

New Student Registration & Orientation – FAQ's

The University of Montana – Western

Helping you get enrolled in the classes you need and want as efficiently and effectively as possible is our goal at Western. This document outlines procedures that will inform and educate you and enable us to accomplish our goal.

I'm thinking of taking classes at Western. How do I get enrolled?

1. Complete the admissions application process. Contact the Admissions Office (1-866-869-6668) for help.
2. Set up an advising/registration session. The Admissions Office will send an Enrollment Acceptance Packet including the phone numbers and office locations of people to contact for help with registration.
3. Using the UM-W web registration system (DAWGS), select classes for the appropriate term (or, submit a properly completed registration form).
4. Pay tuition and fees and you're on your way to completing a degree at Western.

I'm confused as to whether I'm admitted or not. How do I find out?

Contact the UM-W Admissions Office, 683-7331 or 1-866-869-6668, or drop in between 8:00am & 5:00pm MDT, M-F (except holidays).

I received an acceptance letter from the Admissions Office and have been admitted to Western. How do I actually get registered for the classes I want?

1. Once accepted for admission, you will receive information that explains orientation activities (for assistance call 406 683-7331) and provides registration instructions (call 406-683-7371 for information).
2. In preparation for registering for classes, take time to review the university catalog, pay particular attention to the "Suggested Program of Study" outline for the program you plan to complete.
 - a. Pick 6-8 classes from among the list of required program and General Education core classes.
 - b. Read the course descriptions for courses on the list you made. Note restrictions such as pre- & co-requisites, instructor or department approval required and special fees.
 - c. Go to the appropriate term Class Schedule and find courses in the schedule that match the courses on your list.
3. Contact your advisor or the UM-W advising Offices to discuss your education goals and to review the list of classes you developed. Ask for your Alternate PIN at this time.
4. Access DAWGS (UM-W web registration system at: [HTTP://DAWGS.UMWESTERN.EDU](http://DAWGS.UMWESTERN.EDU)); web registration instructions are included in the Enrollment Acceptance Packet and are available online at: www.umwestern.edu
5. Pay tuition and fees for the semester; students must stop at the UM-W Business Office to pay, or make arrangements to pay tuition and fees by first day of the semester/term.
6. Use DAWGS to check your class schedule, review your UM-W financial account, and to see final grades at the end of a term.

When can I register for classes?

New students will be notified by the Admissions Office of registration start dates, however, admissions files must be complete (new transfers please allow sufficient time for transfer transcript evaluation). Questions? Contact Admissions (1-866-869-6668).

I'm having trouble with DAWGS (the UM-Western on-line web information system), where can I get help?

Contact the Registrar's Office if you need help with on-line registration (1-866-869-6668 or 683-7215) or if you can't find information you want on the UM-Western web site. Be ready to explain what problems you are encountering by way of the "error message" that popped up after you tried to "submit" your schedule.

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Do I have to attend Orientation before I register?

No!! You don't have to attend a Friday (during the month of July) orientation session to register! However, attending orientation prior to your initial enrollment at Western is highly recommended. Contact the Admissions Office for dates, times, and places for future orientation sessions at Western, FYI this information is included in the New Student Information packet mailed to all new applicants for admission to Western.

Are there helpful things to know about class registration?

- Prior to actually registering, read/review the course descriptions of all courses that are part of your tentative class list. DO NOT enroll in a class if there's a course restriction or pre-requisite you haven't satisfied.
- When building a course schedule, record single section offerings first, followed by multiple-section offerings that don't conflict/overlap.
- Instructions on how to access and utilize DAWGS (the university web registration system) can be found at: www.umwestern.edu/academics/registrars/webregistration
- After you sign up for classes (pre-register), check your class schedule in DAWGS for accuracy.
- Helpful registration information is available at the university web site. To find this information, go to: www.umwestern.edu, and search for "Registration Information" or click "Registration Information" at the DAWGS home page. Here are some things you will find there:

Advising Tips/Alert

Web Registration Instructions

List of Closed & 80% Full classes by Term

Class Schedules by Term

Academic Year calendar information

On-line copies of university catalogs, including [course descriptions](#)

Addendum to (published) Class Schedules (recent changes)

Access to Printable Forms (GradApp, Web Registration Worksheet, Class Schedule Change Form, etc)

- **Internet Explorer** works best for accessing DAWGS ([HTTP://DAWGS.UMWESTERN.EDU](http://DAWGS.UMWESTERN.EDU)) and/or the UM-Western web site (www.umwestern.edu).
- Be prepared to start entering course reference numbers (CRNs) as soon as you get to the registration/add/drop screen in DAWGS. For security reasons the system is designed to automatically logoff if there is no activity within five minutes.

Finding Help with Registration & Enrollment

The University of Montana – Western

Admissions Office **683-7331** (toll free) **1-866-869-6668**

- Answers questions about admission & registration.
- Compiles information needed for new student admission.
- Notifies new students (new freshmen and new transfers) of their admission status.
- Sends Enrollment Acceptance Packets to new students.
- Provides new student advising information to faculty advisors, EOP staff, and academic division deans.

Advising Office **406-683-7050**

- Assists students with selecting classes appropriate to student ability, aptitudes and academic goals.

Business Services Office **406-683-7101**

- Answers questions about student costs, parking, payment methods, student health insurance, refunds, etc.

Educational Opportunity Program (EOP) Staff **406-683-7322**

- Helps eligible new students select classes appropriate to each student's ability and academic goal.
- Helps guide students with tutoring, career choices, and counseling.
- All new students are encouraged to apply for this program.

Financial Aid Office **683-7511** (toll free) **1-866-869-6668**

- Answers questions about financial aid.
- Provides financial aid award letters.
- Distributes all financial aid.
- Processes student loans.

Registrar's Office **683-7215** (toll free) **1-866-869-6668**

- Answers enrollment-related questions (registration for, and adding or dropping classes etc), including those concerning web-registration and DAWGS, and www.umwestern.edu related information, features, and student problems.
- Updates enrollment-related information in DAWGS and the UM-W web page on a regular basis.

School of Outreach **683-7537** (toll free) **1-866-799-9140**

- Answers questions about evening, weekend, on-line and Summer classes as well as many of the off-campus programs offered through Western.
- Assists interested Outreach program students with enrollment in program courses (prospective students should review UM-Western admission procedures and registration procedures before enrolling).

Student Life & Orientation Office **406-683-7565**

- Organizes & conducts new student orientation sessions.
- Answers questions about orientation sessions, admissions and registration procedures, student housing, dining and student life.

Using 'DAWGS' – Western's Web Registration System

The University of Montana – Western

Registering for classes via the Internet is easy, follow the instructions below. Internet Explorer works best for accessing DAWGS. Before you begin the web registration process be sure to have your class schedule planned – by completing a trial schedule you will have all the information you need to register on line. Information from the following lists/reports might be useful when selecting classes (all this information is available online at: www.umwestern.edu): class schedules, class schedule addendum, lists of closed & 80% full classes, etc.

Check [Class Schedules](#) for information on course times, course reference numbers (CRNs) and descriptions. Once your trial schedule or registration worksheet is completed, login to DAWGS. You will be asked to enter your User ID Number and your PIN (see below). For security reasons the online registration system will automatically logoff or disconnect if there's no activity within five minutes; avoid unnecessary delays by planning and preparing before going on-line.

Remember, DAWGS will alert you to data entry errors and prompts you for the correct information. After you add or drop courses, or change options, you must "Submit" Changes. If you logoff before you "submit" changes, your actions (course adds or drops, or other data) are not saved. Call the Registration Help Line (1-866-869-6668 or 683-7371) for assistance.

How to Use DAWGS – Western's Web Registration System (Internet Explorer works best)

1. Click on Login to Secure Area at the [HTTP://DAWGS.UMWESTERN.EDU](http://DAWGS.UMWESTERN.EDU) site.
2. First-time users follow directions on the screen: enter a Password (your Student ID or SSN) and your PIN (your birth date in "mmddy" format; example if DOB is June 7, 1986, PIN is 060786). If you are a first-time user, DAWGS will ask you to change your PIN (for security purposes) and require you to enter an "alternate security access" question & answer in case you forget your new PIN number.
3. Re-enter your new PIN then click "Login".
4. At the Main Menu, click "Student and Financial Aid".
5. At Student and Financial Aid, click "Registration".
6. At Registration, click "Add/Drop Classes".
7. A Select Term option will appear; choose the term in which you wish to enroll/register and click "Submit Term".
8. Enter your Alternate (Registration) PIN when prompted; your advisor has this number (or, EOP, or the academic deans offices, etc).
9. Read/follow directions on the screen, enter course reference numbers (CRNs) of the courses you want to take, then click "Submit Changes". CAUTION: by submitting an electronic course schedule (i.e., enrolling in classes for a term), you agree to pay ALL costs associated with your enrollment (some fees are non-refundable) including collection fees if applicable.
10. To drop a course, click on the pull-down menu arrow to the left of the appropriate course, and then click the "Web DROP" option. **Click "Submit Changes" each time you change your class schedule.** If you want to "audit" a class (for no credit) you must stop at the Registrar's Office to complete an schedule change card/form.
11. FYI – DAWGS includes a course search option feature. You can search for a particular class via a variety of options including times and instructors (in addition to course title, etc).
12. Use the "Menu" button (instead of the Back button) at the top of the screen to facilitate migration in DAWGS.
13. To end the registration process, click "Submit Changes", then "Exit" (top right corner of the screen), then "Return to Homepage". **Always close the browser** to prevent unauthorized third-party access to your information in DAWGS.