

clinical courses are conducted on each Outreach campus. Outreach students are required to travel to Missoula to write the National Certification Exam and to participate in Commencement exercises. Prospective students may contact the Health Professions' Office at 406-243-7868 for more information regarding the ST Program on the Butte and Billings campuses. Please refer to the specific course catalogs on the Butte and Billings campuses for prerequisite requirements.

The ST program is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756; phone 727-210-2350, www.caahep.org.

AA Prerequisite Courses

A student may apply to the program either following completion of the prerequisite courses or during the semester completing the courses. Any required course may be attempted a maximum of two (2) times.

WRIT 121 (WTS 115) Introduction to Technical Writing or WRIT 101 (WTS 101) College Writing I	3
BIOH 201N/202N (SCN 201N) Anatomy and Physiology & Lab	4
CAPP 120 (CRT 100) Introduction to Computers	3
M 105 Contemporary Math	3
AHMS 144 (MED 154T) Medical Terminology	3
PSYX 100S (PSY 100S) Introduction to Psychology	4
Total	20

Surgical Technology Program Curriculum:

First Year		A	S
BIOM 250N (BIOL 106N) Microbiology for Health Sciences	-	3	
BIOH 211N-212N (SCN 202N) Anatomy and Physiology II & Lab	-	4	
AHST 115 (SUR 102T) Surgical Lab I	-	2	
AHST 101 (SUR 101T) Introduction to Surgical Technology	-	3	
AHST 154 (SUR 154) Surgical Pharmacology	-	3	
Total	-	15	
Second Year		A	S
AHST 200 (SUR 200) Operating Room Techniques	5	-	
AHST 201 (SUR 201) Surgical Procedures I	4	-	
AHST 215 (SUR 202T) Surgical Lab II	2	-	
AHST 250 (SUR 203T) Surgical Clinical I	4	-	
AHMS 270E (MED 280E) Medical Law and Ethics	3		
AHST 202 (SUR 202T) Surgical Procedures II	-	5	
AHST 251 (SUR 206T) Surgical Clinical II	-	5	
AHST 298 (SUR 290T) Surgical Internship	-	5	
Total		18	15

Courses

R- before the course description indicates the course may be repeated for credit to the maximum indicated after the R. Credits beyond this maximum do not count toward a degree.

Allied Health Medical Support (AHMS) - Course Descriptions

144, 191, 216, 220, 270E

Surgical Technology (AHST) - Course Descriptions

101, 115, 154, 200, 201, 202, 215, 250, 251, 298

Radiologic Technology (AHXR) - Course Descriptions

100, 121, 140, 191, 192, 195, 221, 225, 240, 270, 291, 295, 298

Nursing (NRSG) - Course Descriptions

100, 110, 130, 131, 135, 138, 139, 140, 141, 142, 143, 144, 147, 148, 149, 191, 192, 250, 252, 253, 254, 255, 256, 262, 263, 265, 266, 267, 291, 292

Pharmacy (PHAR) - Course Descriptions

100, 101, 102, 104, 120, 191, 192, 198

Allied Health Respiratory Care (AHRC) - Course Descriptions

101, 115, 129, 130, 131, 133, 150, 191, 231, 232, 235, 242, 243, 250, 252, 255, 260, 265, 270, 275, 291

Department of Industrial Technology

Rodney Front, Interim Chair

The mission of the Department of Industrial Technology is to provide the regional workforce with credentialed, skilled, and competent entry-level technicians, and to be responsive to emerging workforce needs. The Department encourages the development of teamwork and interpersonal communication skills required in the workplace. It also stresses the importance of a strong work ethic and the value of continuing education and lifelong learning. The instruction for the Department of Industrial Technology Certificate of Applied Science and Associate of Applied Science (A.A.S.) degree programs are primarily delivered at the West Campus at 3639 South Avenue West. Some instruction is delivered at the East Campus or Mountain Campus.

All students admitted to Industrial Technology programs are required to submit writing and math placement scores immediately upon admission to the Missoula College or make arrangements to take these assessments as soon as possible. Thereafter, students needing to take a math and/or writing assessment should contact the Academic Support Center at 406-243-7826 to schedule an appointment to take the placement assessments as soon as possible. Students who live outside of the Western Montana area may take a math and writing assessment at their local community college. Contact the Academic Support Center at 406-243-7826.

Special Certificate and Degree Requirements

The general education requirements are included in the following courses of study. Refer to the Academic Policies and Procedures section of this catalog for the specific requirements.

Course Fees, Tools, and Supplies

Courses in all programs in the Department of Industrial Technology include additional course fees and require special tools and supplies for which students must pay. To obtain a complete listing of these additional items and costs, contact the program directors.

Building Maintenance-Certificate of Applied Science

The mission of the Building Maintenance Program is to provide the regional workforce with credentialed, skilled and competent building maintenance professionals, and to be responsive to emerging workforce needs.

Students in the Building Maintenance program are trained as building maintenance professionals who maintain commercial buildings. Subject matter in the program includes plumbing, electricity, carpentry, and heating/air conditioning. Students learn physical and electrical theories that enable them to understand building systems. In addition, they study building cleaning, landscape maintenance, pool care, computers, and boiler operation. Water treatment is discussed in both the pool and boiler courses. The program introduces current environmental and energy problems that can be reduced through efficient building operation. It also encourages resource development, teamwork and interpersonal skills required on the job.

Students are awarded a Certificate of Applied Science upon successfully completing the program. Contact John Walker, Program Director, at 406-243-7645 or john.walker@umontana.edu for more information.

Autumn and Spring Entry:

Course	A	S
BME 122T Electricity	-	5
BME 123T Carpentry	6	-
BME 127T Low Pressure Boilers	-	3
BME 128T Maintenance	6	-
BME 130T Heating and Air Conditioning	-	6
CAPP 120 (CRT 100) Introduction to Computers	3	-
M 111 (MAT 110T) Technical Mathematics	3	-
PSYX 163 (PSY 105T) Work Attitudes	-	1
WRIT 121 (WTS 115) Introduction to Technical Writing or WRIT 095 (WTS 100) Developmental Writing	-	3
Total		18 18

Carpentry - Certificate of Applied Science and A.A.S. Degree

The mission of the Carpentry Program is to provide the regional workforce with credentialed, skilled and competent carpenters and to be responsive to emerging workforce needs.

The Carpentry program provides students the opportunity to learn carpentry skills in a competency-based learning environment. Students work hand-in-hand with professional carpenters both on campus and at construction sites.

Students use hand and power tools with blueprints to build foundation forms, frame buildings, side and roof buildings, and apply

roofing materials. They install windows, doors, stairs, attic vents, insulation, vapor barriers, and drywall. Students learn methods for installing trim, locksets, suspended ceilings, countertops, cabinets, and flooring. They also learn to operate construction equipment.

In addition to general education courses, students in the program learn the various steps of becoming a carpenter, including safe practices. Students construct real-world projects and can earn a Certificate of Applied Science or an Associate of Applied Science degree from The University of Montana. The program often has a waiting list. Prospective students are encouraged to apply one year prior to anticipated school attendance. Contact Dennis Daneke, Program Director, at 406-243-7692 or Dennis.Daneke@umontana.edu for more information.

Autumn Entry:

First Year	A	S
CSTN 171 Site Preparation, Foundations, and Concrete Installation	3	
CSTN 201 Advanced Concrete Working	-	3
CSTN 120 (CAR 120T) Carpentry Basics & Rough in Framing	5	-
CSTN 122 (CAR 121T) Beginning Carpentry Lab	5	-
CSTN 142 (CAR 140T) Interior and Exterior Finish Carpentry	-	4
CSTN 143 (CAR 141T) Intermediate Carpentry Lab	-	4
BMGT 242T (BUS 242T) Front Line Supervision	-	3
CAPP 120 (CRT 100) Introduction to Computers	3	-
M 111 (MAT 110T) Technical Mathematics	-	3
WRIT 101 (WTS 101) College Writing I	-	3
Total	16	20

Successful completion of the courses listed above results in the award of a Certificate of Applied Science in Carpentry.

Second Year	A	S
DDSN 114 (CADX 110) Intro to Computing Aided Design	3	-
CSTN 205 (CAR 220T) Advanced Carpentry	-	6
CSTN 206 (CAR 221T) Advanced Carpentry Lab	-	2
CSTN 261 (CAR 230T) Building Management	4	-
CSTN 276 (CAR 236T) Building for Solar Energy	3	-
CSTN 279 (CAR 240T) Alternative Construction Materials	4	-
CSTN 278 (CAR 241T) Applied Building Practices	-	6
CSTN 299 (CAR 231T) Capstone: Carpentry	2	-
CSTN 282 Green Building I	4	-
WLDG 103 (WEL 119T) Welding Fund Construction Trades	-	2
CSTN 283 Green Building II	-	3
Total	17	19

Successful completion of the first and second year courses listed above results in the awarding of an Associate of Applied Science Degree in Carpentry.

Diesel Technology- A.A.S. Degree

The mission of the Diesel Technology Program is to provide the regional workforce with credentialed, skilled and competent diesel technicians and to be responsive to emerging workforce needs.

Students in the Diesel Technology program train to be diesel mechanics that repair diesel-powered trucks and heavy equipment. Students study hydraulics, electrical systems, fuel systems, power trains, air conditioning, brakes and suspension, engine theory, and engine diagnosis, beginning with basic principles and proceeding to an advanced level of system technology. Along with these core courses, students take classes in welding, machining, computers, communications, and math. Credit for independent study is available to those desiring additional instruction in diesel mechanics. Students who complete the program successfully are awarded the Associate of Applied Science degree.

The program often has a waiting list. Prospective students are encouraged to apply one year prior to anticipated school attendance. Contact the Jim Headlee, Program Director, at 406-243-7648 or Jim.Headlee@umontana.edu for more information.

Autumn Entry:

First Year	A	S
DST 120 (DET 120T) Electrical Systems	-	8
DST 128 (DET 128T) Engine Service I	4	-
DST 135 (DET 135T) Power Trains	7	-
CAPP 120 (CRT 100) Introduction to Computers	-	3
M 111 (MAT 110T) Technical Mathematics	-	3
MCH 115 (MPR 115T) Related Metals Processes III	-	3
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	3	-
WLDG 101 (WEL 111T) Welding Fund Auto Tech/Diesel	2	-

Total	16 17
	A S
Second Year	
DST 221 (DET 221T) Brakes, Suspension, and Undercarriage	6 -
DST 225 (DET 225T) Hydraulics	6 -
DST 229 (DET 229T) Engine Service II	- 7
DET 230T Air Conditioning	- 3
DST 231 (DET 231T) Fuel Systems	- 5
DST 235 (DET 235T) Advanced Power Trains	- 2
TRK 106T Commercial Driver's License (CDL) Training (offered intermittently)	- (1)
WLDG 139 (WEL 139T) Welding Maintenance and Repair - Diesel	1 -
WRIT 121 (WTS 115) Introduction to Technical Writing	3 -
Total	16 17-18

Power Generation

(Not available in 2011-2012)

Heavy Equipment Operation-Certificate of Applied Science

The mission of the Heavy Equipment Operation Program is to provide the regional workforce with credentialed, skilled and competent heavy equipment operators and to be responsive to emerging workforce needs. The Heavy Equipment Operation Program provides students a basic understanding of fundamental machine functions and is designed to develop apprentice-level skills in the operation of heavy equipment.

Students are trained to safely and properly operate and maintain a variety of heavy equipment, including crawler-tractors, graders, scrapers, front-end loaders, excavators, backhoes, and dump trucks. Students develop an understanding of basic surveying techniques, receive extensive training in safety regulations and procedures, and learn how to handle controls precisely and judge distances accurately. The program also promotes an awareness of potential job site difficulties and allows students to gain knowledge of the work ethic expected by employers in the construction industry.

A Certificate of Applied Science is awarded after the program is successfully completed.

The program often has a waiting list for admittance. Prospective students are encouraged to apply one year prior to anticipated school attendance. Contact Rod Frost, Program Director, at 406-243-7843 or Rodney.Frost@umontana.edu for more information.

	Autumn Entry	A	S
SRVY 108 (HEO 140T) Construction Surveying		2	-
HEO 146T Safety and Basic Controls		5	-
HEO 148T Operational Skill Building		5	-
HEO 150T Job Simulation		-	6
HEO 151T Service and Maintenance		2	-
HEO 153T Construction Theory and Specialized Equipment		-	5
CAPP 120 (CRT 100) Introduction to Computers		3	-
M 111 (MAT 110T) Technical Mathematics		3	-
MCH 112 (MPR 112T) Related Metals Processes I		-	1
PSYX 163 (PSY 105T) Work Attitudes		-	1
TRK 106T Commercial Truck Driving License Training (offered intermittently)		(1)	-
WRIT 121 (WTS 115) Introduction to Technical Writing or WRIT 095 (WTS 100) developmental Writing		-	3
Total		20-21	16

Recreational Power Equipment-Certificate of Applied Science

The mission of the Recreational Power Equipment Program is to provide the regional workforce with credentialed, skilled, and competent power equipment technicians and to be responsive to emerging workforce needs.

The Recreational Power Equipment Program prepares students to repair and maintain a wide variety of two-cycle and four-cycle engines and related equipment. Students work on motorcycles, ATVs, snowmobiles, outboard motors, and personal watercraft. Units of instruction include mechanical, fuel, and electrical systems. The program also encourages the development of teamwork and interpersonal skills required on the job.

For more detailed information including program costs, tool requirements, student class schedules, and course syllabi, visit:
<http://www.cte.umt.edu/industrialtech/rpe/>

Contact Mike Steffenson, Program Director, at 406-243-7693 or Michael.Steffenson@umontana.edu for more information.

	Autumn Entry	A	S
SET 160 Basic Electricity		3	-

SET 176 Motorcycle/ATV Engines, Suspension, and Chassis	3 -
SET 177 Motorcycle/ATV Electrical and Fuel Systems	4 -
SET 178 Marine Electrical and Fuel Systems	- 5
SET 179 Marine Powerheads and Lower Units	- 6
SET 180 Snowmobile Maintenance and Repair I	2 -
SET 181 Snowmobile Maintenance and Repair II	- 2
SET 182 Computer Applications for Motor Sports	- 1
CAPP 120 (CRT 100) Introduction to Computers	3 -
M 111 Technical Mathematics	- 3
MCH 115 (MPR 115T) Related Metals Processes III	3 -
PSYX 163 (PSY 105T) Work Attitudes	- 1
WRIT 121 (WTS 115) Technical Writing or WRIT 095 (WTS 100) Developmental Writing	- 3
Total	18 21

Welding Technology - Certificate of Applied Science and A.A.S. Degree

The mission of the Welding Technology Program is to provide the regional workforce with credentialed, skilled, and competent welders and to be responsive to emerging workforce needs. The Welding Technology Program prepares students to operate and troubleshoot a variety of welding power sources and related equipment. The program prepares students to solve problems found within the welding industry using computational skills and other problem-solving techniques essential to welding and steel fabrication. It also encourages the development of teamwork and interpersonal skills required on the job.

Welding students develop skills in six different welding processes—oxyacetylene (OAW), shielded metal arc (SMAW), gas metal arc (GMAW), flux core arc, (FCAW), submerged arc (SAW), and gas tungsten arc welding (GTAW). Beyond the development of welding skills and understanding of the process, they also study other skills, such as blueprint reading and layout, metallurgy, and gain an understanding of how heating and cooling cycles affect the properties of metals. Students also study the design of jigs and fixtures and how to incorporate these into an automated welding system.

The Welding Technology Program also has courses that provide for a solid background in the metals industry. Such courses are Computer Aided Design and Drafting (CADD), OSHA Rules and Compliance, and Related Metals Processes. Fabrication basics and Metal Design and Construction utilize all of the gained knowledge with an instructor approved/student designed project.

Welding technology students have the opportunity to become certified to American Welding Society Standards and receive documentation stating qualifications.

Students are awarded the Certificate of Applied Science upon successful completion of the first year of the Welding Technology program. Students are awarded the Associate of Applied Science degree upon successfully completing the two-year program.

The program often has a waiting list. Prospective students are encouraged to apply one year prior to their anticipated school attendance. For more detailed information including program costs, tool lists, class schedules, and course syllabi, visit our web site at: <http://www.mc.umt.edu/industrialtech/welding/>. Contact Mark Raymond, Program Director, at 406-243-7647 or Mark.Raymond@umontana.edu

Autumn Entry:

First Year	A	S
WLDG 117 (WEL 182T) Blueprint Reading & Welding Symbols	-	3
WLDG 145 (WEL 189T) Fabrication Basics	-	4
WLDG 150 (WEL 194T) Welding Layout Techniques	2	
WLDG 180 (WEL 181T) Shielded Metal Arc Welding	4	-
WLDG 184 (WEL 184T) OSHA Rules & Regulations Welding	-	1
WLDG 187 (WEL 185T) Flux Core Arc Welding	-	4
WLDG 191 (WEL 195T) Special Topics	-	(1)
WLDG 205 (WEL 180T) Applied Metallurgy	4	-
CAPP 120 (CRT 100) Introduction to Computers	3	-
M 111 (MAT 110T) Technical Mathematics	3	-
MCH 114 (MPR 114T) Related Metals Processes II	3	-
PSYX 163 (PSY 105T) Work Attitudes	-	1
WRIT 121 (WTS 115) Introduction to Technical Writing	-	3
Total	19	15-16

Successful completion of the courses listed above results in the award of a Certificate of Applied Science in Welding.

Second Year	A	S
WLDG 210 (WEL 282T) Pipe Welding-Integrated Lab	4	-
WLDG 215 (WEL 280T) GTAW (integrated lab)	4	-
WLDG 245 (WEL 281T) Metal Fab Design/Construction	-	4
WLDG 275 (WEL 283T) Gas Metal Arc Welding	-	4
WLDG 280 (WEL 286T) Welding Certification	-	2

WLDG 285 (WEL 285T) Automation in Welding	- 3
BMGT 242T (BUS 242T) Front Line Supervision	- 3
CADX 110 (CRT 182T) Intro to Computer Aided Design	3 -
MCH 214 (MPR 214T) Advanced Related Metals Processes	3 -
Total	14 16

Courses

R- before the course description indicates the course may be repeated for credit to the maximum indicated after the R. Credits beyond this maximum do not count toward a degree.

Building Maintenance (BME) - Course Descriptions

122T, 123T, 127T, 128T, 130T

Carpentry (CSTN) - Course Descriptions

102, 122, 142, 143, 191, 192, 205, 206, 261, 276, 277, 278, 291, 299

Diesel Service Tech (DST) - Course Descriptions

120, 128, 135, 192, 221, 225, 229, 231, 235, 270, 271, 272

Heavy Equipment Operation (HEO) - Course Descriptions

140T, 142T, 146T, 148T, 150T, 151T, 153T

Metals & Machining Technology (MCH) - Course Descriptions

112, 114, 115, 191, 196, 214, 292

Small Engine Technology (SET) (Recreational Power Equipment) - Course Descriptions

160T, 176T, 177T, 178T, 179T, 180T, 181T, 182T, 195T, 196T

Welding Technology (WLDG) - Course Descriptions

101, 103, 117, 139, 145, 150, 180, 184, 187, 191, 192, 205, 210, 215, 245, 275, 280, 285, 291

School of Extended and Life Long Learning

Roger Maclean, Dean

Mission

The School of Extended and Lifelong Learning (SELL) is the outreach arm of The University of Montana, and its mission reflects The University of Montana's commitment to provide high quality, innovative outreach programs that serve the lifelong learning needs of the citizens of Montana and beyond. SELL's primary goal is to provide access to UM's vast array of educational opportunities.

The School of Extended and Lifelong Learning partners with academic units and external agencies to develop programs; write grant and contract proposals, for external funding; and offer focused training programs that contribute to the economic development of Montana. Programs are delivered using a variety of delivery formats, and encompass UOnline, Summer Semester, Wintersession, Off-campus programs and Professional Development Services. SELL connects the resources of The University of Montana to a diverse audience by facilitating access to educational opportunities through online learning, summer and winter programs, off-campus courses and degrees and professional development programs.

Continuing Education is located in the James E. Todd building, east of the University Center, and provides access to state-of-the-art technology in every room. In addition, SELL provides conference and event planning, including equipment rental, technical support and logistical assistance. For more information, visit <http://www.umt.edu/ce/>.

Extended Learning Services (XLS)

UM Online courses are available to students both on- and off- campus at times and places convenient to the learner. Degree programs, General Education courses and many other online courses are offered each semester and Wintersession. For more information and course schedules, visit <http://uonline.umt.edu/>.

Summer Semester offers several options for traditional and non-traditional students throughout the summer months. Graduate and undergraduate courses are offered in more than 30 disciplines, along with workshops and seminars. For more information about

Summer Semester, visit <http://umt.edu/xls/summer/default.aspx>.

Wintersession offers UM students an opportunity to earn up to 6 credits during the 3-week session in January. Credits earned during Wintersession count toward full-time Spring Semester status. For example, students registered for 3 credits during Wintersession and 9 credits during the Spring Semester are considered full-time students. Students registered for full-time during the Spring Semester do not pay additional tuition for courses scheduled during Wintersession. Financial Aid applies to credits earned during Spring, including Wintersession. For more information, visit <http://umt.edu/xls/wintersession/default.aspx>.

Community Engagement offers academic credit and non-credit courses, programs, workshops, seminars and conferences. Course delivery includes face-to-face, online, blended learning, travel and experiential learning opportunities. For more information about taking or sponsoring professional development courses, visit <http://umt.edu/xls/pds/default.aspx>.

Off-Campus Courses and Programs offer learners with additional opportunities to earn academic credit and complete programs in many disciplines in locations other than Missoula. Designed to meet the diverse needs of students, programs are offered at locations throughout Montana and beyond using traditional classroom methods, videoconferencing and Internet instruction. For more information, visit <http://umt.edu/xls/offcampus/default.aspx>.

Community and Professional Services

The mission of the Community and Professional Services Department is to provide comprehensive non-credit training opportunities to a broad spectrum of professional and community groups. The unit is responsible for the development and implementation of programs that include professional development, technical support, training, creative solutions, enhanced solutions and communications. These programs focus on health and the environment by offering custom tailored workshops, conferences, reports, strategic planning, regional training and community outreach programs. CPS works to empower community organizations by providing services that enable them to increase their levels of skill and efficiency. For more information, visit <http://www.umt.edu/ce/cps/testdefault.asp>.

Osher Lifelong Learning Institute at The University of Montana

The mission of the Osher Lifelong Learning Institute at The University of Montana (MOLL) is to promote lifelong learning and personal growth for adults over fifty. The institute offers an accessible and innovative learning environment for older adults from all backgrounds and levels of education. Faculty members include emeritus and current UM faculty, as well as professionals from the community. Program offerings include lectures, ongoing discussions, short courses, and interest groups covering topics from the humanities, sciences and the arts, as well as community and regional issues. For more information, visit <http://www.umt.edu/ce/plus50>.

Department of Accounting and Finance

Bruce Costa, Chair

The Department of Accounting and Finance prepares ethically aware decision-makers with effective analytical and qualitative business knowledge and skills to become professionals in their respective fields in the region and beyond. We commit to high quality teaching and applying scholarship to professional practice, pedagogy, and theory to enhance the professional accounting and finance fields. The department offers the Master of Accountancy degree and two undergraduate majors within the Bachelor of Science in Business Administration degree: accounting and finance. The department also offers a Certificate in Accounting Information Systems.

Accounting Major

The undergraduate accounting program is committed to preparing students to apply accounting and business knowledge in organizations. Students develop competence in a broad range of accounting practices. The curriculum strives to foster critical thinking and problem-solving skills. Students are prepared to enter professional positions in accounting with business, nonprofit, or government organizations. Accounting programs in the School of Business Administration hold separate AACSB International accreditation.

See the School of Business Administration section of the catalog for additional credit restrictions and residency requirements.

Basic Requirements for the Accounting Major

Required	Credits
ACTG 203 Accounting Lab (may be taken with lower core)	1
ACTG 305 (ACCT 311) Corporate Reporting I	3
ACTG 306 (ACCT 312) Corporate Reporting II	3
ACTG 321 (ACCT 310) Accounting Information Systems I	3
ACTG 401 (ACCT 431) Principles of Federal Taxation-Individuals	3
ACTG 410 (ACCT 421) Cost Management Accounting I	3
ACTG 411 (ACCT 441) Auditing I	3
ACTG 425 State and Local Government Accounting I	2
Plus three (3) credits from the following (NOTE: no more than 3 credits from this list can apply to the 120 credits for the degree):	
ACTG 307 (ACCT 313) Corporate Reporting III*	2
ACTG 420 (ACCT 422) Cost Management Accounting II	3

ACTG 426 Accounting for Nonprofit Organizations*	1
ACTG 432 (ACCT 432) Income Tax Practicum	1
ACTG 498 (ACCT 498) Accounting Internship	1-3

Note: Students should select, in consultation with their faculty advisor, the accounting courses from the above list that best fit their individual career goals. Some courses (*) are required as prerequisites to M-Acct. coursework, are recommended for CPA exam coverage, or have grade requirements in the prerequisite course (see the course descriptions). Many of these courses may be taught once a year—see advisor for the schedule each academic year.

Certification

Students are required to obtain additional credit hours in accounting and other courses to become licensed as a Certified Public Accountant (CPA) in Montana. The State of Montana (and most other states) requires 150 credit hours to become a licensed CPA, with certain parameters applied to the types of courses required. Students can continue their education in the Master of Accountancy program to meet this credit requirement and/or pursue a variety of other professional certifications.

Master of Accountancy

The Master of Accountancy (M-Acct.) program provides breadth and depth in accounting, taxation, and business to develop a high level understanding, skill and leadership capability for advancement in the accounting profession and other related business careers. This program has achieved national recognition due to the outstanding performance of graduates on the uniform Certified Public Accountant (CPA) examinations and excellent job placement rates. Graduates hold positions in some of the most prestigious accounting firms in the world. Students interested in pursuing the M-Acct. degree must complete the business foundation (see School of Business Administration section of the catalog), and the following undergraduate accounting foundation courses with a C or better: ACTG 203, 305, 306, 307, 321, 401, 410, 411, 425, and 426. Graduate course requirements and additional information on the M-Acct. program can be found at: <http://macct.business.umt.edu>.

Credit Restrictions

Students completing the requirements for the undergraduate accounting major listed below (120 credits) must take 90 of the 120 credits required for their degree in courses outside of accounting. Accounting majors must complete all required 400-level ACTG courses at the University of Montana – Missoula (ACTG 401, 410, 411, and 425).

See the School of Business Administration section of the catalog for additional credit restrictions.

UG Certificate Programs

The Department offers an undergraduate Certificate in Accounting Information Systems. The requirements to various certificates at the undergraduate level are listed under the general School of Business Administration's Certificates.

Finance Major

The finance curriculum is designed to equip students with a comprehensive foundation in financial management, financial markets and investments. Students will gain competence in making effective decisions, performing complex analyses, providing expert financial advice and utilizing current technology tools and data sources.

Basic Requirements for Finance Major

All students must complete a faculty approved plan of study during the first semester of their junior year. The plan of study is available from a finance faculty advisor and must be completed and signed by the faculty advisor. Failure to implement and adhere to a program of study may delay graduation. Some courses have grade requirements in the prerequisite course (see the catalog course descriptions). Many of these courses may be taught once a year—see advisor for the schedule each academic year.

Required	Credits
BFIN 420 (FIN 420) Investments	3
BFIN 424 (FIN 424) Markets, Investments, & Fin Engineering	3
BFIN 429 (FIN 429) Financial Management I Theory and Analysis	3
BFIN 439 (FIN 439) Financial Management II Analysis and Problems	3
BFIN 450 (FIN 450) Banking	3
M 162 (MATH 150) Applied Calculus (instead of M 115 (MATH 117) in the lower core)	4
Plus one (1) of the following courses*:	
ACTG 305 (ACCT 311) Corporate Reporting I (including coreq: ACTG 203, 1cr)	4
ACTG 410 (ACCT 421) Cost Management Accounting I	3
BFIN 301 (FIN 301) Analysis of Financial Statements	3
ECNS 301 (ECON 311) Intermediate Microeconomics with Calculus	3
ECNS 302 (ECON 313) Intermediate Macroeconomics	3
ECNS 403 (ECON 460) Introduction to Econometrics	3
2 Additional Courses:	

Finance majors must take two (2) additional courses at the 300- or 400-level from a list of courses selected in consultation with their faculty advisor and incorporated into their program of study. Details are available from advisors.

***Any substitution must be approved by the advisor and the department chair. Other finance courses may be offered that may be substituted when appropriate.**

Credit Restrictions

The Department does not offer independent study credit for any course already offered for credit. Finance majors must complete all required 400-level BFIN courses at the University of Montana – Missoula. (BFIN 420, 424, 429, 439, and 450 (FIN 420, 424, 429, 439 and 450)). See the School of Business Administration section of the catalog for additional credit restrictions and residency requirements.

School of Business Administration

- . Special Degree Requirements
- . Courses
- . Faculty

Larry D. Gianchetta, Dean

Terri L. Herron, Associate Dean

Homepage: www.business.umt.edu

The School of Business Administration, founded in 1918, is the largest professional school at the University. All programs are accredited by AACSB International–The Association to Advance Collegiate Schools of Business.

Mission

The University of Montana's School of Business Administration is a collegial learning community dedicated to the teaching, exploration, and application of the knowledge and skills necessary to succeed in a competitive marketplace.

The goal of the School of Business Administration is to provide a broad foundation in organizational administration and exposure to the basic principles of various business disciplines. The complexity of contemporary society has brought an increasing need for responsible leadership. A professional business education combined with solid grounding in the liberal arts and sciences prepares men and women to meet difficult challenges and to participate in the molding of the future.

Students may pursue a program of studies leading to the B.S. in Business Administration, with a major in any of the following areas: accounting, finance, international business, management, management information systems, and marketing.

High School Preparation:

High school students who are planning to major in business administration at the University of Montana-Missoula should take their school's college preparatory curriculum. Additional courses to improve quantitative reading, writing, and computer skills will be beneficial. Students should take as much mathematics as possible including two years of algebra.

Credit/No Credit Option:

Most business administration courses are offered for traditional letter grade only. Non-business majors may take business courses credit/no credit if the courses are not identified as traditional letter grade only in the registration system.

All courses required for the major, certificates, and all general education courses must be taken for a traditional letter grade. Business courses taken as electives maybe taken on a credit/no credit basis if not identified as traditional letter grade only and if approved by the instructor and the department chair. For additional information see the General Education section of the catalog.

Opportunity for further study at the graduate level is offered through programs leading to the degrees of Master of Business Administration (M.B.A.), Master of Accountancy (M-Acct.), joint J.D./M.B.A., joint M.B.A./D.P.T. and joint M.B.A./Pharm.D. The M.B.A. and M-Acct. programs are suited to all students regardless of undergraduate training. Further details may be obtained from the Graduate School or by specific inquiries directed to: Director of M.B.A. Program, School of Business Administration or Director of M-Acct. Program, School of Business Administration.

Foundation Program for Graduate Work in Business

The M.B.A. and M-Acct. programs are open to graduates of non-business undergraduate programs (prerequisites strictly enforced). Students in the arts and sciences or other professional schools are encouraged to consider the M.B.A. and M-Acct programs. Completion of all of the foundation courses listed below prior to starting the program will reduce the time required for the M.B.A. or M-Acct. at the University of Montana-Missoula by one year; however, many of the courses listed below have prerequisites that are strictly enforced (including, without limitation, a general prerequisite that all upper-division business courses require the completion of each

lower-core business course with a grade of C or better).

- . ACTG 201 (ACCT 201) Principles of Financial Accounting
- . ACTG 202 (ACCT 202) Principles of Managerial Accounting
- . BGEN 235 (MIS 257) Business Law
- . BFIN 322 (FIN 322) Business Finance
- . BMIS 270 (MIS 270) MIS Foundations for Business
- . BMGT 322 (MIS 341) Operations Management
- . BMGT 340 Management and Organizational Behavior
- . BMKT 325 (MKTG 360) Principles of Marketing
- . ECNS 201S (ECON 111S) Principles of Microeconomics
- . STAT 216 (MATH 241) Introduction to Statistics

For more information, please visit the University of Montana School of Business Administration Graduate School website at <http://www.business.umt.edu/DegreesPrograms/graduatePrograms/deansWelcome.aspx>

Special Degree Requirements

To earn the Bachelor of Science in Business Administration with a major in accounting, finance, management, management information systems, marketing, or – in combination with a second business major – international business, students must complete the following 13 requirements:

1. Lower Core - Earn grades of C (2.0) or better in all of the following lower-core courses:
 - . WRIT 101 (ENEX 101) College Writing I
 - . M 115 (MATH 117) Probability and Linear Math or M 162 (MATH 150), Applied Calculus, for Finance majors
 - . ECNS 201S (ECON 111S) Principles of Microeconomics
 - . ECNS 202S (ECON 112S) Principles of Macroeconomics
 - . COMX 111A (COMM 111A) Introduction to Public Speaking
 - . CSCI 172 (CS 172) Intro to Computer Modeling
 - . STAT 216 (MATH 241) Introduction to Statistics
 - . ACTG 201 (ACCT 201) Principles of Financial Accounting
 - . ACTG 202 (ACCT 202) Principles of Managerial Accounting
 - . BGEN 235 (MIS 257) Business Law
 - . BMIS 270 (MIS 270) MIS Foundations for Business
2. Admission to the Major - In the semester when students will complete at least 60 cumulative credits, have attempted the university Writing Proficiency Assessment (WPA), and will complete all requirements listed under number 1 above with grades of C (2.0) or better, students must apply for admission to one of the following business majors: accounting, finance, international business, management, management information systems, or marketing. (Students pursuing a major in international business must pair it with one of the other five business majors). NOTE: In order to take 300 and 400 level courses in business, students must achieve junior standing in a business major. Junior standing in a business major is defined as admission to a business major after meeting the above requirements.
3. Grade Requirements - Students must earn a C- or better in all upper-division business courses and in all upper-division prerequisites unless a higher grade requirement is specified (see course descriptions).
4. Upper Core - Unless a higher grade is required in the course description, all business majors must earn at least a C- (1.7) in each of the following courses. The four upper-core classes are prerequisites to a business capstone course (see number 6 below). Some of these courses are prerequisites to certain major courses (e.g., BMKT 325 (MKTG 360) is a prerequisite to marketing courses; BFIN 322 (FIN 322) is a prerequisite to 400-level finance courses, etc.).
 - . BFIN 322 (FIN 322) Business Finance
 - . BMGT 322 (MIS 341) Operations Management
 - . BMGT 340 Management and Organizational Behavior
 - . BMKT 325 (MKTG 360) Principles of Marketing
5. Major Requirements - Earn a cumulative grade point average of at least 2.0 and earn grades no lower than C- in each course required for the major in accounting, finance, management information systems, management, marketing, or international business. (Students pursuing a major in international business should review the parenthetical note in number 2 above.) *See the requirements for each major listed below under Accounting and Finance Department, Management Information Systems Department, or Management and Marketing Department. Apply to one of the majors before beginning junior-level coursework in business.* At least 50% of the credits in a student's major must be earned at the University of Montana-Missoula. In addition, each department may have specific residency requirements for courses with their majors. Once a student begins coursework at the School of Business Administration, upper-division credits applied toward the major must be completed at The University of Montana-Missoula unless transfer credit is approved by the appropriate department chair. Students attending elsewhere on a university-approved exchange program may apply appropriate credits to this residency requirement with prior written approval of the department chair of their major.
6. Capstone Course - All business majors must complete BMGT 486 Strategic Venture Management as their capstone course. As a co-requisite to the capstone course, students must also concurrently complete BGEN 499 Integrative Business Simulation. The

capstone course is normally taken during the student's senior year. All upper-core courses must be completed with a C- or better in each before students enroll in a capstone course. The capstone course must be completed at the University of Montana-Missoula.

7. **Minimum Credits in Business** - Earn at least a C (2.0) average in at least 51 credits taken in the School of Business Administration (and in Economics if the student chooses to count Economics courses in the School of Business Administration). At least 50% of the required credits in business must be earned at the University of Montana. Business credits transferred in after matriculating to the University of Montana must be pre-approved by the department chair in your major.
8. **Minimum Credits Outside of Business** - At least 60 credits (exclusive of activity credits) must be taken in departments and schools/colleges other than the School of Business Administration (or business discipline, if completed elsewhere). If Economics classes are counted in business they may not also be counted outside of business for this requirement.
9. **Minimum Credits to Graduate** - Students are required to successfully complete a minimum of 120 semester credits to graduate from the University of Montana with a bachelor's degree, and 39 of the 120 credits must be earned at the upper-division level. Students who are earning more than one degree in business must earn a minimum of 150 credits.
10. **Grade Point Average (GPA)** - A minimum grade point average of 2.0 is required overall, in business, and in the selected business major.
11. **Upper-division Writing Requirement** - Earn a C- or better in the Upper-division Writing Expectation for the Major. This requirement is normally fulfilled with the capstone course.
12. **Experiential Requirement** - A list of courses that meet this requirement is prepared annually by the UM School of Business Administration. Students who initially enrolled as freshmen at UM are required to complete three business-oriented experiential learning exposures (classes). Students who initially enrolled with more than 60 transfer credits must complete two experiential classes. Students who initially enrolled with more than 90 transfer credits must take one experiential class, normally BMGT 486, the business capstone course. Experiential courses are offered in each of the business majors.
13. **Examination** - Students must pass the major field examination, administered in the semester students take the capstone course.

Course prerequisites are strictly enforced.

Suggested Course of Study

For all business majors:

	First Year	A	S
BGEN 105S (MIS 100S) Introduction to Business or BMGT 101S (MGMT 101S) Introduction to the Entertainment Business	3	-	-
COMX 111A (COMM 111A) Intro to Public Speaking	-	-	3
CSCI 172 (CS 172) Intro to Computer Modeling	-	-	3
ECNS 201S (ECON 111S) Principles of Microeconomics	3	-	-
ECNS 202S (ECON 112S) Principles of Macroeconomics	-	-	3
M 115 (MATH 117) Probability and Linear Math OR for Finance majors, M 162 (MATH 150), Applied Calculus	3-4	-	-
WRIT 101 (ENEX 101) College Writing I	3	-	-
Electives or General Education	3	-	6
			15-16 15
	Second Year	A	S
ACTG 201 (ACCT 201) Principles of Financial Accounting	3	-	-
ACTG 202 (ACCT 202) Principles of Managerial Accounting	-	-	3
STAT 216 (MATH 241) Introduction to Statistics	4	-	-
BGEN 235 (MIS 257) Business Law	-	-	3
BMIS 270 (MIS 270) MIS Foundations for Business	-	-	3
Electives and General Education	8	-	6
			15 15

Individual programs may differ from the suggested course of study to better accomplish the needs of the particular student but should be evaluated by an advisor prior to modifying the course of study.

Teacher Preparation in Business Education

Students who want to be licensed to teach business at the middle and high school level must complete a B.S. in Business Administration with a major in one of the following: accounting, finance, management, management information systems, or marketing. They also must complete the business education course work and the professional licensure program in the College of Education and Human Sciences. See the Department of Curriculum & Instruction for information about admission to the teacher Education Program and completion of this licensure program.

Certificates (Undergraduate)

Certificate in Accounting Information Systems

The Accounting Information Systems (AIS) certificate prepares undergraduate students for careers that bridge accounting and management information systems, such as consulting, internal audit, external audit, or other positions in which more than a basic

knowledge of either accounting or MIS is necessary. While most appropriate for a student majoring in accounting or MIS, this certificate is available to any undergraduate business major. To obtain an AIS certificate, a student must (1) complete the requirements for one School of Business Administration major, (2) meet with an AIS certificate advisor, and (3) complete the following courses, with an average GPA of 3.0 or better in these 25 credits: ACTG 203, ACTG 321 (ACCT 310), ACTG 305 (ACCT 311), ACTG 306 (ACCT 312), ACTG 411 (ACCT 441), BMIS 365 (MIS 371), BMIS 370 (MIS 370), BMIS 373 (MIS 373), and BMIS 479 (MIS 479). Due to pre-requisite requirements and course scheduling, meeting with an AIS advisor early is crucial.

Certificate in Entrepreneurship and Small Business Management

This certificate is offered for students who are interested in launching their own business venture or working in a small- to medium-sized business upon graduation. Students must complete all requirements for at least one School of Business Administration major as well as the following required courses: BMGT 486 (MGMT 348), BMGT 458 (MGMT 458), and one 498 internship course offered by any of the School of Business Administration's major areas; the internship must be with an entrepreneurial venture. Internships must be approved by the Management & Marketing Department Chair. Also required: six credits from outside the student's major area of study, from the following courses: BFIN 301 (FIN 301), BMIS 478 (MIS 478), BMGT 491 (MGMT 344) Advanced Human Resource Management, BGEN 320E (MGMT 320E), BMKT 337 (MKTG 362), BMKT 343 (MKTG 363), BMKT 342 (MKTG 366), or BMKT 460 (MKTG 460).

Certificate in Entertainment Management

This certificate is designed to allow undergraduate students to learn and demonstrate advanced skills in specific areas related to careers in the business of entertainment. Students must be registered at the University of Montana-Missoula. Required courses: BMGT 401 (open to all majors), BMGT 402 (open to all majors), and BMGT 403 (open to all majors), and three of the following courses: MART 111A (MAR 111A), MART 112A (MAR 112A), MUSI 132L, JRNL 251 (R-TV 251), BFIN 205, BMGT 275, BGEN 320*, BMGT 375 (open to all majors), BMGT 420*, PSCI 466 (PSC 466)*, BMGT 474 (open to all majors), BMGT 498 (must be an Entertainment/Event Management focused internship; open to all majors; no more than 3 hours accepted towards the Certificate), BMIS 478*, BMKT 411*, BMKT 412*, BMKT 413*, and BMKT 466*. Students must earn a "B or Better" in all courses counted towards the Certificate in Entertainment Management. Recommended optional course: BMGT 101.

* Check prerequisites

Certificate in Digital Marketing

This certificate prepares undergraduate students for careers in website design, social media, and internet data analysis. Knowledge associated with professional opportunity rests at the intersection between Management Information Systems and Marketing. Hence, the courses are designed to help students navigate this intersection and to develop the requisite skill set for successful career opportunities. Notably, the certificate addresses the need of both Marketing and MIS students to be skilled users of data and understand the role of quantitative data in decision making. To obtain the Certificate in Digital Marketing, students must (1) complete all requirements for at least one School of Business Administration major; (2) meet with the Certificate in Digital Marketing advisor; (3) complete the following required courses: BMIS 372 (MIS 372), BMKT 343 (MKTG 363), BMKT 460 (MKTG 460), BMKT 420, (4) Complete one of the following courses: FORS 250 (FOR 250), MAR 101L, MART 102 (MAR 102), MART 11A (MAR 111A), MART 340 (MAR 340); (5) complete the Certificate in Digital Marketing application; and (6) receive a combined GPA of 3.0 for all the above courses.

Certificates (Graduate)

This certificate includes courses for the innovative student looking to turn an idea into a successful business venture. To earn a graduate Certificate in Entrepreneurship, students must complete all MBA degree requirements and certain other courses.

Required Courses	Credits
MBA 694 Entrepreneurship 1	2
Additional Certificate Requirements, Offered Spring Semester	Credits
MBA 694 Business Plan Workshop	1
MBA 694 Financing New Ventures	1
MBA 694 High-Tech and Legal Issues	1
MBA 655 High-Tech and Legal Issues	1
MBA 694 Growing and Marketing Small Business	1
Additional Certificate Requirements, Offered Summer Semester	Credits
Internship	3

G Certificate in Entertainment Management

The graduate Certificate in Entertainment Management includes classes taught by industry professionals dedicated to providing education and opportunities for students to learn about the entertainment industry. Students must complete all requirements for the MBA degree, listed under the graduate Certificate in Entrepreneurship, plus the following:

Required Courses	Credits
BMGT 401 (MGMT 401) Event Management	3
BMGT 402 (MGMT 402) Principles of Entertainment Management I	3

BMGT 403 (MGMT 403) Principles of Entertainment Management II 3

Courses

R- before the course description indicates the course may be repeated for credit to the maximum indicated after the R. Credits beyond this maximum do not count toward a degree.

Accounting (ACTG) - Course Descriptions

191, 201, 202, 203, 298, 305, 306, 307, 321, 391, 392, 394, 401, 410, 411, 420, 425, 426, 432, 461, 491, 492, 494, 498, 503, 605, 615, 616, 31, 632, 641, 643, 656, 661, 675, 694, 696, 698, 699

Business Finance (BFIN) - Course Descriptions

191, 192, 205, 267, 292, 298, 301, 322, 391, 392, 394, 410, 415, 420, 424, 429, 439, 450, 473, 491, 492, 494, 498, 522, 651, 681, 694

Business General (BGEN) - Course Descriptions

105S, 235, 320E, 360, 465, 499

Business Management (BMGT) - Course Descriptions

101S, 191, 192, 205, 275, 291, 292, 298, 322, 340S, 357, 375, 391, 392, 394, 401, 402, 403, 420, 426, 430, 444, 453, 458, 474, 480, 486, 491, 492, 493, 494, 498, 540, 595, 640, 650, 665, 685

Business Management Information Systems (BMIS) - Course Descriptions

191, 192, 270, 292, 298, 365, 370, 372, 373, 391, 392, 394, 447, 453, 471, 472, 476, 478, 491, 492, 494, 495, 498, 541, 571, 572, 573, 574, 575, 650

Business Marketing (BMKT) - Course Descriptions

191, 192, 291, 292, 298, 325, 337, 342, 343, 391, 392, 411, 412, 413, 420, 450, 460, 480, 490, 491, 492, 494, 498, 560, 660

Master of Business Administration (MBA) - Course Descriptions

603, 645, 655, 692, 694, 698, 699

Management Information Systems (MIS) - Course Descriptions

260, 261, 262, 263, 264, 265, 266

Prerequisite courses generally must be completed with a grade of C- or better for the prerequisite to be satisfied (some prerequisites, however, require a grade of C or better).

Generally, courses at the 600 level are open only to graduate students who are admitted to a business graduate program. Students who are designated pre-M.B.A. or pre-M-Acct. or graduate non-degree extern may take select courses (foundation courses at the 500 level and select 600 levels only upon pre-approval of a graduate program director). Students must be admitted to a degree program in order to take the required courses in either program.

Faculty

Professors

Aaron W. Andreason, Ph.D., Brigham Young University, 1975

Teresa K. Beed, Ph.D., University of Colorado, 1981; C.P.A., Montana, 1973 (Director, M-Acct. Program)

Bruce Costa, Ph.D., Florida State University, 2000 (Chair, Department of Accounting and Finance)

Scott C. Douglas, Ph.D., Florida State University, 2000

David R. Firth, Ph.D., University of California, Los Angeles, 2003

Gerald E. Evans, Ph.D., Claremont Graduate School, 1985

Jerry L. Furniss, J.D., University of Idaho, 1980

Larry D. Gianchetta, Ph.D., Texas A & M, 1974 (Dean)

Terri L. Herron, Ph.D., University of Texas at Arlington, 1996; C.P.A. Texas, 1987 and Montana, 2010; C.I.S.A., 2000 (Associate Dean)

Keith J. Jakob, Ph.D., University of Utah, 2000

Belva L. Jones, Ph.D., Oklahoma State University, 1976 (Chair, Department of Management Information Systems)

Timothy A. Manuel, Ph.D., University of South Carolina, 1988

Jakki J. Mohr, Ph.D., University of Wisconsin-Madison, 1989

Jack K. Morton, J.D., The University of Montana, 1971

Nader H. Shoostari, Ph.D., Arizona State University, 1983

Lee N. Tangedahl, Ph.D., University of Colorado, 1976

Klaus Uhlenbruck, Ph.D., University of Colorado, 1996 (Chair, Department of Management and Marketing)

Associate Professors

Patrick M. Barkey, Ph.D., University of Michigan, 1986 (Director, Bureau of Business and Economic Research)

Michael R. Braun, Ph.D., University of Massachusetts, Amherst 2006

Carol L. Bruneau, Ph.D., University of Arizona, 1997

Shawn F. Clouse, Ed.D., University of Montana, 2001

Anthony J. Crawford, Ph.D., Pennsylvania State University, 1993

Bambi M. Douma, Ph.D., University of Arizona, 2003

Michael V. Harrington, J.D., University of Montana, 1990

Joshua Herbold, Ph.D., University of Illinois, Champaign-Urbana, 2005; C.P.A., Montana, 2009

Cameron D. Lawrence, Ph.D., London School of Economics, 2005

Fengru Li, Ph.D., University of Washington, 1996

Clayton A. Looney, Ph.D., Washington State University, 2003

Ronald F. Premuroso, Ph.D., Florida Atlantic University, 2008; C.P.A. Florida, 1976, C.F.E., 2011

Simona Stan, Ph.D., University of Missouri-Columbia, 2001 (Director, MBA Program)

Kenton D. Swift, Ph.D., University of Wisconsin-Madison, 1991; C.P.A., Montana, 1992

Assistant Professors

Justin W. Angle, Ph.D., University of Washington, 2012

Casey J. McNellis, Ph.D., Washington State University, 2011; C.P.A. Washington, 2003

Emily J. Plant, Ph.D., University of Kentucky, 2010

Suzanne G. Tilleman, Ph.D., University of Oregon, 2009

Emeritus Professors

Michael R. Brown, J.D., The University of Montana, 1969; C.P.A., Montana, 1963

Bruce P. Budge, Ph.D., University of Minnesota, 1968; C.P.A., Idaho, 1973

MaryEllen Campbell, M.A., University of Illinois, 1969

Robert J. Connoles, Ph.D., University of Iowa, 1968

Richard T. Dailey, Ph.D., Pennsylvania State University, 1968

Maureen J. Fleming, Ph.D., Southern Illinois University, 1969

Robert W. Hollmann, Ph.D., University of Washington, 1973

Jack J. Kempner, Ph.D., Ohio State University, 1956; C.P.A., Montana, 1957

Clyde W. Neu, Ph.D., University of Minnesota, 1973

Paul E. Polzin, Ph.D., Michigan State University, 1968 (Director Emeritus, Bureau of Business and Economic Research)

Roy W. Regel, Ph.D., University of Colorado, 1985; C.P.A., Colorado, 1973; C.M.A., 1992

Barbara P. Reider, Ph.D., Kent State University, 1991; C.P.A., Montana, 2010; C.M.A., 1992; C.I.A., 1996; C.F.M., 1998; C.G.F.M., 2002

Thomas J. Steele, Ph.D., Pennsylvania State University, 1974

Norman E. Taylor, Ph.D., University of Minnesota, 1955

Joseph A. Weber, Ph.D., University of Minnesota, 1983; C.P.A., Montana, 1975

Richard P. Withycombe, Ph.D., University of Oregon, 1972

Department of Management Information Systems

Belva L. Jones, Chair

The Department of Management Information Systems offers a major in Management Information Systems within the Bachelor of Science in Business Administration.

Management Information Systems Major

The management information systems curriculum prepares students to manage an organization's information resources. The major focuses on:

- 1) analyzing and managing the flows of information within and across the organization's business processes;
- 2) effectively managing the acquisition and utilization of information technology; and
- 3) using both information and information technology to enhance the organization's strategic advantage.

The knowledge and skills developed in the curriculum lead to careers in consulting, programming, systems analysis and design, database administration, electronic commerce, telecommunications, network administration, and project management.

Basic Requirements for Management Information Systems Major

Required:	Credits
BMIS 365 (MIS 371) Business Applications Development	3
BMIS 370 (MIS 370) Managing Information and Data	3
BMIS 372 (MIS 372) Information Infrastructures	3
BMIS 373 (MIS 373) Systems Analysis and Design	3
BMIS 476 (MIS 476) Integrated Project Management for IS	3
BMIS 498 (MIS 498) Internship or BMIS 495 (MIS 491) Information Systems Practicum	3
Choose two courses (6 credits) from the following:	
BMIS 471 (MIS 471) Fundamentals of Network Management	3
BMIS 472 (MIS 472) Advanced Network Management	3
BMIS 478 (MIS 478) Electronic Commerce a Managerial Prospective	3
BMIS 479 (MIS 479) Introduction to Consulting	3
BMIS 491 (MIS 495) Special Topics(up to 6 credits)	
BMIS 492 (MIS 496) Independent Study (up to 6 credits)	
BMKT 460 (MKTG 460) Marketing of High-Technology Products and Innovations	3
ACTG 321 (ACCT 310) Accounting Information Systems I (coreq., ACTG 203)	3
Upper-division computer science (up to 6 credits)	
C&I 341 Information Management and Design	3
EDU 472 (C&I 444) Advanced Technology and Supervision	3
CS 181 Electronic Publishing on the World Wide Web	3
M 361 (MATH 381) Discrete Optimization	3
M 362 (MATH 382) Linear Optimization	3

NOTE: Students completing their major with lower-division classes still must earn a total of 39 upper-division credits to fulfill University requirements. Management Information Systems majors must take BMIS 476 (MIS 476): Project Management at The University of Montana-Missoula.

UG Certificate Programs

The requirements to earn various certificates at the undergraduate level are listed under the general School of Business Administration's Certificates.

Department of Management and Marketing

Klaus Uhlenbruck, Chair

The Department of Management and Marketing offers three majors within the Bachelor of Science in Business Administration: International Business, Management, and Marketing.

International Business Major

The international business major provides students with the opportunity to focus on the managerial, economic, cultural, political and social dimensions that will prepare them for functioning in a global business community.

Basic Requirements for International Business Major

Required	Credits
BGEN 360 (MGMT 368) International Business	3
BMGT 480 (MGMT 480) Cross-Cultural Management	3
BFIN 473 (FIN 473) Multinational Financial Management and FDI	3
And one of the following:	
BGEN 465 (MGMT 465) World Trade and Commerce	3
BMGT 491 Special Topics course on international business issues	3

Plus the completion of all of the requirements for at least one other functional major area within the School of Business Administration (Accounting, Finance, Management Information Systems, Management, or Marketing).

Plus 6 credits, approved by the business school's international business advisor, and selected from internationally-focused courses, an international exchange, an international internship, or a study abroad program. Students should consider an area/cultural focus, such as China, Europe, India, Japan, Russia, or South America.

Plus four semesters or the equivalent (as determined by the Department of Modern and Classical Languages and Literatures) of any one foreign language is required. It is recommended that students complete the foreign language by the end of their junior year.

Management Major

The management major is designed to provide students with the interpretative, analytical, and integrative skills required in managerial positions in a variety of business and nonprofit organizations, including human resource management or starting up their own business.

Basic Requirements for Management Major

Required	Credits
BGEN 360 (MGMT 368) International Business	3
BMGT 420 (MGMT 420) Leadership and Motivation	3
BMGT 444 (MGMT 444) Management Communication	3
BMGT 426 (MGMT 446) Strategic Management	3
Plus twelve (12) credits from the following:	
BGEN 320E (MGMT 320E) Business Ethics and Social Responsibility	3
BMGT 401 (MGMT 401) Event Management	3
BMGT 402 (MGMT 402) Principles of Entertainment Management I	3
BMGT 403 (MGMT 403) Principles of Entertainment Management II	3
BMGT 430 (MGMT 430) Business Negotiations	3
BMGT 458 (MGMT 458) Advanced Entrepreneurship Seminar	1-3
BGEN 465 (MGMT 465) World Trade and Commerce	3
BMGT 480 (MGMT 480) Cross-Cultural Management	3
BMGT 491 (MGMT 495) Special Topics	1-6
BMGT 493 International Experience in Business	1-6
BMGT 494 (MGMT 494) Seminar in Management	1-6
BMGT 498 (MGMT 498) Management Internship	1-3
COMX 415 (COMM 451)* Intercultural Communication	3
ECNS 312* (ECON 323) Labor Economics	3
PSCI 462 (PSC 460)* Human Resource Management	3

* The use of non-business courses in the elective basket may leave students short of the 51 business credits. Students need to select courses accordingly.

UG Certificate Programs

The requirements to earn various certificates at the undergraduate level are listed under the general School of Business Administration's Certificates.

Masters of Business Administration

The University of Montana Master of Business Administration program is specifically designed to meet the business and community needs of Montana. Our program allows the flexibility to meet individual professional and personal career goals. Students can attend day and weekend classes on campus in Missoula or evening classes across the state. Course requirements and additional information on the MBA program can be found at: <http://mba.business.umt.edu>

Marketing Major

The marketing major provides students with knowledge and skills required in the process of marketing products, services, or ideas. The contemporary role of marketing in society is treated from various perspectives, including functional and institutional analysis, along with the application of decision making tools.

Basic Requirements for Marketing Major

	Required	Credits
BGEN 360 (MGMT 368) International Business		3
BMKT 337 (MKTG 362)** Consumer Behavior		3
BMKT 342 (MKTG 366)** Marketing Research		3
BMKT 343 (MKTG 363)** Integrated Marketing Communication		3
BMKT 480 (MKTG 461) Marketing Management		3
Nine (9) credits from the following list of courses; at least six of those credits have to be from the upper division business courses on the list:		
BMKT 411 (MKTG 411) Services/Relationship Marketing		3
BMKT 412 (MKTG 412) Nonprofit Marketing		3
BMKT 413 (MKTG 413) Sports Marketing		3
BMKT 420 Integrated Online Marketing		3
BMKT 450 (MKTG 450) Marketing Connections		3
BMKT 460 (MKTG 460) Marketing of High-Technology Products and Innovations		3
BMKT 490 (MKTG 369) Undergraduate Research		3-6
BMKT 491 (MKTG 495) Special Topics		3
BMKT 498 (MKTG 498) Marketing Internship		3
BMGT 401 (MGMT 401) Event Management		3
BMGT 402 (MGMT 402) Principles of Entertainment Mgmt I		3
BMGT 403 (MGMT 403) Principles of Entertainment Mgmt II		3
BMGT 444 (MGMT 444) Management Communication		3
BMGT 493 International Experience in Business		3
COMX 351 (COMM 321)* Principles of Public Relations		3
COMX 352 (COMM 322)* Public Relations Portfolio		3
MAR 101L* Intro to Media Arts		3
MART 102 (MAR 102)* Digital Technology in the Arts		3
MART 111A (MAR 111A)* Integrated Digital Art		3
MART 341 (MAR 341)* Intro to Web Design		3
BMIS 478 (MIS 478) Electronic Commerce		3

* The use of lower-division and non-business courses in the elective basket may leave students short of the 39 upper division credits and/or 51 business credits. Students need to select courses accordingly.

***Please check course descriptions for prerequisites.**

****BMKT 337, 342, and 343 (MKTG 362, 366, and 363) are prerequisites for BMKT 480 (MKTG 461).**

UG Certificate Programs

The Requirements to earn various certificates at the undergraduate level are listed under the general School of Business Administration's Certificates.

Suggested Course of Study

For all business majors:

	First Year	A	S
BGEN 105S (MIS 100S) Introduction to Business or BMGT 101S (MGMT 101S) Introduction to Entertainment Management	3	-	-
COMX 111A (COMM 111A) Introduction to Public Speaking	-	-	3
CSCI 172 (CS 172) Computer Modeling	-	-	3
ECNS 201S (ECON 111S) Principles of Microeconomics	3	-	-
ECNS 202S (ECON 112S) Principles of Macroeconomics	-	-	3

WRIT 101 (ENEX 101) Composition	3	-
M 115 (MATH 117) Probability and Linear Math	3	-
OR for Finance majors, M 162 (MATH 150), Applied Calculus	4	-
Electives or General Education	3	6
	15-16	15
	A	S
Second Year		
ACTG 201 (ACCT 201) Principles of Financial Accounting	3	-
ACTG 202 (ACCT 202) Principles of Managerial Accounting	-	3
STAT 216 (MATH 241) Introduction Statistics	4	-
BGEN 235 (MIS 257) Business Law	-	3
BMIS 270 (MIS 270) MIS Foundations for Business	-	3
Electives and General Education	8	6
	15	15

Individual programs may differ from the suggested course of study to better accomplish the needs of the particular student.

Office for Student Success

The mission of the Office for Student Success (OSS) is to help students successfully transition to college, progress academically and ultimately become graduates of The University of Montana. OSS initiates and leads collaboration with academic departments, state and local organizations and administrative units across campus to define, implement and assess programs that support students academically, financially and socially.

OSS delivers direct support services to students in the form of academic advising, math and writing tutoring, and freshman/sophomore programming. The Undergraduate Advising Center and the Writing Center are administered by the OSS.

Undergraduate Advising Center

The Undergraduate Advising Center is a university service staffed by professional advisors and peer advising assistants committed to helping undergraduate students achieve a successful college experience. The UAC programs guide students as they transition to college, assisting them in clarifying academic goals and exploring majors.

Advisors in the UAC work with both faculty and full-time advisors in each of the Colleges to assist students in making decisions about major areas of study and to ensure smooth transitions to and from majors. Working collaboratively, the full-time advisors of the Center consult with academic departments to provide new and creative opportunities for students to explore majors and careers that align with their abilities, interests, and strengths.

UAC advisors are the advisor of record for first year students who plan to major in Business, Pre-Nursing, Psychology, or Communication Studies and all students who have not yet declared a major.

The Writing Center

The Writing Center administers programs to help undergraduate and graduate students in all disciplines become more independent, versatile, and effective writers, readers, and thinkers. Writing Center tutors engage students in structured discussions about writing, challenging them to develop as writers and thinkers who contribute to local and global conversations. Focused on the development of the writer, tutors help students to recognize their strengths and weaknesses as communicators and to practice strategies appropriate to various writing contexts.

The Writing Center also collaborates with faculty to positively impact student performance. These collaborations include delivery of discipline-specific writing workshops across the curriculum and professional development opportunities such as workshops on how to design writing assignments and how to provide students with effective feedback on their writing. In an effort to support all writers at The University of Montana, the Writing Center also supports faculty and staff writers by providing one-to-one consultations on their professional writing projects.

Four Bear Four-Year Graduation Plan

The Four Bear Four Year Graduation program is designed for students committed to completing their degree at The University of Montana within four years. Four Bear participants are provided with registration priority after signing the Four Bear contract in the first year. The program pays tuition and mandatory fees past the planned graduation time provided the student has met all of the requirements for continued participation. Pharmacy is an exception to the four-year plan; students are given five or six years to complete this degree.

Most department sections in the catalog include a suggested four-year course of study to complete a major. Four-Bear students must meet with their advisors in order to customize a plan to fit individual circumstances and academic.

Fees

Finalizing Your Registration Bill

Refund Policy

Withdrawal Policy

General

The student expense information provided in this catalog is based upon the rates for the 2011-12 academic year as submitted to and approved by The Montana Board of Regents of the Montana University System. The Board of Regents reserves the right to adjust fees at any time. Current information may be obtained by contacting Business Services, Lommasson Center, University of Montana-Missoula, Missoula, Montana 59812. The phone number is 406-243-2223, email address um.statements@mso.umt.edu or visit our website at <http://www.umt.edu/bussrvcs/students/default.aspx>.

Finalizing Your Registration Bill

A student's registration is not complete until it is "finalized". Finalizing the registration bill confirms registration of the courses listed on the registration bill and the student's acceptance of the associated tuition and fee charges. Even if financial aid and/or scholarships cover the full cost of the registration bill, it must still be finalized. **FAILURE TO FINALIZE YOUR REGISTRATION BILL WILL RESULT IN THE CANCELLATION OF CLASSES FOR THE SEMESTER.** Foreign and Canadian checks are not accepted. Credit card payment is accepted using VISA, and MasterCard. Payment/finalization may be completed electronically via the student's CyberBear at <http://cyberbear.umt.edu/>. Please see the published payment/finalization deadlines on the CyberBear home page Important Dates link: http://events.umt.edu/?calendar_id=27&upcoming=upcoming&.

Fee Schedule

The tuition and mandatory fee schedules [http://www.umt.edu/bussrvcs/Students/Tuition and Fees/default.aspx](http://www.umt.edu/bussrvcs/Students/Tuition%20and%20Fees/default.aspx) posted on the Business Services website are for the 2011-2012 academic year. Different fee schedules apply to each type of student – undergraduate lower/upper, Missoula College, graduate first/advanced, graduate TA/RA first/advanced, law fall/spring, WUE undergraduate lower/upper, WUE Missoula College, post-baccalaureate, distance undergraduate lower/upper, distance Missoula College, distance graduate first/advanced, distance post-baccalaureate. The full schedule of fees and fee definitions are available at [http://www.umt.edu/bussrvcs/Students/Tuition and Fees/default.aspx](http://www.umt.edu/bussrvcs/Students/Tuition%20and%20Fees/default.aspx) or by calling Business Services at 406-243-2223. Students enrolled at 12 or more credits are assessed at the same rate. Student enrolled less than 12 credits are assessed per credit. Students enrolled for 6 credits or fewer have the option of paying an additional amount to cover the ASUM activity fee, campus recreation fee, health service fee and athletic fee.

Audited courses are assessed the same fees as courses taken for credit.

See the complete inventory of tuition and mandatory fee tables at <http://www.umt.edu/bussrvcs/Students/Tuition%20and%20Fees/default.aspx>

Delivery of Student Credit Balance Refunds

The University of Montana processes all student credit balance refunds electronically to deposit to a bank account (checking or savings) selected by the student. The bank account may be an existing account or the student is eligible to open an online bank account through Higher One. Each student will receive a UM Refund Choice Card (mailed in a bright green envelope) that they will use to access the UM contracted third-party system to make their choice at <http://www.umt.edu/bussrvcs/Students/Student%20Refunds/default.aspx>. The student will need to make their choice only once unless they change or close their bank account. The card should be kept in a secure place in case the student needs to make changes to their current choice. Even if a student does not expect to receive refunds due to financial aid, it is still important to select a preference. For instance a student may have a credit balance if classes are dropped or they withdraw that would require refunding to them.

A student's refund may be delayed if the student has not completed the setup of their electronic delivery choice.

Fee Schedule

The tuition and mandatory fee schedules are posted on the Business Services website for the 2013-14 academic year at <http://www.umt.edu/bussrvcs/Students/Tuition%20and%20Fees/default.aspx> or call Business Services at 406-243-2223. Different tuition/fee schedules apply to each type of student (i.e. undergraduate lower/upper, WUE main campus/MC, MC, post baccalaureate, graduate first/advanced, distance only and law?). The Board of Regents reserves the right to adjust fees at any time.

Students enrolled for 6 credits or fewer have the option of paying an additional amount to cover the Activity Fee, Campus Recreation Fee, Health Service Fee and Athletic Fee. Please see the Fee Definitions at http://www.umt.edu/bussrvcs/studentfees/mslatuitionfees_definitions.pdf for details about these fees. Audited courses are assessed the same fees as courses taken for credit.

A Distance Learning fee is assessed on all online courses to partially defray costs associated with courses delivered online over the

World Wide Web. On line courses are assessed an additional fee of \$48.00 per credit.

The Board of Regents may approve additional fees at any time. Fees frequently are assessed for selected courses in subjects such as: Accounting Technology, Art, Biology, Biochemistry, Building Maintenance Engineering, Business, Chemistry, Computer Technology, Culinary Arts, Curriculum and Instruction, Dance, Diesel Equipment Technology, Drama, Educational Leadership, Electronics Technology, Forestry, Geology, Health and Human Performance, Heavy Equipment Operation, Journalism, Legal Studies, Mathematics, Metals Processes, Microbiology, Military Science, Music, Nursing, Pharmacy, Physical Therapy, Resource Conservation, Respiratory Therapy, Science, Secretarial Technology, Small Engines, Surgical Technology, Truck, Welding, and Wildlife Biology. This listing may not be all-inclusive and does not preclude a specific fee from being assessed.

Special fees are assessed for extended field trips in various departments.

An Educational Service Fee is charged for the off-campus M.B.A. and M.P.A. programs.

A fee is charged for cooperative education internships.

Purchase of supplies, equipment, or tools may be required by certain programs.

Law School Fees

The proposed 2011-12 School of Law fees for 15 credits are approximately \$3,237 for autumn and \$3,212 for spring for an in-state student and \$11,175 for autumn and \$11,150 for spring for an out-of-state student. The Health Service fee is included. Health Insurance coverage is available to students for an additional charge.

Law Special Fees

All persons who apply for admission to the School of Law must pay an acceptance fee of \$300.00 (\$150.00 is refundable if written notice is received by the due date if student does not want to attend) which is applied toward payment of fees upon entering and attending the School of Law in the semester for which application was made.

In addition to the above fees, Law School students must pay an additional \$145.00 per credit per semester. The amount is applied to instructional costs.

All law students are assessed a \$25.00 law activity fee during autumn. An additional academic facilities fee of \$50 per semester plus \$1.25 per credit hour is also assessed.

Continuing Education and Summer Programs

Fees, room and board costs for Summer Programs and fees for registration in Continuing Education are contained in separate publications. These publications can be obtained by contacting Continuing Education and Summer Programs 406-243-2900, University of Montana-Missoula, Missoula, MT 59812 or by visiting the website at www.umt.edu/ce.

Refund Policy

Refund for Dropped Classes

Students who have finalized their registration bill may drop classes through the first fifteen days of the Fall and Spring semesters. Adjustments of the associated tuition & fees and financial aid will be made to their student account during that time. Beginning with the sixteenth class day, there is no refund for classes dropped and there is a \$10 fee for each class dropped. Students who finalized with financial aid should always check with the Financial Aid office before dropping classes to make sure they fully understand the financial impacts.

Refund for Withdrawal from the University

Refund for Dropped Classes

Students who have finalized their registration bill may drop classes through the first fifteen days of the Autumn and Spring semesters. Adjustments of the associated tuition & fees and financial aid will be made to their student account during that time. Beginning with the sixteenth class day, there is no refund for classes dropped and there is a \$10 fee for each class dropped. Students who finalized with financial aid should always check with the Financial Aid office before dropping classes to make sure they fully understand the financial impacts as dropping classes may result in the student having to immediately repay grant aid they received or make them ineligible to receive aid that has not been disbursed yet.

Refund for Withdrawal from the University

If a student decides to withdraw from classes after finalizing the registration bill, the student should contact the University of Montana Registrar's Office in Griz Central, located in the Lommasson Center, and complete a withdrawal form to begin the official withdrawal process**. This procedure will enable the University to prorate the fees assessed based upon the official date of withdrawal.

Students who desire to continue the Blue Cross Health Insurance must contact the Curry Health Center prior to withdrawal. Otherwise,

the insurance premiums will automatically be refunded and coverage will be lost.

For students receiving Federal financial aid, they must be attending classes to remain eligible for Federal Financial Aid. If a student drops courses, stops attending classes, never starts attending a class or withdraws from the University of Montana, the University and/or the student may be required to return federal funds awarded to the student. It is very important for students receiving Federal financial aid to contact Business Services at 406-243-2223 prior to withdrawing. If a student officially withdraws during the first fifteen days of class, the tuition and fees will be re-assessed for the semester based upon the official date of withdrawal. A student's official withdrawal date is determined by:

- . the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or
- . the midpoint of the period for a student who leaves without notifying the institution; or
- . the last date of attendance by the student at a documented academically related activity.

Students who withdraw from the University for the Spring or Autumn semesters after finalizing the registration bill will receive pro-rated assessment of tuition and fees according to the following schedule.

	Before classes begin	1st Week	2nd Week	3rd Week	4th week or Later
Registration	none	none	none	none	none
Tuition/Fees	100%	90%	75%	50%	none
Blue Cross Ins. **	100%	100%	100%	100%	none
Other Fees	varies	varies	varies	varies	varies

Charges for room and board will be re-assessed on a pro-rated basis. During the final two weeks of the semester, room charges will not be re-assessed. Student who do not formally and completely withdraw are not eligible for a refund. The University of Montana will reassess the tuition and fees for students using the Deferred Payment Plan if the student officially withdraws during the first fifteen days of a semester. However, the student may still owe a balance to the University.

Return of Title IV Funds (Federal Financial Aid)

The University of Montana Refund Policy exists for calculating the refund of institutional charges when a student withdraws. The federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the University and the student. The federal formula is applicable to a student receiving Title IV Funds if that student withdraws on or before the 60% point of time in the semester. The student may also receive a refund of some institutional charges through the University of Montana's refund policy.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, TEACH Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Direct Loan (subsidized or unsubsidized), or GFederal PLUS loans and the student withdraws on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester (effective on the official withdrawal date) divided by the number of calendar days in the semester (scheduled academic breaks of five consecutive days or more are excluded). After all Title IV aid return requirements have been satisfied, remaining credit balances will first be applied to satisfy outstanding University tuition, fees, and institutional charges. Any remaining credit balances will then be refunded to the student. Once you have completed more than 60% of the semester, you have earned all (100%) of your assistance.

If you withdraw from the University of Montana before completing 60% of the semester, you may have to repay any unearned financial aid funds that were already disbursed to you. Please contact staff in The University's Business Services, located in Griz Central or call 406-243-2223, if you have any questions about refund of tuition and fees or the calculation of the return of federal financial aid PRIOR TO WITHDRAWING.

Distribution Priority for Return of Title IV Funds

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Graduate PLUS Loan
5. Federal Parent PLUS Loan
6. Federal Pell Grant Program
7. Federal SEOG Program
8. TEACH Grant
9. State, Private, or Institutional Aid
10. The Student
- 11.

Hardship Withdrawal Policy

A hardship withdrawal may be granted to a student who experienced a catastrophic unanticipated condition or event after the fifteenth class day of a semester, if the condition prevents the student from completing academic course work. If medical, this must be

documented by a health care provider. A medical hardship withdrawal will only be granted in cases of extreme hardship resulting from a serious or life threatening medical condition. In order for a student to petition to receive a hardship withdrawal from The University of Montana, the student must contact the Registrar's Office or Business Services Office to start the hardship withdrawal process. Upon approval of a hardship withdrawal, the Registrar's Office will enter the appropriate withdrawal information on the student's academic record. Each student's circumstances are different, and the Hardship Withdrawal Committee will determine the criteria for awarding a hardship withdrawal. At minimum, the student must meet the following criteria:

1. Is a degree seeking student, and
2. Is either a resident or non-resident student, and
3. Is a continuing student, and
4. Is maintaining satisfactory progress based upon The University of Montana's academic regulations.

Business Services will calculate the tuition credit amount for all approved hardship withdrawals and will notify the Financial Aid Office.

Students withdrawing during the first fifteen class days of a semester for medical reasons should contact the Curry Health Center in order to maintain the health insurance coverage. Otherwise, the medical insurance premiums will be automatically refunded and coverage will be lost.

The hardship withdrawal process is not the appropriate venue to resolve or petition academic matters. Such concerns must be addressed in the student's respective department, school, or college. In addition, the hardship withdrawal process is not an alternative means to drop classes after the normal drop date, to remove unwanted grades, or preclude resulting academic/financial aid actions (warning, probation, suspension, etc.)

Other Costs and Policies

Late Registration

A student who does not complete registration, including payment of tuition & fees or finalizing via Cyberbear.umt.edu, FIFTH class day is assessed a late registration fee of \$40.00. After the fifteenth class day, a petition is required to register and, if approved, an additional \$40.00 will be assessed for a total late fee of \$80.00.

Returned Checks

A charge of \$25.00 will be assessed on checks (paper or electronic) returned from the bank. Any paper or electronic check tendered in payment of registration fees and not honored by the bank upon which it is drawn may result in cancellation of a student's registration. The student will be assessed the late registration fee of \$80.00 maximum in addition to the \$25.00 service charge.

Fee Policy on Drop/Adds

Students must pay for all courses for which they are enrolled at registration. However, within the first fifteen class days, they may drop or add courses. The courses for which students are enrolled on the fifteenth class day will determine any fee adjustments (see fee schedule) or financial aid adjustments. Beginning the sixteenth class day, courses dropped will not result in a reduction of fees but courses added will increase credit hour enrollment and may result in an additional charge. Payment is due within 10 days of the day courses are added.

CyberBear will not allow a student to drop all courses. Dropping all courses is considered a withdrawal from the University. Please refer to the Withdrawal Policy section in the catalog for information on how to withdraw and the associated Refund Policy.

Drop/Add Processing Fee

A \$10.00 processing fee will be charged for each course that is added or dropped after the fifteenth instructional day. See the summer class schedule for summer session deadlines.

Deferred Payment Plan

The University of Montana offers a payment plan to help students and their families pay their tuition, mandatory fees, room and board.

Eligibility is based on the following criteria:

1. Making payments as scheduled
2. Maintaining Satisfactory Academic Progress
3. Adequate financial resources to repay the loan
4. Use all UM Financial Aid offered
5. Fully complete and sign all required documents

The plan provides for the payment of at least one third of the total fees along with a \$30.00 administrative charge at the time of registration, payment of one third approximately 30 days after registration and payment of the full balance approximately 60 days after registration.

Registration, tuition and mandatory fees less any Financial Aid may be deferred. Student insurance and non-mandatory/course fees may not be deferred.

Deferred Payment Plan (DPP) applications must be submitted via CyberBear. The instructions (at right) will lead you to the DPP application. Be prepared to fill out the necessary application forms including parent and spouse information, two references, and cosigner information (if applicable). Your application will be reviewed by Business Services within 3 business days and you will be notified by UMConnect on the status of your application.

The signing and adherence to the terms and conditions of a promissory note will be required and no fees may be deferred by any person who owes the University any fees, fines, loans or other charges or who has previously deferred fees and failed to make timely payments. A \$15.00 fee will be assessed each time a payment is late.

This plan is not available for the summer session.

Monthly Bill Statements

Monthly bill statements will be mailed to the student's current mailing address displayed in CyberBear. In addition, an electronic notification will be e-mailed to their official University of Montana e-mail account. It is the student's responsibility to check their mail and official University of Montana e-mail account for these statements and notices. Payments for billed amounts are due by the due date indicated on the statements and electronic message. Failure to make timely payments will result in an interest charge assessed on balances not paid in full by the following monthly billing. Payments can be made (1) online in CyberBear; (2) at the cashiers station located in Griz Central (2nd floor Lommasson Center); or by mailing payments to Student Accounts, Business Services, The University of Montana, 32 Campus Drive #2304, Missoula, MT 59812-2304.

Non Payment

A student who owes regular fees and charges including room and board or has an overdue debt owed to the University for any fees, fines, or other charges will not be able to register, secure any transcript or record, or access any University facilities or services until the full amount due has been paid or satisfactorily resolved with Business Services. Interest may be charged at the rate of 10% on the balance due from the day after the due date until the full amount has been paid and any attorney's fees or other costs or charges necessary for the collection of the amount owed may be added to the balance due.

Determination of In-State Fee Status

The Montana University System classifies all students as either in-state or out-of-state. This classification affects admission decisions and fee determinations. The basic rules for making the classification are found in Board of Regents' Policy. It is each student's responsibility to secure and review a copy of the policy. Failure to be aware of the rules will not be cause for granting any exceptions to them. A copy of the policy is available from the Admissions Office or the Registrar's Office. It is important to bear in mind that each residency determination is based on the unique set of facts found in each individual's case. Students participating in the Western Undergraduate Exchange or the National Student Exchange programs are not eligible to gain residency. If you have questions concerning your particular case, be sure to contact the unit to which you are applying for admission or at which you are already enrolled. Generally, the Admissions Office or the Registrar's Office will be able to assist you.

With certain exceptions, in order to be eligible for in-state status, a person must meet a 12-month durational residency test. You will have to demonstrate a bona fide intent to become a Montana resident. The 12-month period does not start until some act indicative of intent to establish residency is taken. Mere presence in Montana, enrollment at a unit or rental agreements will not serve to start this period. Sufficient acts to start the period are registration to vote, obtaining a Montana driver's license, registration of a motor vehicle in Montana, purchase of a home in Montana or filing of a resident Montana tax return. The 12-months must be completed by the 15th instructional day to qualify for that term.

Your actions during the 12 month waiting period will be used to determine whether you are in the state as a bona fide resident or merely for educational purposes. The decision on your residency will not generally depend on just one factor. The following are the things you need to do that will support a claim of bona fide residency.

1. Register to vote if you are a voter
2. License a vehicle if you operate one in Montana
3. Obtain a driver's license if you drive
4. Be physically present in Montana, not out of the state of Montana, for more than a total of 30 days
5. Can Not be claimed as a tax exemption by residents of another state or file taxes as a resident of another state
6. Provide at least 51% of your own financial support (this means you will need to document to us that you have contributed approximately \$6000 towards your support during the twelve month waiting period)
7. File a Montana resident income tax return (this is important for all who claim residency in Montana, regardless of the amount of earnings)
8. Only register for six (6) credits or less per semester (including summer school) during the twelve month waiting period. Registering for more than 6 credits creates a strong presumption that you are here for educational purposes, and may disqualify you from achieving in-state status.

Be certain to secure the Board of Regents residency Policy and questionnaire from the Registrar's Office in the Lommasson Center 201 or at the Registration Counter in Griz Central . At the end of your twelve month waiting period you must complete the residency questionnaire and attach copies of your driver's license, vehicle registration, voter's registration and proof of your earnings for the twelve months and return it to the Registrar's Office for review. This documentation can be submitted to the Registrar's Office up to 30 days in advance of the petitioners start date and not later than the 15h instructional day of the semester for which the status is sought. When a student petitions or meets the requirements after the 15th instructional day, a change in classification, if granted, will not be retroactive and will become effective for the next term. Reclassification is not automatic and will not occur unless the individual so petitions. It is the student's responsibility to meet any filing deadlines that are imposed by the appropriate unit of the System. All students should check with the appropriate office to determine the time limits for filing. The appeal process is given in the Regents' policy.

Costs of On-Campus Services

Housing and Dining Services

Students living in University residence halls are required to contract for a meal plan with Dining Services. Room and board rates are the same for in-state and out-of-state students. Occupants may select any meal plan to obtain the number of meals preferred and choose from a variety of room options.

Students who are approved to move out of the residence halls and terminate their meal plan contract will receive a prorated refund based upon the days remaining in the semester less the cancellation fee.

Residence Halls

Rates subject to change

2011-2012 Autumn/Spring Semester room rates in University residence halls are:

	Per Semester
Double Room	\$1,563.00
Single Room	1,780.00
Double as Single	1,882.00
Pantzer Suite	2,199.00
Miller Suite	2,036.00

Rates include \$6.00 per semester social fee.

Early arrival prior to opening day costs an additional \$17.00 per day.

Dining Services

Dining Services meal plan prices 2012-2013 academic year.

*The prices below are subject to approval by the Board of Regents and may change.

Meal Plan	Autumn/Spring Semester
All Campus	\$2,148.00
Food Zoo Plus	\$1,938.00
Food Zoo	\$1,833.00

Students living in residence halls are required to contract for one of the two meal plans. All meal plans are available to off-campus students, faculty and staff.

Lewis and Clark Village

Rent is \$431.00 per month per person regardless of which size apartment you are assigned to. Each resident will be responsible for their own rent payment. Residents may choose to pay either by the semester or by the month. Rent includes a furnished apartment with all utilities paid including cable TV. You must make your own arrangements for telephone service.

University Villages

Rates subject to change

University Villages housing is available. An application together with \$20 processing fee should be submitted to University Village Office, Elkhorn Court, Missoula, MT 59801. A \$250 deposit will be required when apartment is assigned.

Housing Apartment Rates (monthly)

Craighead and Sisson	Elliot	Toole
(All Utilities paid)	(Tenant pays Heat & Elec.)	(Tenant pays Heat & Elec.)

Studio	\$540.00	\$343.00	\$454.00
1-Bedroom	\$600.00	\$410.00	\$570.00
2-Bedroom	\$722.00	\$507.00	\$690.00
3-Bedroom	\$812.00	\$565.00	\$780.00
4-Bedroom	\$855.00	None	None

NOTE: These rates are monthly and effective July 1, 2013 through June 30, 2014. All rates include cable TV, water, garbage, and sewer. Tenants are responsible for telephone service and utilities.

Vehicle Registration Fee

www.umt.edu/publicsafety/Vehicle%20Regulations/Registration.aspx

All vehicles parking on campus must display current campus vehicle registration between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday year round. Students, staff or faculty may purchase window or hanger decals for \$185.00 per year. Students have the option of purchasing semester decals for \$92.50. Reserved parking is available on a first come, first serve basis for \$555.00 a year. Car pools of three or more commuting drivers may register for \$10.00 per person for the year.

Motorcycles are issued decals at \$35.00 per year. Day passes (all day parking) for \$3.00 per day may be purchased from the Office of Public Safety or the University Center and are valid in all "A" decal required lots only. Hourly pay parking is available for \$1.00 per hour. The above prices are subject to change pending approval by the Board of Regents.

Partial refunds on decal are available only through the 15th class day. No refunds will be given on motorcycle, car pool or half semester vehicle registrations.

If a vehicle is sold, transferred or destroyed, the parking decal must be removed and returned to the Office of Public Safety for replacement. There is a \$10 replacement fee for all decals lost, stolen or not returned.

Other Campus Services

On campus there are other services provided such as the swimming pool, laundry facilities, locker rental, a full service bookstore, prescription pharmacy, testing programs, etc. The rates charged for these services are too varied to present in this publication. If more information is required concerning these services, contact the department providing the service.

Veterans' Benefits for Education Assistance Under Public Law 95-202 and Public Law 815

For Veteran information visit <http://www.umt.edu/veterans>.

Financial Aid

Financial aid services are available from two campus locations: the South Avenue location of the Missoula College (MC), and Financial Aid Station located on the second floor of the Lommasson Center Building in Griz Central. Students specific information including the status of the student's aid application is available in CyberBear at cyberbear.umt.edu. General financial aid information including forms, policies and scholarship information is available at the Financial Aid Office website at <http://www.umt.edu/finaid>.

MC students:

Enrollment Services-Financial Aid Office

909 South Avenue West

Missoula, MT 59801

(406) 243-7886

Fax (406) 243-7901

<http://www.cte.umt.edu/finaid/>

All students:

Enrollment Services-Financial Aid

Lommasson Center - Griz Central

Missoula, MT 59812-1254

(406)243-5373

Fax (406) 243-4930

<http://www.umt.edu/finaid/>

Both offices are fully accessible.