

**U 486 Strategic Venture Management 3 cr.** Offered every term. Prereq., senior standing in Business and completed upper Business core; coreq., BGEN 499. Integration of all functional areas of business including starting and managing a growing business. Topics include recognizing business opportunities, setting strategy for the firm, raising capital, marketing new products, and organizing a management team. Students write a business plan for themselves or for a local entrepreneur or organization.

**UG 491 (MGMT 495) Special Topics Variable cr.** (R-9) Offered intermittently. Prereq., junior standing in Business or consent of instr. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**U 492 (MGMT 496) Independent Study Variable cr.** (R-6) Offered every term. Prereq., junior standing in Business and consent of instr.

**UG 493 International Experience in Business Variable cr.** (R-6) offered intermittently. Prereq., junior standing in business. Field-based, experiential courses that focus on international business topics, incl. the culture and business environment of important U.S. trading partners, such as China, Germany, or Italy.

**UG 494 (MGMT 494) Seminar/Work Shop Variable cr.** (R-6) Offered intermittently. Prereq., junior standing in Business and consent of instr.

**U 498 (MGMT 498) Internship Variable cr.** Offered every term. Prereq., junior standing in Business and consent of instr. Extended classroom experience which provides practical application of classroom learning during placements off campus. Prior approval must be obtained from the faculty supervisor and the Internship Services office. A maximum of 6 credits of Internship (198, 298, 398, 498) may count toward graduation.

**G 540 (MGMT 540) Management and the Legal System 3 cr.** Online course. Offered autumn. Prereq., admission to the M.B.A. or M-Acct. programs or graduate standing with consent of graduate business program director. Basic management principles, exploration of concepts such as strategic planning, goal-setting and giving feedback, leadership, motivation, and reward systems. Law as it relates to doing business in the global environment; ethical dimensions of business decision-making.

**G 595 (MGMT 595) Special Topics 1-9 cr.** (R-9) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**G 640 (MGMT 640) Organizational Behavior 2 cr.** Offered autumn. Prereq., admission to the M.B.A. or M-Acct. programs. Professionally oriented strategic overview of intrapersonal, interpersonal, and leadership skills for employees, management, and organizational designers. Topics include diversity, communication, motivation, groups/teams, culture and structure.

**G 665 (MGMT 665) Strategic Management Seminar 2 cr.** Offered spring. Prereq., admission to the M.B.A. or M-Acct. program and ACTG 605 (ACCT 605), BFIN 681 (FIN 681), BMIS 574 (MIS 574), BMGT 604 (MGMT 604), and BMGT 640 (MGMT 640). Analysis of the firm within its industry and the structure of the industry; competitive positioning and competitor analysis; decision-making under conditions of uncertainty; developing a competitive advantage in international markets.

**G 685 (MGMT 685) International Business 2 cr.** Offered spring. Prereq., admission to the M.B.A. or M-Acct. programs. Review and analysis of international trade theories and institutions, the role of the multinational enterprise (MNE) in global trade and how the MNEs operate in a global setting.

#### **Business Management Information Systems (BMIS)**

**U 191 (MIS 195) Special Topics 1-6 cr.** (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**U 192 (MIS 196) Independent Study 1-3 cr.** (R-3) Offered every term. Prereq., consent of instr.

**U 270 (MIS 270) MIS Foundations for Business 3 cr.** Offered every term. Introduces the development, use, and management of computer-based information systems.

**U 292 (MIS 296) Independent Study 1-3 cr.** (R-3) Offered every term. Prereq., consent of instr.

**U 298 (MIS 298) Internship 1-3 cr.** (R-3) Offered every term. Extended classroom experience which provides practical application of classroom learning during placements within the business community. The student must complete a learning agreement with a faculty member, relating the placement opportunity to his or her field of study. A maximum of 6 credits of Internship (198, 298, 398, 498) may count toward graduation.

**U 365 (MIS 371) Business Application Development 3 cr.** Offered autumn and spring. Prereq., junior standing in Business. Provides an understanding of algorithm development, programming, computer concepts and the design and application of data and file structures.

**U 370 (MIS 370) Managing Data and Information 3 cr.** Offered autumn and spring. Prereq., junior standing in Business and BMIS 365 (MIS 371). Managing and exploiting organizational data and information. Designing data and information models.

**U 372 (MIS 372) Information Infrastructures: A Strategic Perspective 3 cr.** Offered spring. Prereq., junior standing in Business. Explores the evolution of technological infrastructures with an emphasis on strategic implications. Students develop an enterprise infrastructure and then examine innovations that allow for the design and development of products and services in a global business environment.

**U 373 (MIS 373) Business Systems Analysis and Design 3 cr.** Offered autumn. Prereq., junior standing in Business. Provides an understanding of the systems development and modification process, including requirements determination, logical design, physical design, test planning, implementation planning and performance evaluation.

**U 391 (MIS 395) Special Topics 1-9 cr.** (R-9) Offered intermittently. Prereq., junior standing in Business or consent of instr. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**U 392 (MIS 396) Independent Study 1-6 cr.** (R-6) Offered every term. Prereq., junior standing in Business and consent of instr.

**U 394 (MIS 394) Undergraduate Seminar Variable cr.** (R-3) Offered intermittently. Prereq., junior standing in Business and consent of instr.

**UG 447 (MIS 448) Management Game 3 cr.** Offered intermittently. Prereq., senior standing in Business, all business core, or consent of instr. Simulation of a large business organization in which students make executive-level decisions in the areas of production, marketing, finance, human resources and organization.

**UG 453 (MIS 453) Manufacturing Planning and Control Systems 3 cr.** Offered intermittently. Prereq., BMGT 322 (MIS 341), junior standing in Business, or consent of instr. Principles and techniques of production scheduling and inventory control. Systems for setting strategic and tactical objectives, accomplishing detailed material and capacity plans, and establishing and executing shop floor priorities.

**UG 471 (MIS 471) Fundamentals of Network Management 3 cr.** Offered intermittently. Prereq., junior standing in Business. Current topics will focus on the design, installation, configuration, and operation of local area networks. Includes a hands-on lab to demonstrate the concepts.

**UG 472 (MIS 472) Advanced Network Management 3 cr.** Offered intermittently. Prereq., junior standing in Business, BMIS 372 (MIS 372), and BMIS 471 (MIS 471). Focuses on network security, directory services, and network infrastructure. Includes a hands-on lab to demonstrate the concepts.

**UG 476 (MIS 476) Integrated Project Management for IS 3 cr.** Offered every term Prereq., junior standing in Business and BMIS 365, 370, and 373 (MIS 371, 370, and 373). Emphasis on project planning, team selection models, and project management techniques. A software package is used to demonstrate how projects are planned, managed, monitored, and controlled.

**UG 478 (MIS 478) Electronic Commerce A Managerial Perspective 3 cr.** Offered intermittently. Prereq., junior standing in Business. Focuses on the capabilities of the Internet to support and enable commerce. Provides a managerial perspective on topics including effective web site design, emerging technologies, business models, infrastructure architectures, and security.

**UG 491 (MIS 495) Special Topics 1-9 cr.** (R-9) Offered autumn and spring. Prereq., junior standing in Business or consent of instr. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**U 492 (MIS 496) Independent Study 1-6 cr.** (R-6) Offered every term. Prereq., junior standing in Business and consent of instr.

**UG 494 (MIS 494) Seminar 1-6 cr.** (R-6) Offered intermittently. Prereq., junior standing in Business and consent of instr.

**U 495 (MIS 491) Information Systems Practicum 3 cr.** Offered every term. Prereq., junior standing in Business and consent of instr. Practical hands-on experience with area organizations. Provides application of classroom learning.

**U 498 (MIS 498) Information Systems Internship 1-6 cr.** (R-6) Offered every term. Prereq., junior standing in Business and consent of instr. Extended classroom experience which provides practical application of classroom learning during placements off campus. Prior approval must be obtained from the faculty supervisor and the Internship Services office. A maximum of 6 credits of Internship (198, 298, 398, 498) may count toward graduation.

**G 541 (MIS 541) Systems and Operations 3 cr.** Online course. Offered spring. Prereq., admission to M.B.A. or M-Acct. program or graduate standing with consent of graduate business program director; grade of B or better in BMKT 560 (MKTG 560). Design and use of information systems to meet the tactical and strategic needs of an enterprise, particularly within the operations function. Topics include systems analysis, data and process modeling, database designs, manufacturing planning and control, forecasting, and quality management.

**G 571 (MIS 571) Enterprise Modeling 2 cr.** Offered autumn. Prereq., graduate standing. Explores knowledge management systems, data warehouses, data mining, ERP, SANS, and data distribution. Focuses on management; does not require a technical background.

**G 572 (MIS 572) IT Strategy and Leadership 2 cr.** Offered autumn. Prereq., graduate standing. Explores how alignment of IT infrastructure and capabilities can achieve competitive advantage with an industry. Includes the role of IT management in leading change, managing decisions and integrating information systems across the organization. Focuses on management; does not require a technical background.

**G 573 (MIS 573) Business Processes and Security 2 cr.** Offered summer. Prereq., graduate standing. Analyzes business processes and the security challenges created from the emergence of new technology. Includes the effect of legal, regulatory and security technology on policy development. Focuses on management; does not require a technical background.

**G 574 (MIS 574) Management of Information Systems 2 cr.** Offered autumn. Prereq., admission to the M.B.A. or M-Acct. program. The tactical/operational responsibilities and roles of the CIO. Includes governance issues, supporting the learning organization, managing the technologies, and managing the development of systems. Focuses on management; does not require a technical background.

**G 575 (MIS 575) Fundamentals of Consulting 2 cr.** Offered spring. Prereq., graduate standing. The technical, interpersonal, and consulting skills necessary to effectively work with clients. Focuses on management; does not require a technical background.

**G 650 (MIS 650) Quantitative Analysis 2 cr.** Offered spring. Prereq., admission to the M.B.A. or M-Acct. programs. Quantitative methods supporting managerial decision-making. Theory and logic underlying such methods as linear programming and simulation. Solution of complex problems and practice of interpersonal skills in team projects.

**Business Marketing (BMKT)**

**U 191 (MKTG 195) Special Topics 1-6 cr.** (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**U 192 (MKTG 196) Independent Study 1-3 cr.** (R-3) Offered every term. Prereq., consent of instr.

**U 291 (MKTG 295) Special Topics 1-6 cr.** (R-9) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**U 292 (MKTG 296) Independent Study 1-3 cr.** (R-3) Offered every term. Prereq., consent of instr.

**U 298 (MKTG 298) Internship 1-3 cr.** (R-3) Offered every term. Extended classroom experience which provides practical application of classroom learning during placements within the business community. The student must complete a learning agreement with a faculty member, relating the placement opportunity to his or her field of study. A maximum of 6 credits of Internship (198, 298, 398, 498) may count toward graduation.

**U 325 (MKTG 360) Principles of Marketing 3 cr.** Offered every term. Prereq., junior standing in Business. The marketing environment, product, price, distribution, and promotion strategies including government regulation and marketing ethics.

**U 337 (MKTG 362) Consumer Behavior 3 cr.** Offered autumn and spring. Prereq., junior standing in Business and BMKT 325 (MKTG 360); PSYX 100S (PSYC 100S) and 230S (PSYC 240S) recommended. A behavioral analysis of consumer decision making and of the factors influencing consumer decisions, i.e., those decisions directly involved with the obtaining of economic goods and services.

**U 342 (MKTG 366) Marketing Research 3 cr.** Offered autumn and spring. Prereq., junior standing in Business, BMKT 325 (MKTG 360). Emphasis on data acquisition and analysis for improved decision making in marketing. Topics include problem definition; secondary data; primary data via observation, interrogation and experimentation; data analysis; written and oral reports. May include field project.

**U 343 (MKTG 363) Integrated Marketing Communications 3 cr.** Offered autumn and spring. Prereq., junior standing in Business, BMKT 325 (MKTG 360). An integrated course in promotion strategy. Topics include advertising message design, media selection, promotions, public relations, personal selling, and other selected topics.

**U 391 (MKTG 395) Special Topics 1-9 cr.** (R-9) Offered intermittently. Prereq., junior standing in Business or consent of instr. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**U 392 (MKTG 396) Independent Study 1-6 cr.** (R-6) Offered every term. Prereq., junior standing in Business and consent of instr.

**UG 411 (MKTG 411) Services/Relationship Marketing 3 cr.** Offered intermittently. Prereq., junior standing in Business and BMKT 325 (MKTG 360). Service marketing integrates marketing concepts and techniques for organizations whose core product is service; topics include quality service delivery, customer attraction and retention, and relationship marketing. Focus is on service fields such as financial, healthcare, and

communication services.

**UG 412 (MKTG 412) Nonprofit Marketing 3 cr.** Offered intermittently. Prereq., junior standing in Business and BMKT 325 (MKTG 360). Integration of core concepts of marketing into philanthropic and other nonprofit organizations. Includes strategies for large-scale enterprises such as unions, educational and religious institutions to small organizations that provide local support such as cultural services, human and environmental services. Student work with nonprofit organizations creating marketing communications plans in an experiential learning environment.

**U 413 (MKTG 413) Sports Marketing 3 cr.** Offered intermittently. prereq., junior standing in Business, BMKT 325 (MKTG 360). Examines the marketing of sports products and non-sports products using sports as a platform. Topics include the use of traditional marketing strategies as well as the use of sponsorship strategies including endorsements, venue naming rights, and licensing.

**U 450 (MKTG 450) Marketing Connections 3 cr.** Offered intermittently, prerequisites: Marketing major, BMKT 325 and 343 (MKTG 360, 363) and consent of instructor. This is an experiential course offering designed to allow students to apply marketing concepts and strategy to their career/job aspirations. Principles addressed in previous courses are integrated in this class. The concept of marketing strategy will be applied to real-world career development. Students also spend several days meeting business professionals in the region. Upon successful completion of this course each student will have an immediate, actionable plan that will help achieve career aspirations.

**UG 460 (MKTG 460) Marketing of High-Technology Products and Innovations 3 cr.** Offered autumn or spring. Prereq., BMKT 325 (MKTG 360); marketing major or consent of instr. Exploration of concepts and practices related to marketing in fast-paced environment; draws from a range and diversity of industries and contexts including the Internet.

**UG 480 (MKTG 461) Marketing Management 3 cr.** Offered autumn and spring. Prereq., senior standing in Business; BMKT 325, 337, 342, 343 (MKTG 360, 362, 366, 363). Case analysis in marketing management.

**U 490 (MKTG 369) Undergraduate Research 3 cr.** (R-6) Offered intermittently. Prereq., junior standing in Business, BMKT 325 (MKTG 360). An experiential course in the strategy, research, and execution of an integrated marketing communications plan. Students' work culminates in the American Association of Advertising's National Student Advertising Competition.

**UG 491 (MKTG 495) Special Topics 1-9 cr.** (R-9) Offered intermittently. Prereq., junior standing in Business or consent of instr. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**U 492 (MKTG 496) Independent Study 1-6 cr.** (R-6) Offered every term. Prereq., junior standing in Business and consent of instr.

**UG 494 (MKTG 494) Seminar 1-6 cr.** (R-6) Offered intermittently. Prereq., junior standing in Business and consent of instr.

**U 498 (MKTG 498) Marketing Internship 1-6 cr.** Offered every term. Prereq., junior standing and consent of instr. Extended classroom experience which provides practical application of classroom learning during placements off campus. Prior approval must be obtained from the faculty supervisor and the Internship Services office. A maximum of 6 credits of Internship (198, 298, 398, 498) may count toward graduation.

**G 560 (MKTG 560) Marketing and Applied Business Statistics 3 cr.** Online course. Offered autumn. Prereq., admission to the M.B.A. or M-Acct. programs or graduate standing with consent of graduate business program director. Introduction to marketing principles to create long-term competitive advantage for an organization. Topics include environmental analysis, marketing planning, segmentation analysis, target marketing, and

planning for product, price, promotion and distribution. Business statistics covered including t-tests, analysis of variance, regression and correlation analysis; statistics applications in context of marketing research and marketing problems.

**G 660 (MKTG 660) Marketing Management 2 cr.** Offered spring. Prereq., admission to the M.B.A. or M-Acct. programs. Marketing decisions faced by managers in a variety of business settings including large corporations, small businesses and not-for-profit organizations.

#### **Master of Business Administration (MBA)**

**G 601 Career and Leadership Skills Seminar 1 cr.** Offered autumn during orientation week. Prereq., admission to the M.B.A. program. Provides an intensive orientation and introduction to behavioral skills required to excel in the M.B.A. program and one's business career; structured to create a sense of community among students and faculty and set expectations for future class involvement. Graded only credit/no credit.

**G 603 Integrated Project 1 cr.** Offered spring. Prereq., admission to the M.B.A. or M-Acct. program and BMGT 665 (MGMT 665). This is the capstone course of the MBA program and is offered during the last five weeks of spring semester. Students develop a business plan that requires the incorporation of knowledge from all other core MBA courses.

**G 645 Interpersonal Perspective Seminar Variable cr.** (R- 12) Offered every term. Prereq., admission to the M.B.A. or M-Acct. program. Some classes are open to pre-MBA and pre-MAcct. students. Selected topics cover leadership theory and practice, ethics in the workplace, and managerial processes such as motivation, communication, conflict resolution, negotiations, team building, critical thinking, goal setting, and building workforce commitment. MBA students must complete at least 2 credits of interpersonal perspective coursework for the MBA degree.

**G 655 Technology Perspective Seminar Variable cr.** (R-12) Offered every term. Prereq., admission to the M.B.A. or M-Acct. programs. Contemporary issues in information technology with emphasis on how technology is used in business organizations. Topics vary each term and may include electronic commerce on the internet, decision support technology, electronic media support, advanced spreadsheet applications, accounting applications and quality control systems.

**G 694 Seminar Variable cr.** (R-15) Offered every term. Prereq., graduate student in business or consent of business graduate director. Selected topics in business.

**G 692 Independent Study Variable cr.** (R-9) Offered every term. Prereq., graduate student in business or consent of business graduate director and consent of instr. Directed study of individual or small groups of students in topics not available in scheduled classes.

**G 698 Internship Variable cr.** (R-6) Offered every term. Prereq., graduate student in business or consent of business graduate director and consent of instr. Placements with private or governmental organizations for practical training in business. Written reports required.

**G 699 Thesis Variable cr.** (R-6) Offered every term. Prereq., graduate student in business or consent of business graduate director.

#### **Management Information Systems (MIS)**

**U 260 Life and Health Insurance 3 cr.** Offered intermittently through School of Extended and Lifelong Learning (formerly Continuing Education). Introduction to the principles of life and health insurance as well as the legal and regulatory environment for each industry.

**U 261 Life Insurance 1 cr.** Offered intermittently through School of Extended and Lifelong Learning (formerly Continuing Education). Introduction to the principles of life insurance as well as the life insurance industry's legal

and regulatory environment.

**U 262 Health Insurance 1 cr.** Offered intermittently through School of Extended and Lifelong Learning (formerly Continuing Education). Introduction to the principles of health insurance as well as the health insurance industry's legal and regulatory environment.

**U 263 Property and Casualty Insurance 3 cr.** Offered intermittently through School of Extended and Lifelong Learning (formerly Continuing Education). Introduction to the principles of property insurance as well as the property insurance industry's legal and regulatory environment.

**U 264 Property Insurance 1 cr.** Offered intermittently through School of Extended and Lifelong Learning (formerly Continuing Education). Introduction to the principles of property insurance as well as the property insurance industry's legal and regulatory environment.

**U 265 Casualty Insurance 1 cr.** Offered intermittently through School of Extended and Lifelong Learning (formerly Continuing Education). Introduction to the principles of casualty insurance as well as the casualty insurance industry's legal and regulatory environment.

**U 266 Personal Lines Insurance 1 cr.** Offered intermittently through School of Extended and Lifelong Learning (formerly Continuing Education). Introduction to the principles of personal lines insurance as well as the personal lines insurance industry's legal and regulatory environment.

**UG 474 Quality Management Systems 3 cr.** Offered intermittently. Prereq., junior standing in Business. Focus on the primary objectives of world class organizations, i.e., teamwork, customer focus and continuous improvement. TQM, JIT, and SPC are discussed in detail.

**UG 475 Advanced Technology Support 3 cr.** Offered intermittently. Prereq., junior standing in Business and consent of instr. Project oriented class covering varying aspects of technical support in a business environment. Topics may include hardware and software support, helpdesk operations, operating systems, AS400 operations, and local and wide area networking.

**UG 477 Multimedia Development for Business 3 cr.** Offered intermittently. Prereq., junior standing in Business and consent of instr. Focus on high-tech multimedia tools to develop marketing and promotional materials for a business or organization.

#### **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

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

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 (Chair, Department of Accounting and Finance)

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

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

Nader H. Shooshtari, Ph.D., Arizona State University, 1983 (Interim Chair, Department of Management and Marketing, 2012-2013)

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., The University of Montana, 2001

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

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

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

Michael V. Harrington, J.D., The University of Montana, 1990 (Associate Dean)

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

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

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

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. Connole, 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

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
<b>Choose two courses (6 credits) from the following:</b>	
BMIS 471 (MIS 471) Fundamentals of Network Management	3
BMIS 472 (MIS 472) Advanced Network Management	3

MIS 474 Quality Management Systems	3
MIS 475 Advanced Technology Support	3
MIS 477 Multimedia Development for Business	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.

### **U Certificate in Accounting Information Systems**

This certificate program is design for students who are interested in careers that bridge accounting and management information systems, such as consulting, internal audit, external audit, or other positions where more than a basic knowledge of either accounting or MIS is necessary. The requirements to earn a Certificate in Accounting Information Systems at the undergraduate level are listed under the general School of Business Administration's Certificates section of the catalog.

## **Department of Management and Marketing**

**Nader Shooshtari, Interim 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**

<b>Required</b>	<b>Credits</b>
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
<b>And one of the following:</b>	
BGEN 465 (MGMT 465) World Trade and Commerce	3
BMGT 491 Special Topics course on international business issues	3
BMGT 494 Seminar/Workshop on international business issues	

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**

<b>Required</b>	<b>Credits</b>
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
<b>Plus twelve (12) credits from the following:</b>	
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
COMM 451S* 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.

**U Certificate in Entrepreneurship and Small Business Management**

This certificate program is designed for students who are interested in launching their own business venture or working in a small-to medium-size business upon graduation. The requirements to earn a Certificate in Entrepreneurship at the undergraduate level are listed under the general School of Business Administration's Certificates section of the catalog.

**U Certificate in Entertainment Management**

This certificate is designed to allow 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.

**G Certificate in Entrepreneurship**

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

<b>MBA Degree Requirements, Offered Fall Semester</b>	<b>Credits</b>
MBA 601 Career & Leadership Skills Seminar	1
ACTG 605 (ACCT 605) Administrative Controls	2
BFIN 681 (FIN 681) Financial Management	2
BMGT 604 (MGMT 604) Competitive Strategy	1
BMGT 640 (MGMT 640) Organizational Behavior	2
BMIS 574 (MIS 574) Management of Information Systems	2
<b>MBA Degree Requirements, Offered Spring Semester</b>	<b>Credits</b>
MBA 603 Integrated Project	1
BMGT 665 (MGMT 665) Strategic Management Seminar	2
BMGT 685 (MGMT 685) International Business	2
BMIS 650 (MIS 650) Quantitative Analysis	2
BMKT 660 (MKTG 660) Marketing Management	2
<b>At least two (2) credits from the following:</b>	<b>Credits</b>

MBA 645 Interpersonal Perspective Seminar (at least 2 credits required) 1-2

The remaining eleven (11) elective credits may be chosen from management, marketing, accounting, finance or management information system within the business school, including seminars, independent studies, and internships. Up to six (6) credits of 400-level courses may be taken for graduate credit with the approval of the MBA program director.

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

### **G Certificate in Entertainment Management**

Classes are 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:

<b>Required Courses</b>	<b>Credits</b>
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

### **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**

<b>Required</b>	<b>Credits</b>
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
<b>Nine (9) credits from the following:</b>	
BMKT 411 (MKTG 411) Services/Relationship Marketing	3
BMKT 412 (MKTG 412) Nonprofit Marketing	3
BMKT 413 (MKTG 413) Sports 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 only
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 458 (MGMT 458) Advanced Entrepreneurship Seminar	1-3
<b>Courses recommended outside of Business:</b>	
PSYX 360S (PSYC 350S) Social Psychology*	3
PTRM 483 (RECM 483) Commercial Recreation, Marketing and Tourism*	3
MAR 111A Fundamentals of Media Arts Production	3
CS 181 Electronic Publishing on the World Wide Web	3

\*Please check course descriptions for prerequisites.

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

## Suggested Course of Study

For all business majors:

	<b>First Year</b>	<b>A</b>	<b>S</b>
BGEN 105S (MIS 100S) Introduction to Business or BMGT 101S (MGMT 101S) Introduction to Entertainment Management	3	-	-
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
	<b>Second Year</b>	<b>A</b>	<b>S</b>
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

#### **Courses**

U=for undergraduate credit only, UG=for undergraduate or graduate credit, G=for graduate credit. R after the credit indicates the courses may be repeated for credit to the maximum indicated after the R. Credits beyond this maximum do not count toward a degree.

#### **Undergraduate Advising Center (UNC)**

**U 101 Freshman Seminar I 2cr.** Offered autumn. Introduction to academic life: readings in current social and ethical topics, extensive practice in listening and composition skills, applied research skills, individual and group presentations, and individual academic advising.

**U 192 Independent Study 1-2 cr.** (R-2) Offered intermittently. **U 198 Internship Variable cr.** (R-6) Offered intermittently. Prereq., consent of director. Extended classroom experience which provides practical application of classroom learning during placements off campus. Prior approval must be obtained from the faculty supervisor and the Internship Services office. A maximum of 6 credits of Internship (198, 298, 398, 498) may count toward graduation.

**U 194 Seminar Variable cr.** (R-6) Offered autumn. **U 195 Special topics 1-6 cr.** (R-6) Offered autumn and spring. Restricted to freshmen. Topics variable. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

#### **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, The University of Montana-Missoula, Missoula, Montana 59812. The phone number is 406-243-2223, email address [um.statements@mso.umt.edu](mailto: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 [https://login.umt.edu/cas/login?appKey=cyberbear&service=https%3A%2F%2Fwebprocess.umt.edu%2Fcyberbear%2Fuwbkicas.P\\_Service\\_Ticket?target=twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu](https://login.umt.edu/cas/login?appKey=cyberbear&service=https%3A%2F%2Fwebprocess.umt.edu%2Fcyberbear%2Fuwbkicas.P_Service_Ticket?target=twbkwbis.P_GenMenu?name=bmenu.P_MainMnu). Please see the published payment/finalization deadlines on the CyberBear home page Important Dates link: [http://events.umt.edu/?calendar\\_id=27&upcoming=upcoming&](http://events.umt.edu/?calendar_id=27&upcoming=upcoming&).

#### **Fee Schedule**

The tuition and mandatory fee schedules <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, College of Technology, graduate first/advanced, graduate TA/RA first/advanced, law fall/spring, WUE undergraduate lower/upper, WUE College of Technology, post-baccalaureate, distance undergraduate lower/upper, distance College of Technology, 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%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%20Accounts/Student%20Refunds.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 2011-12 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/COT, COT, 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/mstuitionfees\\_definitions.pdf](http://www.umt.edu/bussrvcs/studentfees/mstuitionfees_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, The University of Montana-Missoula, Missoula, MT 59812 or by visiting the website at [www.umt.edu/ce](http://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 of Montana 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 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
<b>Registration</b>	none	none	none	none	none
<b>Tuition/Fees</b>	100%	90%	75%	50%	none
<b>Blue Cross Ins. **</b>	100%	100%	100%	100%	none
<b>Other Fees</b>	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

#### Hardship Withdrawal Policy

Hardship withdrawals may be granted to students who experience 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 receive a hardship withdrawal from The University of Montana, the student must contact the Registrar's Office or Business Services to start the hardship withdrawal process. Upon approval of a hardship withdrawal, the Registrar will enter the appropriate withdrawal information on the student's academic record. A student receiving a hardship withdrawal will be eligible for a tuition credit equal to the currently paid amount for the first semester of re-enrollment after a hardship withdrawal has been approved, for up to two (2) years, if the student meets 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 scholastic regulations.

Business Services will calculate the tuition credit amount for all approved hardship withdrawals and will notify the Financial Aid Office of the tuition credit amount. Upon re-enrollment, the Financial Aid Office will establish a tuition credit for the eligible student's tuition equal to the pre-determined amount.

*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:

	<b>Per Semester</b>
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.

##### **Lewis and Clark Village**

Rent is \$405.00 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.

**Dining Services**

Dining Services meal plan prices 2011-2012 academic year.

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

<b>Meal Plan</b>	<b>Autumn/Spring Semester</b>
All Campus	\$1,967.00
Lommasson Plus	\$1,767.00

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.

**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)

	<b>Craighead and Sisson</b> (All Utilities paid)	<b>Elliot</b> (Tenant pays Heat & Elec.)	<b>Toole</b> (Tenant pays Heat & Elec.)
<b>Studio</b>	\$499.00	\$320.00	\$446.00
<b>1-Bedroom</b>	554.00	382.00	533.00
<b>2-Bedroom</b>	667.00	474.00	645.00
<b>3-Bedroom</b>	750.00	528.00	729.00
<b>4-Bedroom</b>	791.00	None	None

NOTE: These rates are monthly and effective July 1, 2011 through June 30, 2012. 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](http://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 15<sup>th</sup> 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 College of Technology (COT), 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](http://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>.

#### **COT 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.

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 College of Technology, 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