

The University of Montana Western

SPRING 2012 – SCHEDULE of CLASSES

PLEASE NOTE: Class schedule changes occur routinely, check **addendum** listings for current information posted at/near the Registrar's Office, or on DAWGS at: <http://dawgs.umwestern.edu/login/> and at the UMW web site: <http://mv.umwestern.edu/registrar/schedule/>

SPRING SEMESTER 2012	COMMON CALENDAR DATES & DEADLINES				
Registration (including fee payment)	November 9 - January 10				
DEADLINE to Apply for 2012 Spring Graduation	January 1				
New Student Orientation	TBA -- Contact the Office of Student Life				
\$40 Late Registration Fee Begins****	January 10				
Weekend Classes Begin	January 14				
Martin Luther King, Jr Day Holiday (University Closed)	January 16				
Class Schedules of Non-paid Students Canceled Beginning****	January 13				
2nd \$40 Late Registration Fee Begins****	January 25				
President's Day Holiday (University Closed)	February 20				
Fall 2012 Early-Audit Graduation Application Deadline	March 15				
Spring Break (No Classes)	March 5-9				
DEADLINE Summer Graduate Petitions to Walk in Commencement	April 6				
Registration for 2012 Fall & Summer Classes Begins	April 10				
DEADLINE Commencement Participation Forms Returned	April 6				
DEADLINE to Apply for 2012 Summer Graduation	May 1				
2013 Spring Semester Early Audit Graduation Application Deadline	May 1				
115th Annual Commencement	May 5				
	BLOCK or FULL TERM - SPECIFIC DATES & DEADLINES				
	EXPERIENCE ONE CLASSES				FULL
SPRING SEMESTER 2012	BLOCK 5	BLOCK 6	BLOCK 7	BLOCK 8	SEMESTER
Classes Begin	Jan 9	Feb 6	Mar 12	Apr 9	Jan 9
Last Day to Register**** or Add (2nd day of block)	Jan 10	Feb 7*	Mar 13*	Apr 10*	Jan 20*
Last Day to Drop a Class - No Record of Enrollment	Jan 20	-----Jan 27*-----			
Class Schedules of Non-paid Students Canceled***	-----January 13-----				
Last Day to Drop a Class** ('W' recorded) or Change to/from					
Audit Status (end 2nd week of block)	Jan 20	Feb 17*	Mar 23*	Apr 20*	Mar 2*
Deadline to withdraw (drop ALL** classes) (end 2nd week of block)	Jan 20	Feb 17*	Mar 23*	Apr 20*	Apr 20*
Final Exams for Term or Block	-----Announced by Instructors-----				
Term or Block Ends	Feb 1	Mar 1	Apr 4	May 2	May 2
Final Grades Due in Registrar's Office	Feb 8	Mar 8	Apr 11	May 9	May 9
*Late fees charged: B5-Jan 22; all other classes-Feb 7 of Monday 4th week	***Some fees/charges (Registration, Orientation, etc) are non-refundable				
Students may NOT withdraw from any class that has ended	**Fee payment due 1st day of semester or immediately upon late reg.				
Calendar2011-12 Spring	OFFICIAL Spring	Approved: CRS--4/20/10, UC--4/20/10, FS—see minutes Spr '10			

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SPRING 2012 – SCHEDULE of CLASSES

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY

Pursuant to Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, Executive Order 11246, the Vietnam Veteran's Readjustment Act, and the Montana State Human Rights Act, **The University of Montana Western** announces that it **does not discriminate**, in recruitment for admission or access to or conduct of its education programs and activities, nor its employment policies, on the basis of: race, sex, color, national origin, religion, age, marital or parental status, disability, or sexual orientation. Regarding student access and upon request, **UMW** provides reasonable accommodations, including written materials in alternative formats, for persons with documented disabilities; for more information, please contact Student Life at: 406.683.7565.

Any student, employee, or applicant for University admission or employment has the right to file a grievance on grounds of discrimination. Correspondence should be directed to the Affirmative Action Officer, **UMW**, 710 S. Atlantic St., Dillon, MT 59725-3598; or phone: 406.683.7101.

DISCLAIMER - CHANGES AFTER PUBLICATION

Although every effort is made to provide accurate information **UMW** reserves the right to correct/change, without prior notice, any statement concerning its rules, fees, educational offerings, or other policy or operational matters. Students should consult the current semester **class schedule addendum** (available in the **UMW** Registrar's Office) for updated course offering information, or access current semester course schedule information available at **myUMW**. **Students should not rely on oral representations made by university faculty or staff that contradict official policy or procedure; current university publications (catalog, official web page, Student Handbook/Planner, etc) are official sources of information on all matters related to enrollment and graduation.**

CANCELLATION OF COURSES

UMW reserves the right to cancel any scheduled course at any time for lack of sufficient enrollment or other appropriate reason, through the end of the third (3rd) week of a regular semester (prorated for time-shortened courses). Course cancellations require the approval of the **UMW** Provost and are not official until such action is taken. Term course cancellation information is available on the university web page at: <http://hal.umwestern.edu/>

LIMITATION OF ENROLLMENT

To ensure quality educational experiences, **UMW** reserves the right to limit enrollments in specific courses and programs. University Administration and department faculty will determine the maximum number of students that will be allowed in each course or program and the minimum qualifications required of students before course admission is allowed.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

DESCRIPTION OF THE ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students certain rights, privileges, and protections relative to individually identifiable educational records which are maintained by **UMW**. Specifically: (1) student educational records (with the exception of directory information) will be released to third parties only with the written consent of the student; (2) students have the right to inspect/review their own individual educational records, this right may be exercised by contacting the **UMW** Registrar; (3) students have the right to challenge information contained in individually identifiable educational records; contact the **UMW** Registrar for more information; (4) a copy of the policy statement describing **UMW**'s regulations for this act may be obtained from the Registrar's Office; (5) students may withhold public directory information by contacting the Registrar's Office.

DIRECTORY INFORMATION and FERPA

FERPA (Family Educational Rights and Privacy Act of 1974 as Amended) permits the release of certain "directory information" to third parties without written consent of the student provided the student has been given the opportunity to withhold such disclosure. Directory information includes name, gender, age, date and place of birth, student (and parent's) addresses & phone numbers, classification, major/minor, dates of attendance, degrees/ honors/awards conferred, E-mail addresses, student photographs, student semester class schedules, dates of attendance, previous institutions attended, and the height, weight, high school attended and year of HS graduation of members of athletic teams.

UMW may release student directory information without student consent to third parties and to **UMW**'s News & Publications Office. Such release is handled with discretion; generally, access to or release of student directory information is denied to organizations or individuals for use in commercial solicitation.

Students may request that their directory information be withheld from release by contacting the **UMW** Registrar's Office (406.683.7371). **NOTE:** While a request to withhold directory information may be made at any time, students wishing to have directory information withheld from the 'public' student directory for a specific term/semester should submit their requests no later than the end of the second (2nd) week of classes for that particular term.

ClassSchedTextSpring

10/2011

FULL-TIME Spring Student Enrollment Status – In order for students to be classified as **full-time** they must be officially enrolled in a minimum of 12 semester credits that require 16 weeks of attendance/participation. Only eligible **full-time** students may receive maximum federal financial aid benefits and/or participate in intercollegiate athletics; student enrollment status is monitored throughout the semester to assure compliance. Review **UMW** Policy 203.1 – Student Enrollment & Attendance for details (see links at: **DAWGS** or **myUMW**).

REGISTRATION REQUIRED (including fee payment)

In order to participate in learning/class activities, earn grades, and receive course credit, **individuals must officially register** (or add). **Students are responsible** for making informed enrollment decisions and for complying with official **UMW** enrollment policies and procedures!

WHO MAY REGISTER? [1.] current students (actively enrolled within the past year) in "good" academic standing, [2.] new freshmen and new transfers who have been formally admitted to Western and properly advised, [3.] former/previous students who have been approved for readmission, [4.] individuals intending only part-time temporary enrollment and who have the ability to benefit from courses offered. Prospective (new) students should contact the Admissions Office (406 683-7331) for information, all other students contact the Registrar's Office (406 683-7371).

REGISTRATION PROCEDURE

Prior to the start of the semester, students should register for ALL classes they intend to complete that term: [1.] meet with an advisor to discuss education goals, select classes for the term and pick up Alt PIN, [2.] enroll in/select courses via **DAWGS** (see instructions below), OR, mail

to or drop off an (advisor or Advising Office approved) registration form at the Registrar's Office, [3.] paying all enrollment expenses and completing the on-line registration confirmation form. Registration must be completed by the second day of the semester; class schedules of non-paying registrants will be cancelled (fees/charges are NOT automatically dropped however) at the end of the first week of the semester! Review the academic calendar carefully regarding deadlines.

COSTS / EXPENSES – Enrollment costs are based on student classification, residency, credits attempted, program of study, and other enrollment specific factors. Enrolled students can view their charges and account balances via DAWGS; direct questions to Business Services (406 683-7101).

MONTANA RESIDENCY – Individuals enrolled at Western are classified as either MT residents or non-residents (out-of-state) for fee payment purposes. Initial determination of residency is based on information provided by the student on his/her admissions application. Individuals classified as non-residents can appeal their residency classification by submitting a completed MUS Residency Questionnaire and relevant documentation to the UMW Registrar's Office (opinions expressed by university personnel concerning an individual's residency status are UNOFFICIAL; no UMW employee has the authority to override/contradict official MUS residency policy). The MUS Regent's residency policy and the Residency Questionnaire are available on-line at: http://mus.edu/Prepare/College/Montana_Residency_Requirements.asp. Interested individuals should review MUS residency information before completing the residency questionnaire; deadlines apply.

ON-LINE (WEB) REGISTRATION Instructions

Current students in good academic standing and new admits (new freshmen and transfers) can register on-line via DAWGS. Web registration instructions are outlined below. Prior to accessing Western's on-line student system (DAWGS) eligible individuals should contact their advisor (or the Advising Office) to select courses for the coming term and secure their Alternate PIN. Registration "window" opening dates (the earliest date a student can begin registering via DAWGS or at the Registrar's Office window) are listed below; students can register via DAWGS or at the Registrar's window anytime after their registration window opens.

1. Access DAWGS at: <http://dawgs.umwestern.edu/login/>, and click "Login to Secure Area"
2. In the "User ID" box, enter your Student ID
3. Enter your "PIN" (personal ID) number [**first-time DAWGS users** follow directions on the screen: enter your Password/UserID - Student ID or SSN, and your PIN (your birth date in "MMDDYY" format, see above, the system will prompt you to change your PIN and require you to enter a "security access" question & answer in case you forget your new PIN)]
4. Click "Login" [**first-time DAWGS users** will have to re-enter their new PIN and click Login]
5. Click "Student Services", then click "Registration"
6. Select the appropriate term; you can only register for classes for one semester/term at a time
7. Click "Add/Drop Classes"
8. Enter your Alternate/advising PIN (Alt PINs are used for register/add/drop purposes only and are term specific)
9. Start entering course reference numbers (CRN's) for ALL classes you want to take during the term
10. After all CRN's are entered, click "Submit" then scroll to the bottom of the Add/Drop Classes screen to see if there are any problems (examples of problems you might encounter: class is full, pre-requisites not met, registration is restricted – instructor consent required), be prepared to submit alternate course CRN's in case your first choice classes are not available and/or until you are satisfied with your class schedule
11. **Be sure to logoff DAWGS and exit the browser** after you finish registering (for security purposes).

Eligible students begin registering via DAWGS or at the Registrar's Office according to the following schedule:

Wednesday, Nov 9 – current seniors, postbacc's, and students with disabilities

Thursday, Nov 10 – current juniors

Monday, Nov 14 – current sophomores

Tuesday, Nov 15 – current freshmen

Wednesday, Nov 16 – all other current student groups, readmits

New students - (new freshmen and transfers) will register after they have been notified that their admissions files are complete and they have been properly advised.

All DAWGS (on-line) Spring 2012 Web registration windows close at 10:00 PM, Sunday, January 8, 2012. Again, eligible students can register for or add/drop classes via DAWGS anytime after their Web registration window opens – see times and dates of DAWGS availability above.

IMPORTANT ON-LINE and OTHER REGISTRATION INFORMATION

---ELECTRONIC PREREQUISITE CHECKING IS ACTIVATED; students may NOT register for classes for which they lack the proper pre-requisites - see course schedule section - courses with "P" designation in "P-C-\$-I" column, or, review catalog course descriptions.

---It is **not** possible to register for or add – via DAWGS - any "restricted" class (closed classes, classes which are designated I/C - instructor consent required, or professional TEPS courses, for example) or classes that create time/day overlaps. To register for restricted classes or to enroll in classes with time overlaps you must complete/submit a Schedule Change form (before classes start) or an Add/Drop/Withdraw card (after classes start); sign and date the form, secure appropriate signatures and take the form to the Registrar's Office for processing. Incomplete forms are not processed.

---Students with "holds" will be denied registration privileges until all holds are cleared. Use DAWGS to determine if you have holds, click "Student Records", then "View Holds"; the system will tell you which office to contact to eliminate holds.

---If you attempt to register for a "variable credit" course the system will automatically register you for the minimum number of credits allowable. To change the number of credits click "Menu" (in the Registration area) then "Change Course Option", select the appropriate course and change the credit to the desired number, then click "Submit".

---If you forget your Alternate/advising PIN contact your advisor; record this number and keep it in a secure place; Alt PINs are term-specific.

---If you get a registration error message, note what it says and contact the Registrar's Office 683-7371 or toll free 1-866-869-6668. If you have other problems registering via DAWGS stop at the university Registrar's Office or call (406) 683-7371 or toll free 1-866-869-6668, M-F, 8:00am to 5:00 PM; FYI - computer lab staff may also be able to answer some of your questions about DAWGS.

---IF for some reason DAWGS becomes inaccessible or disabled, take your completed Web-Reg form (with Alternate PIN) to the Registrar's Office at or after your designated registration window opening time.

---Students are encouraged to ASK QUESTIONS and keep the university informed of changes to their addresses and phone numbers at all times.

---Registration and add/drop deadlines are strictly enforced; take time to review Policy 203.1 – Student Enrollment & Attendance.

STUDENT CLASS/CREDIT LOAD

Students in good academic standing can register for up to eighteen (18) credits during a regular semester, with the following exceptions:

----Students may enroll in only one 4-credit course per block with a maximum of 5 credits per block

----Students with a **UMW** 3.00 GPA or higher may enroll in up to 20 credits in a semester

----Students on academic probation (new transfer or **UMW** GPA below a 2.00 or "C" average) are limited to attempting a maximum of 16 credits per semester or a credit limit established by the Admissions & Academic Standards Committee (AASC) as a condition of continued enrollment

----Dual Enrollment/Early Admission high School students may attempt a maximum of six (6) credits per semester

Montana Western operates on a semester system! Students are expected to register (including fee payment) prior to the start of a term for all courses they plan to complete/attempt during that term. Students must petition (Class/Course Overload Petition, Double Blocking Form) to exceed maximum term and block credits loads; overload petitions must be submitted at **least one week before the start of a semester**. Review the academic calendar for important dates/deadlines. Course/Credit Overload Petitions are available at the Registrar's Office or on line as a "printable form" at the university website at *myUMW*.

CHANGING CLASSES – ADDING, DROPPING, WITHDRAWING

Students are responsible for making informed enrollment decisions and for timely communication of enrollment changes they wish to make! **Note calendar and procedural differences between stringer classes and X-1 "block" classes!** Walking away from a class or from the university does not constitute an **official** DROP or WITHDRAWAL! Conversely, simply showing up for or attending a class does not constitute an **official** ADD or REGISTRATION! Official action must be taken by a student to register for, add, drop, or withdraw from a class or classes offered by **UMW**; **contact the Registrar's Office for more information**. Class schedule changes must be completed in a timely fashion and according to procedures outlined below. Students changing to/from **Audit** status should contact the Registrar's Office (406.683.7371). Class schedule changes can affect student financial aid status and/or funding level as well as eligibility for athletics; check before you change!

Student class schedule changes are grouped into three different categories depending upon **when** the change takes place. Student class schedule changes can occur: (1.) BEFORE classes start; (2.) AFTER classes start but before the published deadline; and, (3.) AFTER THE DEADLINE for such action. **Review the appropriate academic year term calendar for appropriate dates and deadlines.**

ADD - DROP – CANCEL/WITHDRAW --- BEFORE the Semester/Term Begins

Access DAWGS (<http://dawgs.umwestern.edu/login/>) and make the desired changes, OR, complete and submit a Student Class Schedule Change Form (available at the Registrar's Office or on line at *myUMW*), OR, submit written notification (sign and date the letter, include your student ID and all other pertinent information) to the Registrar's Office (UM Western, 710 South Atlantic, Dillon, MT 59725). Students attempting to ADD a closed or restricted class (including prerequisites) must complete a Student Class Schedule Change Form and secure written approval of the course instructor before submitting the change form. **FYI – once enrolled, students are NOT able to drop all classes via DAWGS....pre-registered students must send written notification to finalize a complete drop/withdrawal/cancellation from all classes for a term.**

ADD - DROP - WITHDRAW --- AFTER the Semester/Term Begins AND BEFORE the Appropriate Deadline (see academic calendar)

Once classes for a semester begin, all student class schedule changes including withdrawal from college, begin and end at the Registrar's Office.

1. Complete an ADD-DROP-WITHDRAWAL FORM (available at the Registrar's Office or as a printable form); incomplete forms will be rejected.
2. Secure the necessary signatures/approvals (instructions on back of Add/Drop Form).
3. Return the completed card to the Registrar's Office **BEFORE THE DEADLINE FOR SUCH ACTION** (see semester calendars for applicable deadlines); save ALL enrollment related paperwork for future reference!
4. Pay all enrollment costs by the 1st day of the semester to avoid late registration/payment fees.

***The "No Record of Enrollment" policy will be extended in cases where: (1.) there is an even exchange of same-block courses & credits, (2.) the add & drop are recorded on the SAME form, (3.) the changes (add & drop) are approved by all necessary officials - instructors, student's advisor, etc, (4.) the change is completed within the deadline to add for the applicable block, and, (5.) the exchange is appropriate to the student's program of study. A "W" (withdrawal) will be recorded on the student's transcript if the add/drop change does not satisfy all conditions listed.

LATE ADD - DROP - WITHDRAW --- AFTER the Deadline for such Action (review term calendar for applicable deadlines)

Students must petition to add/drop/withdraw after the appropriate deadline for such action (these changes do not occur automatically upon request). The UMW Enrollment & Attendance Committee reviews and decides on all requests for post-deadline student class schedule changes. Procedure:

1. Complete a POLICY WAIVER REQUEST FORM and an ADD-DROP FORM/CARD (available at the Registrar's Office); be very specific and detailed as to reasons why add/drop/withdrawal is late, provide documentation to verify claims.
2. Secure the necessary signatures and approvals (review instructions on the back of the Add/Drop Form/Card).
3. Attach documentation to support/verify the existence of extenuating circumstances which might have prevented timely action (examples: illness, family emergency, non-attendance, registration errors); only in verifiable and pertinent cases of emergency or extenuating circumstances are post-deadline schedule changes permitted; reasons for late submission must be fully explained and justification well-documented.
4. Return completed forms & documentation (**incomplete forms will be rejected**) to the Registrar's Office **WITHIN ONE YEAR of the end of the term in which course enrollment occurred** (make & save copies of ALL enrollment related paperwork for future reference); the Enrollment & Attendance Committee will review and decide on requests for late action. No requests for late action will be considered after one year from the last day of the applicable term.
5. Pay all costs/expenses related to any approved action.

REFUNDS – ALL refunds are handled through the Business Services Office. Refund amounts are based on when an official (written request was submitted to the Registrar) drop/withdrawal is completed by the student and the class load remaining after processing the requested schedule changes; students should make/keep copies of documents submitted. Students are advised to: review the academic calendar carefully, take timely action, follow through to completion of any action to change their class schedule, and, contact Business Services (406 683-7101) with questions about refunds. **PLEASE NOTE: modifications to term course offerings occur routinely, course offering addendum listings can be accessed via DAWGS, myUMW, or, on the bulletin board outside the Registrar’s Office in the James Short Administration Building.**

STUDENT CLASS SCHEDULE CANCELLATION (for non-payment)

The university will cancel the class schedules of individuals who pre-register but fail to pay their semester enrollment costs within the appropriate deadline. Individuals whose enrollments are cancelled for non-payment are eligible to re-enroll, however they will be limited to registering for classes that have not started as of the re-enrollment date (re-enrollment is NOT retroactive to when a student started attending a class).

STUDENT RESPONSIBILITY

Students are responsible for making informed enrollment decisions and for complying with university policies and procedures related to their enrollment at Montana Western. While every effort is made by the University to provide students with accurate information, students should **not** rely on oral representations made by university faculty or staff that contradict official policy or procedure. Current university publications (catalog, class schedules, web page, student handbook, etc) are official sources of information on all matters related to enrollment and graduation. Save all enrollment-related paperwork for future reference.

STUDENT ID NUMBERS

All students enrolling at Montana Western are assigned unique student identification numbers (SIDs). These nine digit numbers (starting with the number 8) serve as the userID for access to the on-line student self-serv system (DAWGS); students should use their SIDs in all transactions (electronic and other) with the university.

CAMPUS E-MAIL SYSTEM - <http://hotdawg.umwestern.edu/>

All students enrolled at Montana Western have access to the university e-mail system (<http://hotdawg.umwestern.edu/>) via their campus e-mail account. The university encourages students to use their e-mail accounts for correspondence with campus offices and university staff. Because campus e-mail account addresses do not include a student’s full name, it is vitally important the students identify themselves by including their full name, mailing address and phone number in any e-mail correspondence with university personnel or offices. The campus e-mail system should not be confused with the Moodle communication system. Student e-mail accounts are activated upon registration (including fee payment) for classes for a term and remain active as long as the individual is continuously enrolled (i.e., campus e-mail accounts of Spring semester students who register early for the succeeding Fall semester will remain active during the summer).

COMPUTER SERVICES at WESTERN

A variety of computer services, facilities and equipment are available to students attending Montana Western; students are encouraged to make good use of these services and facilities. Students at Western have access to the following computer equipment/technology: internet-connected PCs and Macs located in the Lucy Carson Library, the Swysgood Technology Center, ITW - Office Simulation, and Davis Hall Student Life office area. Students living on campus can contact the Student Life Office (406 683-7565) for information about internet connections for their dorm rooms.

"DAWGS" (<http://dawgs.umwestern.edu/login/>) is the university on-line student self-service system. Students can use DAWGS to register for and drop classes, view their current class schedules, view account information, access final grades and transcript information, and change mailing addresses and phone numbers, etc. Instructions on how to access DAWGS are outlined in this publication. DAWGS access problems/questions should be directed to the Registrar’s Office.

"HotDAWG" is the university e-mail system. Students can access their HotDAWG accounts by going onto the Internet (from any supported browser) and typing the following address: <http://hotdawg.umwestern.edu/>. Students need to know their network username and password to open their accounts. New student account usernames will be of the following format: i_lastname where “i” is the initial of your first name ('Bo Diddly' would be b_diddly or b_diddly1 if there was already a "Bill Diddly" in the system). A student’s HotDawg password is his/her 9-digit student ID number. Swysgood Tech Center (STC) help-desk folks can answer 'how-to' questions; students needing account resets should be directed to Joe Barnhart at ITS, Block Hall.

Moodle is Montana Western’s learning management system. Moodle is used for delivery of internet courses and as a tool to augment off-campus and on-campus courses. Moodle provides communication tools that allow faculty to efficiently contact students enrolled in specific classes and vice versa. Moodle can be used to publish course syllabi and other course-related learning materials and it has mechanisms to allow discussion forums and to administer tests or quizzes. Faculty can post individual course activity calendars as well as course reference and resource materials on Moodle and provide important notices and announcements. Enrolled students are automatically added to Moodle. Students use their student IDs and DAWGS PIN to access Moodle; contact the STC Instructional Technologist (406 683-7007) if problems develop. Students can access the Moodle login page via *myUMW* at: <http://hal.umwestern.edu/> (left panel under the “UMW Tools” heading).

The university web site *myUMW* (at: <http://hal.umwestern.edu/>) is a handy 24/7 source of information about Western. Students can access university catalogs, current class schedules, academic policies and procedures, contact information for university faculty and administrative officers, etc, via the web site. Students are encouraged to make good use of this valuable resource.

The following computer related skills and knowledge are essential for students attending Western: understanding basic computer terminology, familiarity with internet search procedures and various internet browsers and library/resource info search procedures, ability to use basic computer

software in various classroom settings (word processing, spreadsheet and database software, for example) and how to use e-mail in a socially acceptable manner.

*****No Montana Western computer equipment or network connections may be used for illegal purposes. Individuals engaging in such activity are subject to criminal prosecution according to federal, state and local laws as well as university sanctions.*****

WHO TO CONTACT – ADMINISTRATIVE SERVICES

Admissions Office.....	James Short Building	(406) 683-7331	--Admission to the university, status of admission application
Advising Office.....	Main Hall	(406) 683-7050	--Help selecting and scheduling classes, enrollment questions
Business Services Office.....	James Short Building	(406) 683-7101	--Account payment, cost information, questions re charges & refunds
Financial Aid Office.....	James Short Building	(406) 683-7511	--FinAid application procedures & app status, FA questions & programs
Learning Assistance Cntr.....	LL Library	(406) 683-7200	--Tutoring, testing, help with study habits
Registrar's Office.....	James Short Building	(406) 683-7371	--Enrollment assistance, adding/dropping classes, graduation questions
School of Outreach.....	Main Hall (lower level)	(406) 683-7537	--Information re off-campus programs, night classes & internet courses
Student Life Office.....	Davis Hall	(406) 683-7565	--Room & board assistance, counseling services

PLEASE NOTE – INFORMATION DISCLAIMER: Class schedule information contained in this document is accurate as of the publication date (see inside front cover), however, changes occur routinely. Up-to-date class scheduling info is available via *myUMW* or the DAWGS login page: <https://dawgs.umwestern.edu/login/>. Instructions on how to access DAWGS are included in this publication and can be found at *myUMW*. While every effort is made by the University to provide students with accurate information, students should not rely on oral representations made by university faculty or staff that contradict official policy or procedure. The current university catalog is the official source of information on all matters related to enrollment and graduation.

2012 SPRING SEMESTER - FINAL EXAM SCHEDULE and FINAL GRADES

Final exams for block classes are usually given on the last day of the block; check course syllabi or contact the course instructor with questions. Dates and times of final exams for all other courses (full semester or “stringer” classes, half-term courses, etc) will be announced by course instructors. Students should avoid taking more than 1 final exam in a single day, resolve final exam schedule conflicts with instructors or through the office of the Provost.

Grades for block classes are generally available on DAWGS 7-10 days after a block ends. Grades for all other courses (full- or half-semester classes, etc) are available via DAWGS 7-10 days after the semester ends.

GRADING POLICY

Montana Western faculty utilize the following grading scheme. Grade point allocations are listed below.

A = 4.00	B+ = 3.30	C+ = 2.30	D+ = 1.30
A- = 3.70	B = 3.00	C = 2.00	D = 1.00
	B- = 2.70	C- = 1.70	D- = 0.70
			F = 0

The above grading scheme was initiated in Fall 2005 and is NOT retroactive, i.e., only courses attempted by students beginning Fall 2005 and thereafter may be +/- graded. Course instructors are NOT obligated to give +/- grades.

MINIMUM GRADE POLICY

The minimum acceptable grade required to meet general education and program (including program pre-req) course requirements for a UMW degree is a “C-“. Some programs at Montana Western (Teacher Education Program professional courses for example) require minimum grades that are higher than a “C-“. Western communicates these requirements via the university catalog and other publications and notices. Students are responsible for ascertaining specific minimum grade requirements for courses required in their chosen programs by carefully reviewing appropriate university publications and notices sent by campus and department officials.

Students who entered the university system prior to Fall 2005 and who have maintained continuous enrollment since beginning their studies in the MUS (exclusive of summer sessions) are NOT subject to this policy. New freshmen, new transfers, and MUS “stop-outs” entering or re-entering the MUS system starting in Fall 2005 and thereafter are subject to this policy.

The MUS Regents Minimum Grade policy is available on line at: <http://mus.edu/borpol/bor300/301-5-3.pdf>

TEXTBOOKS & COURSE MATERIALS (University Bookstore)

Students can purchase textbooks and course learning materials at the University Bookstore in the Student Union Building or via any number of on-line services. Use the following internet link to find assigned textbook and course materials lists for the classes for which you are registered:

<http://www.bkstr.com/CategoryDisplay/10001-9604-10820-1?demoKey=d>

e-LEARNERS (INTERNET-ONLY STUDENTS)

Students planning to attempt only courses designated as internet courses (section codes ending with “I”) during an upcoming term can petition for e-Learner status; use the Student Information Change form (available on line as a printable form at *myUMW*, or at the Registrar’s Office). Review information about e-Learner status on *myUMW* (under the “Around Montana Western” heading) at: <http://hal.umwestern.edu/>.

Course Section Code Key

For Spring term, course section codes will be used to convey important information about a specific course. Course start/end dates (i.e., “part-of-term”), approximate time of day the course is offered and course location are identified in the section code. All section codes used in UMW class schedules (including those at: DAWGS – <http://dawgs.umwestern.edu/login/>, and *myUMW* - <http://hal.umwestern.edu/>, etc) are three space listings and follow the coding scheme outlined below.

1st Space – designates the **part-of-term** (p-o-t) the course is offered in:

- 5-8** = designate **Spring** block classes*
 - 5=1st block
 - 6=2nd block
 - 7=3rd block
 - 8=4th block,
- F** = a full-term class, also called a “stringer” class*
- G** = 1st-half of the semester (B5&B6)*
- H** = 2nd-half of the semester (B7&B8)*
- X** = start/end dates fall outside above p-o-t offerings (R,S,T,U,V,W,X,Y,Z may also be used); check start/end dates on DAWGS Class Search*

I = Extension Internet courses

2nd Space – designates **approximate time of day** the course meets:

- A** = morning (AM)*
- P** = afternoon (PM)*
- N** = night or evening*
- D** = all or most of the day*
- W** = workshop or weekend classes*
- M** = (2nd or) multiple sections with same p-o-t & location*
- T** = To be announced (TBA)

Various other letters = ID courses w/same prefix & number but different content*

3rd Space – designates **course location, medium, or hybrid/special** section:

- 0-9** = on campus courses, F-2-F*
- I** = Internet course
- J** = blended, internet & required F-2-F
- A** = Hamilton*
- B** = Butte (ECE, PDS, etc)*
- G** = Great Falls*
- H** = Helena*
- L** = Billings*
- M** = Missoula*
- P** = Pablo, SKC*
- T** = transitory, other location, or TBA*
- V** = Havre*
- Z** = Bozeman*
- Y** = (spec section) MT Youth Challenge*
- X** = (spec section) Extension (restricted)

Exception to the three space section code scheme above: a single “0” = zero (no other letters or numbers) section code designates multiple directed study, independent study or experimental courses that may have the same dept/rubric and same course number, but course titles/content and credits will vary.

Examples:	<u>Section Code</u>	<u>What part-of-term*</u>	<u>Time/when offered*</u>	<u>Where offered*</u>	
	6P0	2 nd block, Spring term	Afternoon	On campus	No adds after the 2 nd day of the block
	FTI	Full semester	All day	Internet	No adds after the 2 nd week of the semester
	GN1	First half of term	Night or evening	On campus	No adds after the 1 st week of the part-term
	FTJ	Full Semester	To be announced	Internet/on-line plus some required F-2-F meetings*	

*check schedule detail in DAWGS for exact meeting dates, times and places/rooms; F-2-F=face-to-face

COMMON COURSE NUMBERING

Pursuant to Montana University System Board of Regents Policy 301.5.5, all courses offered by MUS units and the three public community colleges in Montana are to be converted to a Common Course Numbering (CCN) scheme. About two-thirds of all Montana Western subject area courses have been converted to the new CCN system. Every course in the Montana Western catalog will eventually be assigned a new SUBJECT code, a new COURSE NUMBER and a new COURSE TITLE. CCN review will not cause changes to content of UMW courses.

Montana Western students began to see changes and realized the effects of the MUS Regent’s CCN policy initiative when they registered for classes for Fall 2009; additional changes will be reflected in future class schedules and catalogs. Printed versions of current and future class schedules and catalogs will map “old” courses to the new system-wide common courses. Class offerings shown in printed class schedules will show ‘old’ courses followed by equivalent ‘new’ CCN courses in the same row. Students, staff and faculty can review Common Course Numbering progress on the MUS web site at: <http://www.mus.edu/che/arsa/TransferInitiative/default.asp>

Students should take great care when registering for classes during this CCN transition period in order to avoid repeating courses or by overlooking or missing required program courses. Students are encouraged to work closely with their faculty advisors and Advising Office personnel to minimize problems.

TENTATIVE FUTURE TERM START / END DATES

2012 Fall Semester	2012 Summer Session
Registration for 2012 Fall Semester Begins.....April 10	Summer Block A Classes Begin.....May 14
Classes Day/Evening Begin.....August 27	Summer Block A Classes End.....June 6
Fall Semester Weekend Classes Begin.....(check School of Outreach schedule)	Summer Block B Classes Begin.....June 11
Thanksgiving Recess.....November 19-23	Summer Block B Classes End.....July 3
Fall Semester Ends.....Dec 19	Summer Block C Classes Begin.....July 9
	Summer Block C & Full Session Classes End.....Aug 1

MONTANA WESTERN INSTRUCTIONAL FACILITIES

BUILDING	ROOM	TYPE/USE
BEIER AUDITORIUM (#1 on map)		
MH	Aud	University Auditorium (340)
MH	Aud LL	(lower level) Art Lab (20)
FINE ARTS ANNEX (Industrial Tech – Metals) (Art) (#24 on map)		
FAA/ITM	FAA	Glassblowing, Metals Art
BUSINESS TECHNOLOGY BUILDING (Ind Tech – Woods) (#5 on map)		
BTB/ITW	102	Classroom (drafting) (15)
BTB/ITW	107	Classroom (25)
BTB/ITW	108	Classroom (woodshop) (20)
BTB/ITW	109	Classroom (25)
BTB/ITW	111	Office Simulation (21)
LaCENCE EQUINE CENTER		
LEC	100	Classroom (10)
LUCY CARSON LIBRARY (#7 on the map)		
LCL	001	Archives, Special Collections
LCL	004	Class & Study Room (10)
LCL	005	Class & Study Room (10)
LCL	006	LACE – Learning Assistance
LCL	006A	Class & Study Room (6)
LCL	006B	Class & Study Room (6)
LCL	007	Study area (40)
LCL	007A	Seminar/Classroom (11)
LCL	007B	Seminar/Classroom (11)
LCL	201	Montana Rm – Class & Conference (15)
LCL	202A	Conference Room (15)
LCL	202B	Conference Room (15)
LCL	202C	Conference Room (15)

BUILDING	ROOM	TYPE/USE
BULLDOG ATHLETIC & RECREATION CENTER (#19 on map)		
BARC	Conf	Stauffer Conference Room (15)
BARC	115	Athletic Training Room
BARC	141	Racquetball Court (RBC)
BARC	142	Racquetball Court (RBC)
BARC	143	Racquetball Court (RBC)
BARC	154	Keltz Arena
BARC	155	Straugh Gymnasium
BARC	202	Upper Gymnasium
BARC	203	Multi-purpose/Classroom (21)
BARC	207	Classroom (20)
BARC	208	Classroom (35)
BARC	300	Weight Room
STUDENT UNION BUILDING (SUB) (#8 on map)		
SUB	12	Senate Mtg Room/Classroom (25)
SUB	17	Journalism Classroom/Wescolite (15)
SWYSGOOD TECHNOLOGY CENTER (#9 on map)		
STC	004	Computer Lab AP/PC (25) M-rm
STC	005	Classroom/MetNet (30)
STC	006	Support Area
STC	007	Classroom (25) M-rm
STC	008	Classroom (30) M-rm
STC	103	Computer Lab (PC) (44)
STC	104	Computer Lab (PC) (20)
STC	105	Computer Lab (PC) (20)
STC	201	Board Room/Classroom
STC	203	Great Room/Classroom (165)

*Numbers in parenthesis following ROOM TYPE/USE are approximate room capacities.

MAIN HALL (#1 on map)		
MH	111	Art Gallery
MH	112	Art Lab - Drawing (20)
MH	118	Classroom/Art Printmaking Lab (14)
MH	119	Classroom (12)
MH	120	Classroom (18)
MH	208	Classroom (36) M-rm
MH	209	Classroom (32)
MH	216	Classroom (30)
MH	217	Classroom (50)
MH	218	Classroom (40)
MH	226	Classroom (28)
MH	228	Conference Room
MH	229	Classroom (30)
MH	306	Classroom (30)
MH	307	Classroom (20)
MH	309	Classroom (30)
MH	310	Classroom/Reading (30)
MH	311	Classroom (30)
MH	314	(Small Auditorium) Lecture Room (130) (rehearsals, performances)
MH	401 B	Piano Lab (18)
MH	402	Music Classroom (16)
MH	412	Practice Room (5)
MH	413	Practice Room (5)
MH	414	Practice Room (5)
MH	415	Music (split-level) (50)

DAN BLOCK HALL (#10 on map)		
BH	B3B	Math/Sci Research Room (15)
BH	103	Mac Lab & Math/Science Study Rm (AP) (15)
BH	104	Science Lab (22)
BH	107	Science Lab (20)
BH	112	Physics Lab (20)
BH	114 A	Classroom (35)
BH	114 B	Classroom (35)
BH	202*	*Math/Sci Study Skills room (24)
BH	203	Chemistry Lab (20)
BH	205	Chemistry Lab (20)
BH	207	Chemistry Lab (20)
BH	210	Classroom (45)
BH	214	Classroom (36)
BH	302	Biology Classroom & Lab (28)
BH	306	Biology Lab (25)
BH	307	Seminar (15)
BH	309	Biology Lab (20)
BH	311	Classroom (80)

OTHER FACILITIES ABBREVIATIONS

(AP)	= Apple/Mac Computer Lab
BCC	= Birch Creek Center
BLDg	= Building or other designated area
EAP (east of Main Hall)	= Emerick Art Park
HCOT	= UM Helena College of Technology
INT	= Internet or on-line courses
LMR	= LaCense MT Ranch – 4600 Carrigan Ln (5 mi S Dillon)
MCH	= Montana Ctr for Horsemanship (2 mi S Dillon, Hwy 222)
MMSA	= Maverick Mtn Ski Area (41 mi W Dillon, Hwy 278)
M-rm	= media/smart room
MTUM	= MT Tech of The U of Montana
(PC)	= Personal Computer Lab
PF	= Playing Field near Physical Education Complex
RM	= Room
SUB	= Student Union Building
TC	= Tennis Courts, N Cottom Street, Dillon
VF	= Vigilante Field - East Center Street
YMCA	= SW MT YMCA, 75 Swenson Way, Dillon