

Notice: Any policy is subject to change without advance notice if required by federal or state law, Board of Regents, or Enrollment Services-Financial Aid Office.

#### Acceptance to UM

Students must be accepted for admission (or readmission) to the University in a degree seeking program before financial aid requests are considered. Students accepted into non-degree categories are not eligible for any financial aid.

#### Presidential Leadership Scholarships

This award is open to incoming freshmen who have demonstrated high academic achievements, leadership and promise for success through their high school experiences. The award is renewable for four years based on meeting eligibility requirements. Further information is available beginning October 1st. The application is available from Enrollment Services-Admissions, the Davidson Honors College, and high school counselors in Montana. The application is also available on-line at <http://www.umt.edu>. The application deadline is December 31.

#### Campus-Wide Scholarships

The University offers a campus-wide scholarship program. Students should apply each year as most scholarships are awarded on an annual basis. Students holding a UM General renewable scholarship will have their awards automatically renewed if they continue to meet the eligibility criteria so need not submit an application again in subsequent years..

Requests for applications for continuing UM students, beginning November 1st, may be directed to the Enrollment Services-Financial Aid Office. The application is also located on line at <http://www.umt.edu/finaid>. The filing deadline is February 1. Students are notified in March.

New, incoming students who have applied for admission to UM by December 31 will be considered for any scholarships that may be applicable. Notification will be done in March.

The Western Undergraduate Exchange (WUE) scholarship may be available for applicants from participating states. Application for a WUE scholarship is accomplished by applying for admissions to UM. Contact Enrollment Services-Admissions for further information.

#### Departmental Scholarships

Many departments, including the Missoula College, offer scholarships based on skill or academic potential. Students should contact their major departments for deadlines and more information.

#### Financial Aid Application

All students who wish to receive any federal funds, including federal parent loans, need based or most non-need based assistance, must file the Free Application for Federal Student Aid (FAFSA). The application is available at <http://www.fafsa.ed.gov/>. Students whose FAFSAs are received and processed by the Department of Education by February 15, and who complete all other documentation requirements are given priority for limited funds. Those who complete requirements later are considered only for federal loan programs and federal Pell Grants.

#### Determination of Eligibility

Eligibility for need-based financial aid is determined by subtracting the Expected Family Contribution (as determined from filing the FAFSA), scholarships, and other educational assistance from private or public agencies from the Cost of Attendance.

#### Financial Aid Package

Packages of need-based aid can include a combination of grants, loans and work-study. Students using the FAFSA automatically apply for all possibilities with one application. The types of aid offered will include federal subsidized and unsubsidized student loans for graduate or undergraduate students and federal Pell Grants for undergraduates if qualified. For those who file the FAFSA early and complete all requirements for additional documentation promptly, additional campus aid will be considered. This aid includes federal and state grants for undergraduate students. Federal Perkins loans and either federal or state work study will be considered for all early filers for both degree-seeking undergraduates and graduate students.

Non-need based aid, in the form of unsubsidized federal loans, for students and parents of dependent students will be considered for those families who file the FAFSA and accept these loans.

#### Distribution of Aid

All financial aid is awarded by the Enrollment Services-Financial Aid Office and distributed through Business Services, usually by crediting aid to the student's account. Aid is disbursed beginning the week before classes to students who have accepted their aid, submitted all required documents weeks in advance of the date and have finalized their registration in Cyberbear. Loans may be

canceled under certain conditions if the student no longer desires the debt. Students who are offered work study must obtain employment and complete additional paperwork at the Enrollment Services-Financial Aid Office. Students who work are paid bi-weekly based on the timecard submitted by students and the supervisors.

#### Additional Requirements for Loans

In order to meet federal requirements, students who receive a federal student loan at The University of Montana must complete an entrance interview requirement and sign a promissory note before a loan will be disbursed. Instructions for entrance and exit counseling and the promissory notes are available on the Enrollment Services-Financial Aid page of the website for The University of Montana-Missoula, at <http://www.umt.edu/finaid>. Select the "Loans" link.

#### Study Abroad and Financial Aid

Students who desire to study abroad and who enroll in courses that are approved by The University of Montana should contact the Enrollment Services-Financial Aid Office. Instructions will be provided for using financial aid with this type of study.

#### Other Requirements and Guidelines for Retaining Financial Aid

Financial aid for full-time is based on maintaining a minimum of twelve (12) credits each term.

Students enrolled for less than full-time may receive financial aid. Most grants will be pro-rated based on credit load. Loans are not pro-rated but require a minimum of six credits.

Students enrolling for fewer than six credits are not considered for financial aid with two exceptions; (1) undergraduates who are seeking their first degree may be eligible for a reduced federal Pell Grant, and (2) tuition waivers may be available for those who qualify.

Students can only receive aid for credits that are required for their degree programs. If a student chooses to repeat a course for which they previously received a passing grade that course can only be counted toward their aid enrollment status one more time.

#### Employment

The Enrollment Services-Financial Aid Office coordinates federal and state work study programs. Open positions are posted on the electronic job board located at <http://www.umt.edu/studentjobs>.

Non-work study student employment positions are also posted electronically at <http://www.umt.edu/studentjobs>.

#### Satisfactory Progress

Any student receiving financial aid is required to make satisfactory academic progress in a program leading to a degree. Students must maintain a minimum cumulative grade point average (GPA) and complete a minimum of 70% of all credits attempted. The minimum GPA for undergraduate, Law and Pharmacy students is a 2.0. Physical Therapy doctoral students need to maintain at least a 2.5 GPS. Graduate students need to maintain at least a 3.0 GPA.

A student must also be able to complete their degree within 150% of the length of their program measured in credits attempted. For instance, a student pursuing a 120 credit bachelor's degree would need to complete their degree prior to attempting 180 credits.

Complete information is available in the Enrollment Services-Financial Aid Office or at [www.umt.edu/finaid](http://www.umt.edu/finaid). Select the "Maintaining eligibility" link.

#### Short Term Loans

Limited short term loan money may be available to registered students who are eligible and submit complete applications. Among other conditions the student must have pending financial aid that will result in a refund to the student to qualify for the loan.

#### Tuition Waivers

The Montana Board of Regents has authorized the waiver of tuition for certain categories of students. Applications for any of the tuition waivers listed must be made in writing to the Enrollment Services-Financial Aid Office. The request must be made prior to the start of the semester in which students expect the waiver.

Minimum academic standards are necessary to receive tuition waivers. Other requirements and limitations may apply. Contact the Enrollment Services-Financial Aid Office for application forms or more information.

#### Montana Veterans Tuition Waiver

- . bonafide resident of the State of Montana for fee purposes
- . Honorable Discharge
- . at one time qualified for veterans benefits under Title 38 of the U.S. Code, but are no longer eligible

- served during a time of war as determined by the Attorney General (World War II, 12-7-41 to 9-2-45; Korean War, 6-22-50 to 1-31-55; Vietnam War, 1-1-64 to 5-7-75; or post-Vietnam world conflicts under certain conditions. Contact the Enrollment Services-Financial Aid Office for further information.)

#### American Indian Student Tuition Waivers

- resident of the State of Montana for one year immediately prior to enrollment at The University of Montana-Missoula
- documentation proving at least one-quarter degree blood
- meet admissions guidelines of the University
- must have financial need as determined by the Enrollment Services-Financial Aid Office
- meet satisfactory academic progress according to the standards of the Enrollment Services-Financial Aid Office

#### Senior Citizens Tuition Waiver

- permanent resident of the State of Montana
- 65 years of age or older

#### University of Montana Employees

- instate resident
- employed at least three-quarter time on the date of registration and for the entire semester
- must be after probationary employment period
- approval from department head & Human Resources every semester

#### Montana University System Honors Scholarship

- awarded by Board of Regents to top graduating high school seniors in Montana
- student must submit form received from the Regents to The University of Montana Enrollment Services-Financial Aid Office for activation of this waiver.

#### Other

There are several other tuition waivers including war orphans, MUS employees' families, surviving dependents of a Montana National Guard Member, and surviving spouse or children of any Montana firefighter or peace officer killed in the line of duty. Contact the Enrollment Services-Financial Aid Office for details.

#### Department of Military Science

All students are afforded the opportunity to apply for two, three and four year scholarships provided by Army ROTC. The scholarships pay for all mandatory tuition and fees, a monthly stipend and \$450.00 per semester for books. The monthly stipend for scholarship students is \$300.00 in the freshman year; \$350.00 in the sophomore year; \$450.00 in the junior year and \$500.00 in the senior year.

Additional financial assistance opportunities are provided to students that are interested in joining the U.S. Army Reserve or the Montana State National Guard. These programs are referred to as the Simultaneous Membership Program, since the student is involved in the National Guard or Reserves at the same time they are involved in ROTC. These programs have financial benefits that range from \$15,000 for a two year program to \$50,000 for a four year program. These benefits are very complex and are best understood by stopping in to visit with the Military Science Enrollment Officer.

Students have the opportunity to enroll in both the basic and advance courses offered by the Department of Military Science in the College of Arts and Sciences. The Basic Course is simply the Freshman and sophomore level courses offered by Army ROTC Instructors and no financial benefits are received for enrolling unless the student is on a scholarship. The Advanced Course refers to our junior and senior level courses. All advanced course students are contracted and receive financial benefits. We welcome student involvement in Land Navigation and Drill and Conditioning courses but no benefits are provided for enrollment in these classes.

#### Organizations

##### Alumni Association

The University of Montana Alumni Association, established in 1901 by Eloise Knowles, represents over 85,000 graduates, former students and friends across the world. The mission of the Association, with offices in Brantly Hall, is to "identify and serve the needs of this University, its alumni, students and friends." The Alumni Association sponsors and helps coordinate Homecoming, Charter Day, Distinguished Alumni Awards, Senior Recognition Day, Scholarships, Internships and Commencement Reunions. The Association also co-sponsors with Career Services the Ask-An-Alum program, which connects alumni with currently enrolled students who are exploring career options. Visit their website at [www.grizalum.com](http://www.grizalum.com) for more information.

##### Associated Students of the University of Montana (ASUM)

Associated Students of University of Montana (ASUM) Student Government

[www.umt.edu/asum](http://www.umt.edu/asum)

The Associated Students of University of Montana is the representative body for students to voice their comments and concerns, create new programs, volunteer on committees and fund student groups on campus. As the voice for UM students, the ASUM Senate meets weekly to discuss important topics affecting students.. ASUM offers a great many services to students that have paid the student activity fee. For more information, please contact ASUM at 243-2451, [www.umt.edu/asum](http://www.umt.edu/asum) or stop by the ASUM office at UC105.

#### **ASUM Child Care Preschool and Family Resources**

[www.umt.edu/asum/childcare/](http://www.umt.edu/asum/childcare/)

The ASUM Childcare Preschool and Family Resources operates five Child Care and early education centers. Child Care is available to students, faculty and staff. The centers are open for children 18 months --6 years. The program provides referrals to private residences providing child care for children ages new born to 12 year as well as a variety of family resources. For more information, please contact us at 243-2542, [www.umt.edu/asum/childcare](http://www.umt.edu/asum/childcare) or stop by the Child Care office at UC119.

#### **ASUM Legal Services.**

[www.umt.edu/asum/legalservices](http://www.umt.edu/asum/legalservices)

ASUM Legal Services provide limited, low-cost legal services to activity fee paying students at The University of Montana/COT. For more information, please contact us at 243-6213, [www.umt.edu/asum/legalservices](http://www.umt.edu/asum/legalservices) or stop by ASUM Legal at UC112.

#### **ASUM Off-Campus Renter Center**

[www.umt.edu/rentercenter](http://www.umt.edu/rentercenter)

The Renter Center provides counseling for student renters experiencing issues with their landlord, encourages positive neighborhood relationships, assists students with finding housing, and advocates for renters. Additionally, the agency maintains the Off-Campus Housing Finder located on the agency website. For more information, please contact us at 243-2017, [www.umt.edu/rentercenter](http://www.umt.edu/rentercenter) or stop by the Off-Campus Renter Center at UC105.

#### **ASUM Transportation**

[www.umt.edu/asum/ot](http://www.umt.edu/asum/ot)

#### **Transportation**

Getting to campus and finding a parking place can be challenging, so why not explore other ways of commuting. The ASUM Office of Transportation has 3 different park n ride shuttles and one late night bus. Service from south/Higgins area is every 5-10 minutes; service from E. Broadway is every 10 minutes and from the Missoula College is every 15-20 minutes. You can park free and take the shuttle free. It gets you close to your destination on campus – closer than if you drive and park. Service starts at 7:25 each day and ends between 6:20 and 7:05 depending on which shuttle you take. Schedules are on line at [www.umt.edu/asum/ot](http://www.umt.edu/asum/ot) or are available at many places on campus or on the bus. The late night bus runs from 7:05 p.m. until 2:30 a.m. on Thursday, Friday and Saturday and until midnight on Monday, Tuesday and Wednesday.

More options for hassle-free commuting are Mountain Line (free with your Griz card), 2 bike check out programs, or interest free bike loans.

Stop by UC 114 for more information.

#### **KBGA**

[www.kbga.org](http://www.kbga.org)

KBGA College Radio, 89.9 FM, is the student-run, college radio station for The University of Montana. Also available streaming online at [www.kbga.org](http://www.kbga.org), we provide a diverse format of music and talk programming 24 hours a day. We are a non-commercial, educational station, so everyone is welcome to become a DJ. For more information, please contact us at 243-6759, [www.kbga.org](http://www.kbga.org) or stop by the KBGA office at UC208.

#### **Montana Kaimin**

[www.montanakaimin.com](http://www.montanakaimin.com)

The Montana Kaimin is the University's student-run newspaper. Published since 1899, it has worked hard to serve, entertain and inform students with issues that are important to them. Publication begins the first week of school and is printed Tuesday – Friday during fall and spring semesters. Check out on our website for more information and past editions. For more information, please contact us at 243-6646, [www.montanakaimin.com](http://www.montanakaimin.com) or stop by the Kaimin's office at the Don Anderson Hall 207.

#### **UM Productions**

[www.umproductions.org](http://www.umproductions.org)

UM Productions is a student-run/student-funded organization whose goal is to bring quality events to The University of Montana and the

Missoula community. UM Productions strives to provide students with hands-on experiences and employment opportunities and bring concerts and events that are focused on diversity with a strong dedication to the arts. Check out our website for upcoming events and job opportunities. For more information please contact us at 243-4981, [www.umproductions.org](http://www.umproductions.org) or stop by the office at UC104.

#### Student Political Action Office

[http://life.umt.edu/asum/asum\\_agencies/political\\_action.php](http://life.umt.edu/asum/asum_agencies/political_action.php)

The Student Political Action office is a resource for students who have a desire to participate in the political process at the local, state and federal levels. Through a student committee, the SPA office works with students through a committee to represent student interests by working with City Council, the State Legislature and the Montana Delegation. For more information, please contact us at 243-2451, or stop by the ASUM office UC105.

#### ASUM Student Resolution Officer

[www.umt.edu/asum/](http://www.umt.edu/asum/)

The Student Resolution Officer is your representative for handling student complaints against a faculty member or university administrator that cannot be resolved informally. The Student Resolution Office advocates for students in a three-step dispute resolution process. For more information, please contact the Resolution Officer at 243-5431, [asum.resolutionoff@mso.umt.edu](mailto:asum.resolutionoff@mso.umt.edu) or stop by the ASUM office at UC 105.

#### ASUM Student Clubs and Organizations

[www.umt.edu/asum/](http://www.umt.edu/asum/)

ASUM recognizes and offers funding for over 200 student organizations and special interest clubs. Find out about a student group that interests you and the many benefits student groups receive by checking out our website [www.umt.edu/asum/studentgroups](http://www.umt.edu/asum/studentgroups) or stopping by the ASUM office at UC 105.

#### Fraternities and Sororities

The Greek Community of The University of Montana provides a comprehensive educational, social, and living experience for members through the promotion of friendship, leadership, personal development, academics, and services to the University and the Missoula community. The Greek members donate their time and support to over 50 recognized philanthropies. Additionally, they involve themselves in a wide variety of campus leadership organizations, such as Residence Life Staff, PRO's, ASUM Senate, Advocates, Peer Advising, and Mortar Board.

The Greek system has six (6) national fraternities (Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, Kappa Sigma and Sigma Phi Epsilon) and four national sororities (Alpha Phi, Delta Gamma, Kappa Alpha Theta and Kappa Kappa Gamma). Information about Greeks can be obtained in the Office of Greek Life (UC 209B) or by visiting <http://life.umt.edu/greeklife/> or calling 243-2005.

#### Community Services

##### Bureau of Business and Economic Research

The Bureau of Business and Economic Research has been providing information about Montana's state and local economies for over 60 years and is proud to be the most comprehensive economic analysis center in the state.

House on the campus of The University of Montana-Missoula, the Bureau is the research and public service branch of the School of Business Administration. On an ongoing basis, the Bureau:

- . analyzes local, state, and national economies
- . provides annual income, employment and population forecasts
- . conducts extensive research on forest products, manufacturing, health care and Montana Kids Count
- . designs and conducts comprehensive survey research at its on-site call center
- . presents annual economic outlook seminars in cities throughout Montana
- . publishes the award-winning Montana Business Quarterly

##### Montana Cooperative Wildlife Research Unit

The Unit investigates basic and applied problems in wildlife ecology and management. Graduate students majoring in Wildlife Biology or Biological Sciences, conduct much of the research supported through the Unit by USGS-Biological Resources Division, Montana Fish, Wildlife and Parks, and numerous other agencies and groups.

##### Montana Campus Compact

The University of Montana is a member in good standing of The Montana Campus Compact. MTCC is a statewide coalition of college presidents and chancellors committed to renewing the public purposes of higher education by promoting campus-community collaborations and civic engagement activities. Since 1993, these campus leaders have represented two-and four-year, public, private,

religiously affiliated, community, and tribal colleges across Montana. MTCC supports and encourages activities such as volunteering, community service, and service-learning through its programs, which include:

- . MTCC Campus Corps
- . Service-Learning Workshops and Faculty Development
- . MTCC VISTA Project
- . Compact Service Corps
- . Montana Athletes in Service Award
- . Careers in the Common Good Scholarships

For more information regarding MTCC member benefits and services, please contact the MTCC headquarters office at (406) 243-5177 or online at [www.mtcompact.org](http://www.mtcompact.org). For MTCC services at UM, please contact the Office for Civic Engagement at (406) 243-5531 or see their listing under The Office For Civic Engagement.

#### The Office for Civic Engagement

The Office for Civic Engagement (OCE) is honored to serve as The University of Montana's primary agent of community activism and civic responsibility. It is our mission to challenge and improve lives with an ethic of service and community investment. We accomplish this by building partnerships that strengthen both the university community and a variety of nonprofit interests; empowering individuals and organizations to enhance capacity for strategic growth, program exposure, skill development and collaborations; and, enhancing professional, academic, and personal experiences through volunteerism and service learning. The OCE is a unit of the Davidson Honors College and operates as an affiliate of the statewide Montana Campus Compact (MTCC) organization (see separate listing). The OCE is located in the Davidson Honors College, room 015, (406) 243-5531 or [www.dhc.umt.edu/oce/humanics.html](http://www.dhc.umt.edu/oce/humanics.html).

#### OCE Programs:

- . **Student Volunteer Programs** - Throughout the school year, OCE coordinates several community service programs for students to get actively involved in the community including Service Saturdays, K-12 Tutor Programs, Alternative Breaks, Adopt-A-Family and more.
- . **AmeriCorps & AmeriCorps\* VISTA** - The OCE provides students with the opportunity to engage in national service while attending the University.
- . **Nonprofit Administration Programs** - The OCE facilitates the Minor in Nonprofit Administration and the Nonprofit Leadership Alliance national certificate program in nonprofit administration. Both are degree enhancement programs designed to assist students to achieve skills and abilities in preparation for careers in the nonprofit sector. The OCE also coordinates the Online Professional Certificate Program in Nonprofit Administration, a series of short courses designed for busy professionals who want to hone their skills in specific areas such as grant writing, financial management and fund raising.
- . **Service Learning** - Service learning is an innovative method of teaching and learning in which students, faculty and community partners work together to enhance student learning by applying academic knowledge in a community-based setting. The OCE works with faculty and departments to create meaningful service learning partnerships with community organizations and attain service learning designation status for their courses. Students can search for these courses using the service learning attribute in CyberBear

#### Nonprofit Leadership Alliance

The University of Montana is an affiliate of the national Nonprofit Leadership Alliance (NLA). The NLA program at UM is designed to be a degree enhancement certification program that complements a student's major. The program provides students with academic and extra-curricular opportunities to gain skills and abilities in preparation for professional careers in the nonprofit sector. All Nonprofit Leadership Alliance students acquire knowledge and skills in general nonprofit management, fund-raising principles and practices, board committee development, program planning, and grant writing. Upon completion of the NLA requirements, students receive the Certified Nonprofit Professional credential. The Office for Civic Engagement operates the Nonprofit Leadership Alliance program in addition to the minor in non-profit administration. For more information contact (406) 243-5159 or browse the website at [www.dhc.umt.edu/oce/humanics.html](http://www.dhc.umt.edu/oce/humanics.html)

Use the links at the lower left to navigate to pages featuring various University of Montanan services and organizations, detailed information regarding expenses, and more..

#### Facilities

##### Information Technology

Information Technology (IT) is a campus service organization that provides computing and communication resources in support of the instructional, research, administrative, and public service activities of The University of Montana. IT maintains and operates complex information systems to support the University's administrative activities and offers a variety of technology support services to assist the University in using the resources and services that IT is responsible for providing. The IT organization consists of the following areas: Campus Computing, Network, Directory and Telecommunication Services, Enterprise Information Systems, and Technology Support

## Services.

IT Technology Support Services serves as the user interface for the IT organization and includes: IT Central, the designated initial point of contact for all user issues; three general access student computer labs; numerous free, non-credit short courses for faculty, staff, and students; multimedia classroom support and audio visual equipment rentals; and support of The University of Montana's public web presence.

Additional information about IT services and facilities may be obtained at the IT website: <http://www.umt.edu/it> or by contacting IT Central at 243-HELP (x4357).

## Montana Forest and Conservation Experiment Station

The Montana Forest and Conservation Experiment Station was established by the Montana Legislature in 1937 and is devoted to scientific investigation of natural resource problems. The station serves as a research unit of The Montana University System with the Dean of the College of Forestry and Conservation functioning as station director. The station seeks, through its research; demonstration; and outreach, to enhance public understanding of forestry and conservation and to contribute to responsible management of Montana's natural resources.

## The Shafizadeh Rocky Mountain Center for Wood and Carbohydrate Chemistry

The Center is a research facility in the Department of Chemistry and Biochemistry specializing in development of new chemical products from carbohydrates (monosaccharides to polysaccharide) found in grains and wood. Targeted applications include consumer products and environmentally-safe industrial products such as biodegradable synthetic polymers, pharmaceutical components, and materials for industrial processing.

## Stella Duncan Memorial Research Institute

The Institute was created initially by a bequest from an alumna of the University; her original interest was in the causes and treatment of bronchial asthma. Asthma is intimately associated with immune response, which involves Somatic Hypermutation. Our work focuses on the *in vivo* mechanism of mutagenesis associated with Somatic Hypermutation, in the tumor suppressor gene *p53*, responsible for about half of human cancers, and in other mutable systems. We have recently published a manuscript on this mechanism in the journal, *Carcinogenesis*. Our basic research in this area has led to a deeper understanding of the immune response, which could open the way for new treatments that counteract or modify hypersensitive responses occurring in allergic asthma.

## Institute for Tourism and Recreation Research

The Institute was created by the Montana University System Board of Regents in June 1987 to conduct the travel research authorized by the 1987 Legislature. The Institute is the research arm for Montana's travel and recreation industry; its mission is to conduct research that will strengthen the travel component of the state's economy.

## Wilderness Institute

The Institute seeks to encourage and support teaching, research and outreach programs focusing on wilderness. The Institute administers the Wilderness and Civilization program of interdisciplinary undergraduate education, a program leading to the Wilderness Studies minor (see the School of Forestry).

## University of Montana Privacy and Release of Student Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and Montana law, set forth requirements designed to protect the privacy of student educational records. These laws govern access to records maintained by the Montana University System (MUS) and the release of information from those records. A notice to students that explains the rights of students with respect to records maintained by the University of Montana (UM) is provided yearly via the UM Catalog, as well at the beginning of each semester via students' official campus email addresses. It also outlines UM's procedures adopted to comply with these legal requirements. Copies of these laws, including the implementing Federal Regulations pursuant to FERPA, and this notice are available for persons to examine in the Registrar's Office, Emma Lommasson Center, Room 201, 32 Campus Drive, Missoula, MT 59812.

*\*See 3 January 2012 special notice from the U.S. Department of Education at the bottom of this page.*

## Definitions

### I Education Record

A. The meaning of "education record" is, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any UM employee or agent.. The following categories of information are exempted and are not considered to be "education records:"

- a. Records made by UM personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.
  - b. Records maintained by the Office of Public Safety for law enforcement purposes.
  - c. Medical and counseling records used solely for treatment.
  - d. Records only related to a former student (alumni records). Records of that individual while a student continue to be considered education records.
- B. All records pertaining to students which are maintained by UM offices are official UM records, and as such, remain UM property.
- C. The UM Registrar's Office maintains a record of requests and disclosures of student record information except when the request is from the student whose records are requested, a UM official with a legitimate educational interest, someone requesting directory information, or related to a request from a third party with prior student consent to release the requested information. Students have the right to review this record of requests and disclosures of student record information.

#### Policy Details

##### I Right to Inspect and Review

Students have the right to inspect and review all of their education records, except the following:

1. Financial records of parents.
2. Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.
3. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

##### II Waiver of Rights of Access

Students may waive their right of access to confidential letters and statements of recommendation. Even if a student

signs a waiver, upon request, the names of all persons making confidential recommendations will be made available to the student..UM employees or agents may not require a student to waive right of access for receipt of UM benefits or services.

##### III Procedures for Inspection and Review

- A. Requests to review records must be made separately, in writing, to each office maintaining records. That office has 45 days to respond to requests to review and inspect. However, arrangements to grant such requests will be made as expeditiously as possible.
- B. Information contained in education records will be fully explained and interpreted to students by university personnel assigned to, and designated by, the appropriate office.
- C. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding any other student.

##### IV Right to Challenge Information in Records

- A. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or inappropriate.
- B. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
- C. The right to challenge does not apply to grades unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

##### V Procedures for Hearing to Challenge Records

- A. Students challenging information in their records must submit, in writing, a request for a hearing to the appropriate office maintaining the record, listing the specific information in question and the reasons for the challenge.
- B. Hearings will be conducted by a university official with no interest in the outcome of the hearing.
- C. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in Section IV above.
- D. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable

period of time after the challenge is filed.

E. Should the hearing decision favor the student, the record will be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the UM Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an Appeals Board of three disinterested senior university officials and a decision rendered, in writing, within a reasonable period of time.

F. Should the appeal decision favor the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the Board's decision, as long as the student's record is maintained by UM.

#### VI Consent for Release Required

Consent must be obtained from a student for the release of information from education records, specifying what is to be released, the reasons for release, and to whom, with a copy of the record sent to the student if he or she desires.

#### VII Release Without Consent

A. The requirement for consent does not apply to the following:

1. Requests from UM faculty, staff and agents who have a legitimate education interest on a "need to know" basis, including UM student employees, if necessary to conduct official business as authorized by the Registrar. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, or maintaining safety and security of the campus.
2. Requests in compliance with a lawful subpoena or judicial order.
3. Requests in connection with a student's application for or receipt of financial aid.
4. Requests by state authorities and agencies specifically exempted from the prior consent requirements to the extent permitted by law - organizations conducting studies on behalf of UM, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed. *\*See additional information at the bottom of this page.*
5. Information submitted to accrediting organizations.
6. In the case of emergencies, UM may release information from education records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
7. To authorized federal officials who have need to audit and evaluate federally-supported programs. *\*See additional information at the bottom of this page.*
8. To the extent otherwise permitted by law, the results of any disciplinary proceeding conducted by UM against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
9. Requests for directory information (see item VIII).

B. UM reserves the right to verify the accuracy of any information contained in what purports to be an official university document (e.g. a transcript or diploma) or is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are treated as directory information as noted in VIII below, since they are conferred in a public ceremony.

#### VIII Directory Information

A. UM has designated the following information about students as public (directory) information, which may be released to the public subject to VIII B below:

1. Student name
2. Addresses (including campus e-mail address)
3. Telephone number
4. Major field of study
5. Dates of attendance
6. Full-Time/Part-Time Status
7. Date of graduation and degree(s) received
8. School or College
9. Major(s)

10. Class

11. Academic awards or honors

12. Student photograph and video images

13. Electronic Personal Identifier (e.g. NETID)

14. Any other UM student records information students have publicly disclosed about themselves regarding their University of Montana educational activities.

B. Students have the right to have the above directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld (including items to be published in the Student Directory) shall so indicate by completing a *UM Confidentiality Request Form* which can be obtained from the Registrar's Office website at [www.umt.edu/registrar](http://www.umt.edu/registrar) At least three days should be allowed for processing.

C. UM receives many inquiries for directory information from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold directory information. UM, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside UM will be refused unless the student provides written consent for the release.

D. UM publishes certain student directory information on the web via the UM Online Directory. This public information contains name, email address, and phone number. A student must notify the Registrar's Office pursuant to VIII B above to keep directory information from being made public.

IX Complaints, Concerns or Suggestions

Students who believe that the institution has not fully honored their privacy rights under FERPA may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605. The Family Policy Compliance Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of FERPA. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

Procedure

I Type, Location, and Custodian of Student Records

UM does not maintain education records in one central office. Education records are maintained in the respective colleges and schools (including placement offices as applicable), the Graduate School, and the Registrar's Office. Other education records are maintained in the Enrollment Services Office (Admissions) (for newly enrolled students until the sixth week of attendance -- applicants are excluded), Office of The Vice-President for Student Affairs (disciplinary records), Financial Aid Office (financial and related information, student employment), Athletic Department (intercollegiate sports), International Students Office, Office of the Provost/Vice-President for Academic Affairs (academic misconduct) and other offices. Questions regarding individual student records may be addressed to either the UM Registrar or the appropriate office. . .

Resources

U. S. Department of Education, 1-800-872-5327

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Montana Code Annotated (MCA) Title 20, Chapter 25, Part 5.

\*FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State

Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## Student Rights

### Public Safety Report and Alcohol and Drug Guidelines

The health and safety of students, faculty, staff, and visitors are of paramount concern to The University of Montana. Each year the University publishes an annual report outlining on-campus security and safety information and crime statistics. The report provides important information for security awareness and crime prevention programs, emergency procedures and reporting crimes, plus law enforcement and safety services on campus.

Additionally, the booklet contains the University's policy on sexual assault and information about support services for victims of sexual assault. The booklet also includes information about the University's drug and alcohol policy, programs and support services for substance abuse, and risk management guidelines for University-related events.

The booklet is available by writing or calling the Office of Public Safety (406) 342-6131 or the Office of the Vice President for Student Affairs (406) 243-5225, The University of Montana, Missoula, MT 59812. The information can also be accessed on the web at:

[www.umt.edu/studentaffairs/](http://www.umt.edu/studentaffairs/) and [www.umt.edu/publicsafety/](http://www.umt.edu/publicsafety/).

### Student Complaint Procedures

Under the terms of the Collective Bargaining Agreement between The University of Montana University Faculty Association and The Montana University System, there is a formal procedure for students who have a complaint against a faculty member or an administrator. Information about this procedure is available at [http://life.umt.edu/vpsa/student\\_grievance.php](http://life.umt.edu/vpsa/student_grievance.php) on page 113 under 21.000. The ASUM Student Resolution Officer is available to answer questions about procedures and to assist with the process. Time restrictions are important, so students should review procedures immediately if they feel they may have complaints. The Resolution Officer receives voice mail at 243-5431 or email at [asum.resolutionoff@mso.umt.edu](mailto:asum.resolutionoff@mso.umt.edu).

## Student Services

### Housing and Dining Services

#### Residence Halls Community

The University of Montana-Missoula residence halls' community is a part of the University and Missoula communities. The campus is a center for educational, cultural, and social activities. Residing in residence halls places the student at the center of these activities. Our mission is to provide safe, clean, healthy and affordable living and learning facilities that fosters an inclusive community living environment for students, staff, faculty, and guests. Services provided in these facilities support and nurture educational experiences and personal development at The University of Montana. The University houses nearly 2300 students in nine residence halls on campus. The residence halls staff are resource people. Sharing ideas, observations or questions with them will benefit residents. Resident Assistants offer help and resources when students experience problems with University life. The residence hall room rate includes a furnished room with all utilities, use of laundry facilities, internet access and cable TV.

The University of Montana-Missoula requires all freshmen and students who have earned fewer than 30 semester credits to reside in the University's residence halls. Students are required to continue residence hall living until the student earns 30 semester credits. Any student who moves into the residence halls at the beginning of the semester is required to reside in the residence hall for the entire semester. (However, students must be enrolled for at least seven credits to be eligible to live in a residence hall.) Exceptions to residence hall living are made for students who reside with their parents and for students who are married or are single parents. Other exceptions are made under special circumstances on an individual basis. Any student requesting an exception to the residency requirements must submit a request in writing, accompanied by supporting documentation, to the Director of Residence Life. Students are not released from the residency requirements until the student receives an official notification from the Director of Residence Life. Students who have earned 30 semester credits or more are not subject to the residency requirements but are encouraged to live on campus. All students living in the residence halls are required to contract for one of the on-campus meal plans.

Rooms in residence halls are provided in order of application. Freshman students required to live in Residence Halls who submit their residence hall application and \$220.00, which is a \$25 non-refundable processing fee and a \$200 prepayment, by the priority Admission deadline of March 1, will be guaranteed permanent housing assignments. Application forms and information may be obtained on the Residence Life Office website at [www.umt.edu/reslife](http://www.umt.edu/reslife).

A number of rooms have been designed to accommodate students with disabilities. Application for these rooms is made to the Residence Life Office. The Director of Residence Life or the Office of Disability Services for Students, (406) 243-2243, should be contacted to ensure the necessary accommodations are provided or visit our website at [www.umt.edu/reslife](http://www.umt.edu/reslife).

Lewis and Clark Village

**(Upperclass and Graduate Housing)**

Lewis and Clark is a No-Smoking apartment facility designated for single students at the University of Montana without dependents who will have accumulated at least 60 credit hours by the time they move into the apartments. The apartments are located off campus just south of Dornblaser Stadium on South Higgins Avenue. They are within easy walking or biking distance from the University and are adjacent to Park n' Ride which provides free and easy transportation to the UM campus. The apartments are furnished with all utilities paid including cable TV and internet access.

Prospective tenants may submit applications together with a requested roommate(s). If a tenant does not have a roommate preference, the Residence Life Office will assign roommates based on like gender. As space allows we will attempt to take into consideration other preference such as age, smoking, alcohol consumption, and length of agreement.

**How To Apply for Lewis and Clark Village**

Applications are available on the website at [www.umt.edu/reslife](http://www.umt.edu/reslife), by calling in a request to the Residence Life Office at 406-243-2611, or sending an email message to [housing@mso.umt.edu](mailto:housing@mso.umt.edu). Your application must be accompanied by \$320.00, (\$25 which is a non-refundable processing fee and a damage deposit of \$300.00).

A complete set of policies, photos and site map are available on the website at [www.umt.edu/reslife](http://www.umt.edu/reslife).

**Dining Services**

Winner of 22 international dining awards and home to nationally renowned chefs, University Dining Services (UDS) is dedicated to bringing you a variety of delicious, well-balanced meals at reasonable prices. Our extensive selection of dining options include: the Food Zoo, the Cascade Country Store, La Peak, Biz Buzz, Think Tank, Recess, Doc's Sandwiches, Garden City Greens, Soups N Such, Pizza Hut, Wing Street, Famous Dave's BBQ, Ui-Cha! (Vietnamese), Byte Me Burgers, Eson Gib Sushi, Casa Nina and two Jus Chilln' restaurants. All University Dining Services and Jus Chilln' locations accept cash, checks, Visa/Mastercard, UMoney and appropriate meal plans.

The Food Zoo, located in the Lommasson Center, is our buffet style restaurant which features an ever-changing choice of entrees, homemade soups, an extensive salad bar, daily pastas and gourmet pizzas, fresh fruits, Bear Claw Bakery desserts, cooked-to-order specials, and vegetarian and vegan options.

The Cascade Country Store, located at the west end of the Lommasson Center, boasts a bright, food-court style atmosphere with pizzas, Mexican specialties, grilled favorites and a fresh deli. Soups, salads, Bear Claw Bakery pastries, a wide variety of grocery items, organic products, and health and beauty aids are just some of the options available. The expansive outside deck is a popular stop for many students.

La Peak, located in the Cascade Country Store, features Craven's gourmet coffee and espresso drinks, fresh crepes, breakfast sandwiches and Bear Claw Bakery goodies. The lodge-like atmosphere makes La Peak a great place to socialize with friends.

The University Center Food Court, located on the second floor of the University Center, features a contemporary, open atmosphere, and exceptional cuisine. Food choices include Pizza Hut, Garden City Greens, Soups N Such, Ui-Cha! (Vietnamese), Wing Street, Famous Dave's BBQ, Doc's Sandwiches, Eson Gib Sushi and the award winning Casa Nina.

Biz Buzz, located on the lower level of the Gallagher Business Building can help you jump start your day with a fresh cup of Craven's coffee, espresso, or Chai tea. They also serve delicious hot paninis, fresh baked pastries from Bear Claw Bakery, bagels, sandwiches, soups and salads.

The Think Tank, located above the Urey Lecture Hall, offers Liquid Planet gourmet coffee, espresso, Chai tea, Italian soda, ice-cold beverages, and grab and go items like sandwiches, soups, salads, and snacks. Whether you need that morning boost or a lunch on the go, the Think Tank has you covered.

Recess is our newest coffee shop. Located in the Phyllis J. Washington Education Building, Recess offers Liquid Planet gourmet coffee and espresso, Chai teas, bagels, Bear Claw Bakery pastries, sandwiches and Italian sodas. For a satisfying break between classes, stop by Recess.

There are two Jus Chilln' locations on the main campus. One is located on the first floor of the University Center. The other can be found at the Fitness & Recreation. Both restaurants feature Liquid Planet gourmet coffees, smoothies, baked goods and grab and go items. Enjoy delicious soups and sandwiches at the UC location.

**Meal Plans**

To ensure you have healthy and nutritious food options, The University of Montana requires students living in a residence hall to purchase a meal plan. A meal plan is a pre-paid purchase of meals for the entire semester. UM Dining Services offers two meal plans

designed for students living on campus: the ALL CAMPUS and the LOMMASSON PLUS. Each plan provides a Weekly Meal Plan Fund designed to ensure that meals can be purchased for the entire semester. Food purchases are deducted from your Weekly Meal Plan Fund and may be used as quickly or as modestly as you choose. Weekly Meal Plan Funds reset every Sunday morning; unused Weekly Meal Plan Funds are NOT carried forward from one week to the next. For full details, visit [www.life.umt.edu/dining](http://www.life.umt.edu/dining) and click on "Meal Plans" or call 406-243-6325. The ALL CAMPUS Meal Plan provides campus-wide dining flexibility and is accepted at all Dining Services locations. The LOMMASSON PLUS Meal Plan is accepted at the Lommasson Center restaurants (*The Food Zoo, Cascade Country Store*), La Peak, and Jus' Chill'n located in the Campus Fitness and Recreation Center.

A student may convert their meal plan from ALL CAMPUS to the LOMMASSON PLUS Meal Plan only once during the first two weeks of the semester. Upgrades, from the LOMMASSON PLUS Meal Plan to the ALL CAMPUS Meal Plan, are accepted throughout the semester.

The COMMUTER MEAL PLAN is designed for students living off the main campus who want the convenience of pre-purchased campus dining. Open your COMMUTER MEAL PLAN account with as little as \$20.00. For deposits of \$50.00 or more UDS will add a 10% premium to your account. COMMUTER MEAL PLAN funds may be used at any of UDS' 14 restaurants, both Jus' Chill'n locations on the main campus and the College of Technology snack bars. Make additional deposits anytime (\$20 minimum). Payment methods include cash, check, credit card UMoney and Cyberbear/student account (some restrictions apply, call 406-243-6325 for details).

For more information on meal plans and other special dining services, please contact the University Dining Services main office at (406) 243-6325 or visit our web site at [www.life.umt.edu/dining](http://www.life.umt.edu/dining).

#### University Village

The University has 566 apartments for married students, single students with dependents, and students with disabilities who have a live-in care attendant. All apartments are within walking distance of the campus. Units range from studio to four-bedroom apartments.

Eligibility for University Village requires at least one adult member of the household be enrolled for a minimum of seven (7) credits two of the three semesters per year. The student must be registered for at least seven (7) credits the first semester of occupancy. Priority is given to students who are married or otherwise have a legal dependent relationship with another adult; single parents with at least one (1) legal dependent living in the apartment; and single students with disabilities who require a live-in care attendant. Single students may be assigned apartments if other priority applicants do not occupy all available units.

Students residing in University Village must demonstrate satisfactory progress toward an educational degree by earning a minimum sixteen (16) credits per calendar year. After the initial year of residency, satisfactory progress is based upon credits earned during the preceding calendar year. In addition, a student or family with one or more members working toward an educational degree will have priority occupancy for a maximum of six (6) calendar years. Any exception from the above residency policies requires a written request for exception submitted to the University Village Office. The request is not approved until written consent is received from the University Village Office.

Housing is assigned according to the date of application and notification is given approximately twenty (20) days before housing becomes available. All applications must be updated every six (6) months in order for applicants to remain on the assignment list. A \$250.00 deposit must be submitted when an apartment is assigned. The deposit is refundable when the rental agreement is terminated provided the apartment rental fees are current and no damage or cleaning fees are assessed. The deposit is forfeited if the student cancels after accepting the assigned apartment.

Due to the demand for University Village housing, the University Village Housing Office should be contacted early to make reservations and obtain detailed information including an application or visit our website at [www.umt.edu/reslife](http://www.umt.edu/reslife). Applications must be accompanied by a \$25.00 processing fee.

#### Personal Property

The University of Montana-Missoula is not responsible, by state law, for damage to, or theft of, the personal property of students on campus (for example: damage to clothing or a stereo due to fire, smoke or water). Students are encouraged to adequately insure their personal property and to protect their property by locking their room/apartment and car and taking other simple precautions to prevent theft and damage.

#### Career Services

The Office of Career Services assists students in developing viable career objectives, choosing academic majors and creating the plans necessary to achieve those goals. Assistance is also provided to students and UM alumni who wish to modify their career and academic goals to improve their employment options. Career Services provides a wide array of services designed to facilitate the transition from education to employment, including: career counseling and assessments; workshops on such topics as resume writing, interviewing and job search strategies; videotaped mock interviews; on-campus interviews with employers; credential files services for teachers; alumni referral network program, an on-line job vacancy service, and student employment.

Career Services maintains an extensive on-line library of current resources on general and specific career and educational options, resume, interviewing and job search reference materials and employment resources from companies, school districts and government

entities.

A variety of career fairs are hosted each year for the purpose of bringing students and employers together to discuss volunteer, internship, part-time and full-time employment opportunities. The Big Sky Career and the Health Professions Fair are held in the Fall semester. The Educators' Career Fair is open to teaching, administrative and school counseling professionals and is held in the spring semester.

All UM students are eligible to establish a free Griz eRecruiting account which allows students to post their resumes on the web for viewing by and referral to employers, participate in the on-campus recruiting program and view and apply for current job and internship vacancies in the online jobs database.

For additional information, contact the Office of Career Services at 154 Lommasson Center, call (406) 243-2022, e-mail: [careers@mso.umt.edu](mailto:careers@mso.umt.edu) or visit our web site at: [www.umt.edu/career](http://www.umt.edu/career).

#### Student Employment

Student Employment provides the opportunity for students and employers to connect for the purpose of giving students the ability to earn money while attending school. Student Employment offers an online job posting system for employers and an online job search and application process for students. This makes it possible to post jobs for on-campus, off-campus, work-study, non work-study, and volunteer employment. Student Employment works closely with Financial Aid and Student Payroll to assure students are being hired and paid within the established guidelines. Student Employment hosts a free Student Job Fair during the first week of classes every fall. We also coordinate National Student Employment Week and the Student Employee of the Year (SEOTY) Award.

For additional information, contact the office of Student Employment at 154 Lommasson Center, call (406) 243-5627, email [studentjobs@mso.umt.edu](mailto:studentjobs@mso.umt.edu) or visit [www.umt.edu/studentjobs](http://www.umt.edu/studentjobs).

#### Testing Services

The Office of Testing Services is a member of the National College Testing Association and Consortium of College Testing Centers. Testing Services subscribes to the NCTA professional standards and guidelines providing the administration of educational, professional licensing and certification exams. Examples of our services include:

- . National standardized academic admissions exams (ACT, GRE, GMAT, MCAT, LSAT, PCAT, TOEFL, etc.)
- . Professional certification exams (NREMT, PTCE, DANB, MPRE, ACSM, ACE, Microsoft Office, etc.)
- . Information technology certifications (CompTIA, Adobe, Cisco, Novell, Sun Microsystems, etc.)
- . College credit by examination through CLEP and DSST.
- . Proctoring services for UM students, online, and distance learning programs.

For additional information, contact Testing Services at Lommasson Center, Suite 154, call (406) 243-2175, email: [testingservices@umontana.edu](mailto:testingservices@umontana.edu) or visit: [www.umt.edu/career/testing](http://www.umt.edu/career/testing).

#### Internship Services

The University of Montana offers internships in most disciplines. Internships can be part- or full-time, paid or unpaid, and generally run the length of an academic semester. Internships are supervised by key faculty members and allow students to work in positions related to their academic and career goals while utilizing knowledge, theory, and skills learned in the classroom. Learning objectives complemented by faculty-assigned reflective learning projects or reports distinguish and showcase internships as essential educational experiences. Internships are available locally, state-wide, and throughout the nation in various settings, including non-profit agencies, small businesses, multi-national corporations, and city, state, and federal government offices. International internships are also available, many through a partnership with IE3 Global Internships. More detailed information is available at Internship Services, Lommasson Center 154; (406) 243-2815; fax (406)243-5866; or visit the website at: [www.umt.edu/internships](http://www.umt.edu/internships).

#### Disability Services for Students

Students with disabilities can expect access at the University of Montana-Missoula. Wherever possible, the University exceeds mere compliance with the civil rights laws of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Montana Human Rights Act. The University's programs are readily accessible to and usable by people with disabilities. The campus assures Program access is delivered to the maximum extent feasible and in the most integrated manner possible.

Disability Services for Students, a student affairs office, leads the University's program access efforts for students. Disability Services provides and coordinates reasonable accommodations and advocates for an accessible and hospitable learning environment. We encourage self-determination and self-reliance by students with disabilities. Examples of services include priority registration, physical accessibility arrangements, academic adjustments, auxiliary aids (readers, scribes, sign language interpreters, etc.), alternative testing, conversion of print textbooks to e-text, assistive technology assistance, and other reasonable accommodations. To achieve equal access, Disability Services vigorously pursues the removal of informational, physical, and attitudinal barriers to all University programs. "Expect Access", Disability Services handbook for students, and a campus accessibility map are available at <http://www.umt.edu/disability/>.

Students with disabilities should plan ahead and get in touch with Disability Services prior to arriving on campus. For additional information, contact Disability Services for Students in Lommasson Center 154 or (406) 243-2243 (Voice/Text) or [dss@umontana.edu](mailto:dss@umontana.edu). Please visit the Disability Services homepage to find details on our services at [www.umt.edu/disability/](http://www.umt.edu/disability/).

#### The UM Veterans Education Transition Services (VETS) Office

The University of Montana's Veteran's Office has moved to the new Veterans Education and Transition Services (VETS) location. The VETS Office is located on the Southeast corner of the Mountain Campus at 1000 E. Beckwith Avenue, where Beckwith Ave. becomes Campus Drive. The office serves all UM veterans, including those attending the Missoula College. VETS Office hours are M-F 8 a.m. - 5 p.m.

#### Contact information:

**UM VETS Office**  
**1000 E. Beckwith Avenue**  
[veterans@umontana.edu](mailto:veterans@umontana.edu)  
[www.umt.edu/veterans](http://www.umt.edu/veterans)  
**406-243-2744 Phone**  
**406-243-5444 Fax**

#### Foreign Student and Scholar Services

The office of Foreign Student and Scholar Services (FSSS) assumes responsibility for the general welfare of foreign students at the University of Montana from admission to graduation and practical training. It provides direct support services, consultation, and liaison. The office assists in the reception and orientation of foreign students and helps with their integration into the University and community. It interprets immigration regulations and laws and assists students in maintaining legal status and obtaining benefits related to their visa status. Staff members provide advising for academic and personal concerns, cultural adjustment, financial problems, and other concerns that arise.

The staff works with the International Student Association and other student groups, as well as the Missoula International Friendship Program to sponsor cultural activities, a speaker's bureau, a community hospitality program for students, leadership opportunities for students, and the annual International Culture and Food Festival. FSSS coordinates the UM Global Partner Program, a campus peer-mentoring program. It offers educational fields trips; winter and summer break activities, as well as initial and on-going orientation and educational programs on relevant topics. FSSS manages the campus' International House, an activity center for inter-cultural events. Foreign Student and Scholar Services works closely with other service and advising offices on campus to optimize those services and their visibility to foreign students.

Foreign Student and Scholar Services prepares certificates or petitions for the Exchange visitor J-1 visa and advises foreign scholars who need to change or extend their visa status, travel temporarily out of the United States or bring dependents to this country. Finally, the office serves as liaison to federal agencies dealing with foreign student and scholar concerns, such as the US Citizenship and Immigration Service, Department of Labor, Department of State, Internal Revenue Service and Social Security Administration. For more information visit our website at: [www.umt.edu/fsss/](http://www.umt.edu/fsss/) or contact us at [fsss@umontana.edu](mailto:fsss@umontana.edu).

#### International Programs

The University of Montana's International Programs (IP) promotes international education, research, training and projects at UM through exchanges, grants and self-support. In addition to negotiating university-wide agreements with institutions abroad, IP administers the Partner University Exchange Program with over 58 partner institutions in 26 countries and the International Student Exchange Program (ISEP) with 154 international member institutions in 54 countries. IP also serves as the referral center for UM Faculty Directed Study Abroad programs. For additional information, visit International Programs in the International Center, call (406) 243-2288, email [goabroad@mso.umt.edu](mailto:goabroad@mso.umt.edu) or visit their website at [www.umt.edu/ip](http://www.umt.edu/ip).

Throughout the year IP develops, hosts and conducts training programs, conferences and workshops in a variety of areas for international scholars from various countries. The professional training's include but are not limited to seminars in Educational Policy, Instruction, Educational Leadership, Science Teacher Training, Instructional Technology, American Studies and English as a Second Language. The office also provides support for departments and student groups in the coordination of international events and conferences on campus.

#### English Language Institute

UM offers an intensive English program through the English Language Institute. Students are enrolled in 20 hours of class each week. ELI's curriculum addresses the needs of international students whose scores are below UM language requirement scores of 500 ITP/ 61iBT. ELI courses also address the needs of students who want to raise their English language proficiency in order to gain admission to a university or college where English is the language of instruction. Through this program, ELI students can begin their university studies at UM in several ways. They can successfully participate in the ELI/ UM Bridge Program, show their academic readiness through

ELI coursework or meet the TOEFL requirements. To find out more about the English Language Institute visit [www.umt.edu/eli](http://www.umt.edu/eli).

#### Curry Health Center

243-2122

Curry Health Center (CHC) provides affordable, accessible, high quality, student-centered health services to University of Montana students to enhance student learning, promote personal health and development and teach important life skills.

Curry Health Center is YOUR campus based health care center, with services designed to meet the needs of college students and the campus community.

#### General Information

The full Curry Health Fee is paid at registration by students who enroll for seven credits or more (excluding distance only students). Students taking less than seven credits per semester may elect to pay the full Curry Health Fee at any time during the semester. The Curry Health Fee is the main source of funding for Curry Health Center, allowing us to provide a wide range of primary health care and health promotion services at discounted rates well below what students would generally find in the Missoula community.

Services in the, Health Enhancement and the Student Assault Resource Center are available to all students. Services in the Medical Clinic, Counseling Center and the Dental Clinic are available only to students who pay the full Curry Health Fee.

We recognize the busy nature of student schedules and seek to provide accessibility for both urgent needs and more routine care via appointments or walk-ins. We are happy to coordinate care with providers "back home" or assist with referral to community resources for problems beyond the scope of CHC.

Medical Services - 406-243-4330

Curry Health Center provides both primary health care services as well as urgent care services to the University of Montana student population.

Our primary care services include:

- . Gynecological Health
  - . PAP smears
  - . Birth control
  - . Colposcopy
  - . Depo-Provera injections travel planning
  - . Immunizations
  - . Allergy shot administration
  - . Management of depression and anxiety
  - . Acne management
  - . Insomnia
  - . Mole checks/mole removals
  - . STD screens
  - . DOT physicals
  - . Sports physicals
  - . Gastroenteritis
  - . Urinary tract infections
  - . Upper respiratory infections
  - . Mild to moderate asthma exacerbations
  - . Migraine headache

#### Sinus infection

Care for minor injuries such as:

- . Simple lacerations that require stitches
- . Splinting or casting of simple fractures
- . Sprains/strains of muscles and joints
- . Mild concussion
- . Wound infections

If you have questions, or wish to schedule an appointment, contact us at 243-4330.

Counseling and Psychological Services - 243-4711

Counseling and Psychological Services (CAPS) provides rapid access and brief therapy for UM students. CAPS also serves the urgent

care needs of students in crisis and facilitates off-campus referral when necessary. All services are confidential. Counseling covers the broad range of personal, academic, relational and social concerns of students. Counseling may help a student solve a personal problem, cope with the transition to university life, enhance family relationships, or improve academic performance. Most services are covered by the Curry Health Fee payment. There are additional charges for some services including psychological evaluations for prolonged counseling and psychotherapy.

Self Over Substance (S.O.S.) - 243-2290

S.O.S. educates and motivates students to address high-risk behaviors associated with heavy alcohol or other drug use. Services include individual and group counseling, education/intervention programs, and assessment/referral to treatment resources. Some services have modest fees.

Dental - 243-5445

Dental care is provided to students who have paid the Curry Health Fee. The Dental Clinic's primary focus is on urgent and preventative care. While urgent care is given priority, routine dental care is also provided as time allows. Charges for dental services are set at a substantially lower rate than the private sector.

#### Services Provided

1. Emergency dental care.
2. Fillings, root canals, simple extractions, crown and bridge procedures (as time permits).
3. Teeth cleaning, periodontal scaling, and oral hygiene instructions.
4. Routine exams and X-rays ('checkups') on a limited basis-one per year.
5. Night guards for TMJ disorders and protection from grinding.

Referrals to specialists or other dentists are provided for students whose dental needs are beyond the scope/capabilities of the clinic, e.g., oral surgery, complex root canals, orthodontics, dentures, etc. Charges incurred at private offices are the student's responsibility.

The Student Insurance plan does not cover dental charges, except for extractions.

Health Enhancement - 243-2809

The Health Enhancement Department of Curry Health Center provides health education and wellness services to students to help them stay safe and healthy, now and in the future. Health Enhancement is also the home of the nationally recognized peer education program Peers Reaching Out (PROs). PROs provide programming on health issues that affect students like healthy sexuality, safer sex, contraception, alcohol poisoning, safe partying, nutrition, and stress management. The CARE program, which provides free condoms through representatives that live in the residence halls and Greek houses, is also part of Health Enhancement. Call us if you would like to be a PRO or a CARE Representative.

Services include: free quit smoking and quit spit tobacco kits, free condoms and safer sex supplies, nutrition information, stress management assistance, and wellness counseling.

Student Assault Recovery Services - 24-Hour Crisis - 243-6559 Office - 243-5244

Student Assault Resource Center (SARC) offers confidential support and advocacy services to victims of rape, sexual assault, child sexual abuse, relationship violence, sexual harassment, and stalking. Services are also available for friends, partners, and relatives of victims. SARC offers a 24-hour crisis line, 243-6559 and a walk-in Resource Center when the University is in session. Trained student Advocates are available 24 hours a day to provide information and advocacy. Other services offered by SARC include support groups, workshops, and training as well as an extensive resource library. There is no charge for SARC services. Professional counseling is available by referral to campus or community resources. SARC is located in the Curry Health Center, room 108. Enter through the east entrance (corner of Maurice St. and Eddy Ave). SARC walk-in hours are 10:00 a.m. to 5:00 p.m., Monday through Friday, when the University is in session.

Health Services Pharmacy - 243-5171

The Health Services Pharmacy, located in the Curry Health Center building, offers students a complete prescription service and accepts many 3rd party insurance plans at very reasonable rates. The pharmacy is operated by the School of Pharmacy in cooperation with Curry Health Center and is used for training pharmacy students under the supervision of registered pharmacists.

Insurance Billing- 243-2844

Because of your privacy rights and concerns, Curry Health Center will not automatically bill your insurance plan for services received at CHC. If you would like to file an insurance claim for services received at Curry Health Center, you must request this through the clinic that you received services from at CHC. CHC will provide a "walkout statement" to you that you can send to your insurance. Because your insurance company reimburses you directly, you are responsible for paying charges incurred at CHC, not your insurance company.

CHC is not a Medicare/Medicaid provider, nor do we accept direct payments from insurance companies.

#### Clinical Psychology Center

The Clinical Psychology Center (CPC) is a training clinic for doctoral students in Clinical Psychology and School Psychology, operated by the Department of Psychology. The CPC offers a wide range of psychological services to the Missoula community (both students and non-students), including: individual, couples, child/family, and group psychotherapy. The CPC also offers psychological testing and evaluation, including comprehensive learning disability evaluations. Services are confidential, and all clients are charged on a sliding fee schedule based on household income and number of dependents. The CPC is located at 1444 Mansfield Avenue, on the southeast corner of campus. To make a request for services, call: (406) 243-2367.

#### Physical Therapy Clinic

The UM Sports and Orthopedic Physical Therapy Clinic is open to all UM students, faculty and staff for the evaluation and treatment of problems related to injuries, surgeries and pain that limit or affect activities. The Physical Therapy Clinic Office is located in room 129 of the Skaggs Building, across from the Urey Underground Lecture Hall. The clinic is staffed by licensed physical therapists who are board certified in sports medicine, orthopedics and manual therapy. The clinic is a valuable component of the professional physical therapy program.

The clinic is open Monday through Friday from 10:00 - 5:00 pm. The clinic is not supported through the Student Health Service Fee. Blue Cross and other insurance typically cover physical therapy services minus any deductible or co-payment responsibilities. To make an appointment or for questions please call 243-4006 or visit online at <http://physicaltherapy.health.umt.edu/content/um-sports-orthopedic-clinic>.

#### University Center

The University Center enriches campus life by providing student-focused opportunities, programs, services, and space.

- The University Center is student-focused. We provide students from diverse backgrounds with the guidance and resources to define and participate in their own learning and development. Student learning, discovery, and engagement are at the core of our work.
- The University Center is committed to providing a broad range of opportunities that enrich the university experience. Through activities, governance, employment, and volunteerism students develop life-long leadership and professional skills.
- The University Center designs programs and activities that appeal to a wide variety of student interests. Our core values – learning, leadership, diversity, and fun – reflect our commitment to relevant and intentional programs that enhance students' overall educational experience.
- The University Center offers a myriad of convenient services including an art gallery, hi-tech study lounge, game room, theater, conferencing services, shipping and mail center, bank and ATM's, copy center, full-service hair salon, bookstore, market, food court, and campus OneCard.
- The University Center provides an inclusive, clean, well-maintained, and environmentally-conscious space for the campus and greater community to meet, study, and interact.

Visit us online at [www.umt.edu/uc](http://www.umt.edu/uc).

#### Sports and Recreation

Organized sports and recreational activities are an important part of academic and leisure life at the University.

#### Intercollegiate Athletics

The University of Montana-Missoula is a Division I member of the National Collegiate Athletic Association, and the Big Sky Conference. The athletic program consists of 14 varsity teams. The men's program includes competition in basketball, cross country, football (Football Championship Subdivision), indoor and outdoor track, and tennis. The women's program offers competition in basketball, cross country, tennis, indoor and outdoor track, volleyball, golf, and soccer. The teams go by the nicknames Griz and Lady Griz. Athletic scholarships are offered in all sports.

#### Campus Recreation

The Campus Recreation Department offers a wide variety of services to the students, faculty and staff of The University of Montana. A comprehensive intramural sports program provides opportunities for men's, women's and co-recreational team competition and individual events. An outstanding Fitness Program offers yoga, pilates, strength training and other sports specific conditioning.

Recreational facilities include gymnasiums, weight rooms, and indoor running track, handball and racquetball courts, multipurpose fitness studios, tennis courts, indoor swimming pool, indoor climbing wall, and a golf course. Sports equipment such as balls, bats, gloves, etc. can be checked out for free and other equipment such as volleyball, nets, badminton sets, and horseshoes require a cash deposit.

The Outdoor Program offers services to students, faculty, staff and the general public, supplying information, training, and education about outdoor pursuits and sports. Classes are offered on a non-credit basis for activity credits through the Health and Human Performance Department. The Outdoor Program also organizes outdoor trips and hosts high adventure and educational films and

lectures.

University Golf Course

The University of Montana-Missoula has a picturesque nine/eighteen hole golf course open to students, faculty, and staff, as well as the general public. It is located approximately one-half mile south of the main campus.

The course has a clubhouse restaurant, driving range, putting and chipping green. The pro shop is well-stocked and club and cart rentals are available. Private lessons are offered by appointment with an assortment of rate structures.

Grizzly Pool

The University of Montana Grizzly Pool is a 7-lane, 25-yard indoor pool. Present programs include: fitness swims, recreational swims, classes for all ages (infant to adult), life guarding and WSI classes, pool rentals, Swim Shop, and competitive skills lessons.