassment and intimidation. Materials such as calendars, posters, post cards, photography and cartoons that contain sexually explicit images or language can create an intimidating, hostile or offensive environment and may subject persons of either sex to humiliation, embarrassment or discomfort because of their gender. Such materials are inappropriate and should be removed from the workplace.

This policy applies to space provided by the University such as offices, shops, classrooms, hallways, lounges and study carrels.

This policy does not apply to: (1) libraries, resource rooms, research collections; (2) materials related to course content or assignments used in the educational setting; (3) displays and exhibits in galleries and museums, or (4) private rooms or family housing units rented from the University.

2.1.3 Consensual Relationships

(Same as Faculty Handbook Section 445.00, Conflict of Interest)

A consensual romantic relationship in which one party is in a position to evaluate the work of the other is a potential conflict of interest. When such a potential conflict of interest results between employees or an employee and a student, the employee(s) shall disclose the potential conflict of interest to his or her supervisor. The supervisor and the employee shall take steps to ensure that there is no conflict of interest.

The employee's failure to disclose such a potential conflict of interest may require appropriate resolution.

2.2 Accommodation for Persons with Disabilities

The University is committed to the elimination of disability-based discrimination against qualified persons with disabilities and will make appropriate reasonable accommodation for any known disability that interferes with an applicant's ability to compete in a selection process, an employee's ability to perform the essential functions of a job, a student's ability to meet the essential requirements of an academic program, or a person's ability to benefit from a University service or participate in a University sponsored or hosted event.

All applicants, employees, students or participants, including those with disabilities, are expected to be able to perform the essential functions of the position or program, with or without reasonable accommodation. It is the responsibility of the applicant, employee, student or participant with a disability to inform the appropriate person, as indicated below, that an accommodation is needed:

1. To request accommodation in a job application or interview process, contact:
The hiring authority or chair of the search committee of the search, as indicated on the vacancy announcement;
Personnel and Payroll Services (406/994-3651; TDD: 406/994-4331) if the position is for classified employment, or
Human Resources/Affirmative Action (406/994-2042; TDD: 406/994-4191) if the position is for faculty or contract professional employment.
2. To request accommodation in employment, including concerns about job duties, contact the direct supervisor.
3. To request accommodation when applying for admission to the University, contact:
The Director of New Student Services, (406/994-2452, TDD 406/994-3334), if applying for undergraduate admission.
The Dean of Graduate Studies, (406/994-4145), if applying for graduate admission.
4. To request accommodation when applying for housing or to request housing accommodation, contact:
Residence Life and University Food Service (406/994-2661, TDD 406/994-5808), if applying for housing in the residence halls.
Family Housing (406/994-3730, TDD 406/994-5808), if applying for family or graduate housing.
5. To request accommodation related to an academic program or requirement, class, or other educational opportunity or activity, contact the Office of Disability, Re-entry and Veteran's Services, Room #155, Strand Union Building, (406/994-2824). A student who desires accommodation for a disability must submit appropriate documentation of the disability and request for accommodations to this address.
6. To request public accommodation or accommodation to participate in an University sponsored or hosted event, contact the event sponsor or the University Compliance Officer.

2.3 University Compliance Officer

The person responsible for the University's compliance efforts is:

Corlann Gee Bush
Human Resources/ Affirmative Action Director
Suite 7 Hamilton Hall
Montana State University-Bozeman
Bozeman, MT 59717-2430
Phone: 406/994-2042
Fax: 406/994-7999
e mail: corkyb@montana.edu

The university's Nondiscrimination Policies and Procedures are available electronically at www.montana.edu/wwwaffrm/eaatxt.htm or in print from the address above.

2.4 Alternate Formats

This and other University policies and procedures are available in alternate formats upon request.

2.5 References

- Civil Rights Acts of 1866 and 1871.
- Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d).
- Civil Rights Restoration Act of 1988.
- Civil Rights Act of 1991.
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.).
- Equal Pay Act of 1963.
- Age Discrimination in Employment Act of 1975, as amended (29 U.S.C. 621).
- Americans With Disabilities Act of 1990.
- Sections 503 and 504 of the Rehabilitation Act of 1972 (29 U.S.C. 794).
- Vietnam Era Veteran's Readjustment Act of 1974.
- Montana Veteran's Employment Preference Act.
- Montana Human Rights Act.
- Executive Orders 11246 as amended by Executive Order 11375 and 12086 and implemented by Revised Order 4.
- Montana Board of Regents of Higher Education, Policy and Procedures Manual, Sections 703 and 1902.
- Fair Housing Act 942 VSC 360 1 et.seq.

2.6 Procedures for Filing Complaints

This policy and the procedures for filing formal and informal complaints as well as a complete description of appeals procedures is available electronically at: <http://www.montana.edu/wwwaffrm/eaatxt.htm>

Retroactive University Withdrawal Policy

A retroactive university withdrawal may be an option for students who were unable to complete a standard university withdrawal during the semester of their departure from the university. A retroactive university withdrawal is an extraordinary remedy that is available only for the reasons set forth below. Students who are granted a retroactive university withdrawal receive *W* grades in all courses for the semester in which they apply for the retroactive withdrawal. Requests for retroactive withdrawals must be submitted no later than three years from the last day of the semester for which the withdrawal is sought.

Students who leave the campus without applying at the Dean of Students Office for a university withdrawal during the semester of departure or who fail to withdraw through regular channels or who fail to withdraw for extraordinary reasons may apply for a retroactive university withdrawal only if they can provide evidence of the following:

1. The student had a debilitating illness or injury that significantly limited his/her capacity to withdraw in a timely manner; or
2. The student was forced to leave the University abruptly due to a health or safety emergency within his/her immediate family; or
3. The student has been recommended to apply for a retroactive university withdrawal by the University Scholastic Appeals Board and meets the other criteria for a retroactive university withdrawal.

To apply for a retroactive university withdrawal, students must submit a formal letter of request to the Dean of Students, SUB Room 120, no later than three years after the last day of the semester for which the withdrawal is sought. The student must include his/her name, social security number and/or student identification number, dates for the requested retroactive withdrawal, and supporting documentation to verify claims of illness, injury or emergency which precluded the student from applying for a university withdrawal during the semester of departure. The Dean of Students will assign the official date of the retroactive university withdrawal.

An Appellate Board will convene to review the request for a retroactive withdrawal upon receipt of appropriate verification of potential eligibility. Requests for a retroactive withdrawal will be considered by the Appellate Board only if sufficient documentation is provided to support claims of extraordinary illness, injury or emergency. The review process will be limited to a review of documents and student records. The Dean of Students, in his/her capacity as Chair of the Appellate Board, shall inform the student of the Board's decision within ten (10) working days of the Hearing. The decision of the Appellate Board is final.