

SPRING 2012

MONTANA WESTERN – Enrolled Student Newsletter

Student Responsibility

Students are responsible for making informed enrollment decisions and for compliance with university policies and procedures governing enrollment and student conduct. 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 (or anyone not connected to the university) that contradict official policy or procedure. Current university publications (catalog, class schedule, web page, student handbook/planner) are official sources of information on all matters related to enrollment at Western. **CAMPUS POLICIES AND PROCEDURES ARE STRICTLY ENFORCED!!**

Definition of Full-time Student Status

To be classified as a “full-time” student at Montana Western, individuals must be officially enrolled in twelve (12) or more course credits that require sixteen (16) weeks of attendance and class participation. Only those students who meet the “12cr + 16wks = full-time” status will receive the maximum amount of federal financial aid for which they are eligible and will be eligible for athletic certification (subject to all other NAIA, NIRA and IHSA regulations). Class section codes (see “Course Section Code Key” in the printed or on-line class schedule) will help students and advisors determine required weeks of attendance/participation for a specific class.

Individuals officially enrolled in 12 or more course credits that require less than 16 weeks of attendance/participation are classified as “part-term”, those officially enrolled in fewer than 12 credits are classified as “part-time”. Part-term and part-time students are not eligible for athletic certification/participation and federal financial aid for which they are eligible will be pro-rated based on weeks of actual attendance/participation and/or credits attempted. Students should familiarize themselves with UMW Policy 203.1 – Student Enrollment & Attendance (link from DAWGS login page).

Late (add/drop) Fees Charged Beginning the 4th Week of Semester

According to Policy 203.1 – Student Enrollment & Attendance late fees will be charged for course adds or drops beginning Monday of the fourth week of the semester and thereafter; adds/drops involving course exchanges are exempt from late fees (see policy definitions). Students are encouraged to review the policy which is accessible from the DAWGS login screen.

Fee Payment Required (on/by the 1st day of a Semester) to Finalize Enrollment/Registration

In order to be “officially enrolled/registered” in classes for a semester students must sign up for classes (via DAWGS or the Registrar’s Office) and pay all costs; full payment or arrangements to pay must be completed by the first day of classes. Prospective students should apply for financial aid and/or identify funding sources 3-9 months before the start of classes in order to avoid enrollment problems. Class schedules of individuals who fail to pay fees at the start of the semester will be canceled (see university calendar for deadlines). No credits or grades will be awarded for classes attended by individuals who are not officially enrolled and no retroactive re-registrations will be allowed.

Athletic Eligibility

In addition to meeting all of the NAIA or NIRA eligibility requirements, students interested in athletic certification at Montana Western must be enrolled in twelve (12) credits of no-repeat academic coursework that require 16 weeks of attendance/participation in class. Class section codes will help determine if a student meets the “full-time” requirement. The “full-time status” requirement for athletic eligibility is just one of the provisions outlined in the new UMW Student Enrollment & Attendance policy (Policy 203.1) accessible via the DAWGS login screen.

E-Learner Status

Individuals enrolled only in internet (on-line) courses should review the e-Learner status information accessible from myUMW (e-Learner Montana Western). Eligible students must petition for a change to e-learner status prior to the start of classes for a term.

Tuition Rates Vary by Student Classification

Upper level students (those classified as juniors and seniors) pay higher tuition rates than lower level students. Student classification is based on credits earned; those who’ve earned 60 or more credits are classified as “upper level”. Students who were sophomores during their last term of enrollment and whose most recently completed credits put them over 60 total credits earned will notice their tuition bill increasing slightly. Students (especially sophomores) should monitor their earned credit totals and plan ahead for this change in costs. Tuition rate tables can be found in the university catalog and on the university web site: (<http://www.umwestern.edu/administration/business/page6.htm>). Contact Business Services (683-7101) with questions about tuition rate changes/charges and visit with personnel in the Financial Aid Office (683-7511) to discuss how to pay for 2009-10 college costs.

Check Class Schedule Regularly for Accuracy and Be Sure To Clear “HOLDS”

Students are reminded to check their semester/term class schedule often on DAWGS (dawgs.umwestern.edu). Students are responsible for correcting any/all enrollment errors before the deadline for such action to avoid problems and extra costs - note calendar deadlines for adding or dropping classes on page 2 of this newsletter; stop at the Registrar’s Office to correct scheduling errors. Also, to prevent enrollment related problems, students should immediately clear any “holds” on their accounts (access this information via DAWGS) by contacting the appropriate university office.

Adding/Dropping Classes - Spring Semester 2012

Once classes for the semester begin (1/9/2012) students are no longer able to use the on-line course add/drop function. Beginning January 9, students wanting to add/drop classes must stop at the Registrar’s Office and complete/submit Add/Drop cards prior to the deadline for such action. Course/credit Adds resulting in semester or specific block overloads require prior approval of the Academic Standards Committee or the Provost depending upon the student’s intended credit load (see section below re: Course/Credit Overload Procedure). Late fees will be charged for adds and drops beginning on Monday of the 4th week of the semester.

To avoid “Ws” (drop/withdrawal) being recorded on their transcripts, students planning to drop a course (or courses) must do so within the first three (3) weeks of the semester. Drops/withdrawals after the third (3rd) week of the semester – regardless of the block involved - will be recorded on transcripts as “Ws” and late fees will be charged. EXCEPTION: students who exchange/switch (add & drop) classes for the same block provided: (a) the action is completed within the deadline to add classes for the applicable block, (b) the exchange of credits is academically equivalent, (c) course changes are recorded on the same form, and (d) all necessary approvals are obtained. PLAN AHEAD, last minute action may result in late fees or denial of a request to add/drop; students are responsible for meeting applicable deadlines.

Students withdrawing from college (dropping all courses for which the published drop/withdrawal deadline has not passed) should follow the withdrawal procedure outlined in current university publications (class schedule, catalog, student handbook/planner, etc).

Course/Credit Overload Procedures

Students planning to attempt course/credit overloads during a semester (i.e., exceed the maximum credits allowed for a semester, OR, attempt more than five credits in a single block) must complete/submit a Course/Credit Overload Petition, an Add/Drop Card (see section above: Adding/Dropping Classes) and (if applicable) a Double-Block (overload) Form. All paperwork and approvals (instructors, advisors, AASC or Provost, etc) must be secured and submitted **BEFORE** the start of the semester (late fees will be charged for overload requests submitted beginning 1/11/2012). Forms can be picked up at the Registrar's Office or students can access a "printable" Course/Credit Overload Petition on line at **myUMW**. Course/credit overloads are NOT recommended; students should discuss the need for course/credit overloads with their advisor (or Advising Office personnel) prior to completing the necessary forms, etc – note add/drop deadlines.

Student Conduct and Academic Dishonesty

Students are responsible for conducting themselves in a manner that does not impair the welfare or educational opportunities of others. The university has established codes of individual and academic behavior that will be consistently followed. Legal violations will be handled according to campus, local, state and federal regulations and laws and will be dealt with swiftly and uniformly. Academic dishonesty is not tolerated and when discovered will be handled accordingly; the university reserves the right to administer sanctions based on the severity of the offense. Student behavioral policies are outlined in the UMW Student Handbook/Datebook; students are expected to familiarize themselves with and follow campus policies and procedures.

Students Encouraged to Use Campus E-mail System - <http://hotdawg.umwestern.edu/default.aspx>

Enrolled students are asked to check their campus e-mail accounts regularly for important announcements/notices and to take action as needed or requested. Hotdawg is the Moodle system communication medium.

Common Course Numbering

Many changes in course titles, course numbers and course subject prefixes have occurred over the past 3 years as part of the Montana University System's common course numbering initiative. Only course subject codes, course titles, and course numbers have/will change as part of this initiative; the content of some courses may change but only as a result of routine curriculum modifications. Changes associated with the Common Course Numbering (CCN) project should NOT impact planned graduation dates of current Montana Western students*. To date, about 8,000 courses have been evaluated and converted to the new CCN scheme; the initial phase of the project should be completed by March 1, 2012. The initiative is intended to facilitate student transfer within the university system. Interested individuals can review the changes made via a CCN translation guide accessible from the DAWGS login page or via the Montana University System (MUS) web site at: <http://www.mus.edu/Transfer/transfer.asp> Montana Western is communicating changes caused by CCN via current catalogs, class schedules and updated web pages. Course Schedule offerings will list new CCN subject prefixes, numbers and titles next to the old versions. Catalog course descriptions will attach to new CCN course listings and each description will identify the "old" equivalent course. Old courses will also be listed and mapped to the "new" equivalent CCN courses.

*Students should be cautious when registering for future terms to avoid taking the wrong courses or to prevent repeating course content. Faculty advisors and Advising Office personnel can answer enrollment questions related to these changes.

Z: NewsletterSpringRegistration Spring2012

CHECK YOUR CAMPUS hotdawg E-MAIL ACCOUNT (www.hotdawg.edu) REGULARLY!!

SPRING 2012 Academic Year Calendar Dates & Deadlines (NOT a complete listing*)

Deadline to Apply for 2012 Spring Graduation.....	January 1
Registration for Spring 2012 classes.....	November 9-January 10
On-line Registration/Adding/Dropping/Withdrawal (via DAWGS) for Spring 2012 class ends.....	January 8
Spring 2012 Classes (Block 5, full-term & first-half Stringers) Begin****.....	January 9
\$40 Late Registration (payment) Fee begins.....	January 10
Class Schedules of Non-paid Students Canceled Beginning****.....	January 13
Martin Luther King, Jr Day (a holiday, no classes, UMW offices closed).....	January 16
Deadline to Drop a class – No Record of Enrollment	
Block 5 only.....	January 20
All other courses.....	January 27
2 nd \$40 Late Registration/payment Fee begins.....	January 25
President's Day (a holiday, no classes, UMW offices closed).....	February 20
Spring Break (no classes).....	March 5-9
Fall 2012 Early-Audit Graduation Application Deadline.....	March 15
2012 Commencement Participation forms due.....	April 6
Semester Ends.....	May 2
2012 (115 th) Commencement.....	May 5

*Review the complete Spring 2012 AY calendar for all dates & deadlines - including block-specific deadlines - available at **myUMW**, the current catalog, the Student Handbook/Planner and the (on-line) Spring 2012 Class Schedule.

****All enrollment fees must be paid by the 1st day of the semester or immediately upon late registration.

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