

The University of Montana Western

SPRING 2011 – 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://hal.umwestern.edu/>

<u>SPRING SEMESTER 2011</u>	<u>COMMON CALENDAR DATES & DEADLINES</u>				
Registration (including fee payment)	November 15 - January 11				
DEADLINE to Apply for 2011 Spring Graduation	January 1				
New Student Orientation	TBA -- Contact the Office of Student Life				
\$40 Late Registration Fee Begins****	January 11				
Weekend Classes Begin	January 14-16				
Martin Luther King, Jr Day Holiday (University Closed)	January 17				
Class Schedules of Non-paid Students Canceled Beginning****	January 25				
2nd \$40 Late Registration Fee Begins****	February 2				
President's Day Holiday (University Closed)	February 21				
Fall 2011 Early-Audit Graduation Application Deadline	March 15				
Spring Break (No Classes)	March 7-11				
DEADLINE Summer Graduate Petitions to Walk in Commencement	April 1				
Registration for 2011 Fall & Summer Classes Begins	April 12				
DEADLINE Commencement Participation Forms Returned	April 15				
DEADLINE to Apply for 2011 Summer Graduation	May 1				
2012 Spring Semester Early Audit Graduation Application Deadline	May 1				
114th Annual Commencement	May 7				
	<u>BLOCK or FULL TERM - SPECIFIC DATES & DEADLINES</u>				
	<u>EXPERIENCE ONE CLASSES</u>				<u>FULL</u>
<u>SPRING SEMESTER 2011</u>	<u>BLOCK 5</u>	<u>BLOCK 6</u>	<u>BLOCK 7</u>	<u>BLOCK 8</u>	<u>SEMESTER</u>
Classes Begin	Jan 10	Feb 7	Mar 14	Apr 11	Jan 10
Last Day to Register**** or Add (2nd day of block)	Jan 11	Feb 8*	Mar 15*	Apr 12*	Jan 21*
Last Day to Drop a Class - No Record of Enrollment	Jan 21	-----Jan 28*-----			
Class Schedules of Non-paid Students Canceled***	-----January 14-----				
Last Day to Drop a Class** ('W' recorded) or Change to/from					
Audit Status (end 2nd week of block)	Jan 21	Feb 18*	Mar 25*	Apr 22*	Mar 4*
Deadline to withdraw (drop ALL** classes) (end 2nd week of block)	Jan 21	Feb 18*	Mar 25*	Apr 22*	Apr 22*
Final Exams for Term or Block	-----Announced by Instructors-----				
Term or Block Ends	Feb 2	Mar 2	Apr 6	May 4	May 4
Final Grades Due in Registrar's Office	Feb 9	Mar 9	Apr 13	May 11	May 11
*Late fees charged: B5-after deadlines; all other classes-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.				
Calendar2010-11WebSpring	OFFICIAL	Spring	OFFICIAL	Approved: CRS--11/17/08, UC--10/29/08, FS--10/27/08	

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SPRING 2011 – 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 and current information **UMW** reserves the right to correct or 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 the University website. **Students should not rely on oral representations made by university faculty or staff that are not in accordance with official policy or procedure; the current university catalog is the official source 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://ha1.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

10/2009

FULL-TIME Student Enrollment/Attendance Status – In order for students to be classified as **full-time**, they must be officially enrolled in a minimum of 12 credits of coursework requiring at least 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 link at: <http://dawgs.umwestern.edu/login/>).

REGISTRATION REQUIRED

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 familiarity with and following **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 **UMW** Admissions Office (406 683-7331) with questions, 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 by: [1.] meeting with an advisor to discuss education goals, select classes for the term and pick up Alt PIN, [2.] submitting a completed/approved registration form (Registrar's

Office), OR, enrolling in classes over the internet via DAWGS (see instructions below), [3.] paying all enrollment expenses and submit a completed Attendance Confirmation form (Business Office). 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)! Review the academic calendar carefully regarding deadlines.

COSTS / EXPENSES – Instructional costs are based on student classification, residency, the credit load attempted and other student-specific factors. Enrolled students can view term charges and account balances via DAWGS; contact the Business Office with questions (406 683-7101).

MONTANA RESIDENCY – Individuals enrolled at Western are classified as residents or non-residents for fee payment purposes. Determination of residency is based on MUS policy and information provided via the MUS Residency Questionnaire (individuals should NOT rely on oral representations made by university faculty or staff that are not in accordance with official MUS residency policy). The MUS Regent's residency policy and Residency Questionnaire can be found on-line at: <http://www.montana.edu/wohelp/borpol/bor900/9401.htm>. Interested individuals can/should copy residency policy information and the questionnaire (for completion/submission purposes); residency application 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 DAWGS eligible individuals should: (a.) contact their advisor (or the Advising Office) to select courses for the coming term and to secure an Alternate PIN, (b.) complete a Web Registration Worksheet, (c.) go to any personal computer with access to the Internet, (d.) access DAWGS – follow steps 1 to 11 below. 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 number
3. Enter your “PIN” (personal ID) number [**first-time DAWGS users** follow directions on the screen: enter your Password/UserID (your Student ID/SSN) and your PIN (your birth date in “MMDDYY” format, see above, the system will prompt 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.)]
4. Click “Login” [**first-time DAWGS users** will have to re-enter their new PIN and click on Login]
5. Click “Student Registration”, then again on “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, your advisor has this number (term-specific Alt PINs are used to register or add/drop only)
9. Start entering course reference numbers (CRN's) for ALL classes you want to take during the term, refer to your completed Web-Reg Worksheet
10. After all CRN's are entered, click “Submit” be sure to scroll down the Add/Drop Classes screen to determine if there are any problems with your enrollment in any of the classes you entered; if some of the classes you attempted to register for are closed select other courses, enter the CRN's, click “submit”...repeat this process until you have the class schedule you want for the coming term
11. **Be sure to logoff DAWGS and exit the browser** after you finish registering to prevent unauthorized 3rd-party access to confidential information

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

Monday, Nov 15 – current seniors, postbacc's, and students with disabilities

Tuesday, Nov 16 – current juniors

Wednesday, Nov 17 – current sophomores

Thursday, Nov 18 – current freshmen

Friday, Nov 20 – 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 2011 Web registration windows close at 10:00 PM, Sunday, January 9, 2011. 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) may attempt up to 16 credits per semester or a credit limit established by the Admissions & Academic Standards Committee (AASC) as a condition of continued 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 enroll in additional credits/hours, however, 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 students can access it as a "printable form" at the university website at: <http://hal.umwestern.edu/>

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 --- 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: <http://hal.umwestern.edu/>), 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 when submitting the change form.

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 & 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/expenses on/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 (affected student's credit load does not change), (2.) the add and drop are recorded on the SAME form and they are for the SAME block, (3.) both schedule changes (add and drop) are approved by all necessary officials - course instructors, student's advisor, division dean, etc, (4.) the schedule 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 schedule changes. Procedure:

1. Complete a POLICY WAIVER REQUEST FORM and an ADD-DROP FORM/CARD (available at the Registrar's Office), incomplete forms will be rejected; 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 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 initiated by the student and the class load remaining after processing student class 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, addendum listings to the current schedule are posted on DAWGS (at: <http://dawgs.umwestern.edu/login/>), or, at the UMW web site: <http://hal.umwestern.edu/>), and on the bulletin board outside the Registrar's Office in the James Short Administration Building.**

STUDENT CLASS SCHEDULE CANCELLATION

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 usually eligible to re-enroll, however they will be limited to registering for classes that have not started as of the date they re-enroll (i.e., they are **not** eligible to register for Block 5 or any full-term or first-half stringer classes).

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.

USE STUDENT ID NUMBERS

The university encourages students to use their student identification numbers (SID, nine digit number starting with "8"), in all transactions (electronic and other) with the university. Identity theft is a real and growing problem, using SIDs versus the SSN will lessen the chance of this happening via business dealings with UM Western.

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 at: <http://hotdawg.umwestern.edu/>, should not be confused with the WebCT 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, change mailing addresses and phone numbers, etc, etc. Instructions on how to access DAWGS are outlined in this publication.

"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.

WebCT is Western's "courseware" system. This environment is used as a delivery platform for internet courses and as a tool to augment off-campus and on-campus courses as well. WebCT provides a local email environment that allows faculty to efficiently contact students enrolled in specific classes and vice versa. WebCT can be used to publish course syllabi and other course-related learning materials, it has mechanisms to allow discussion groups (chat rooms) and administer tests or quizzes. Faculty can post the individual course activity calendars as well as course reference and resource materials on WebCT as well as provide important notices and announcements. Enrolled students are automatically added to WebCT. Students use their 9-digit student ID and DAWGS PIN to access WebCT; contact the STC Instructional Technologist (406 683-7007) if problems develop. Students can access the WebCT login page via myUMW at: <http://hal.umwestern.edu/> (left panel under the "UMW Tools" heading).

The university web site (at: <http://hal.umwestern.edu/>) is a handy 24/7 source of information about Western. Students can access university catalogs, current class schedule information, academic policies and procedures, lists of and 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 (familiarity with use of various internet browsers), familiarity with conducting library/resource info searches, ability to use basic computer software in various classroom settings (word processing, electronic 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 – OTHER SERVICES

Admissions Office.....	James Short Building	(406) 683-7331	--Admission to the university, status of admission application
Advising Office.....	temp location - LL Library	(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
Financial Aid Office.....	James Short Building	(406) 683-7511	--FinAid programs and application procedures and app status
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.....	temp location – UL Library	(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 DAWGS: <https://dawgs.umwestern.edu/login/>. Instructions on how to access DAWGS are included in this publication and can be found at the UM Western website at: <http://hal.umwestern.edu/>. 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 are not in accordance with official policy or procedure. The current university catalog is the official source of information on all matters related to enrollment and graduation.

2011 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.

Final 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 first used in Fall 2005 and is NOT retroactive, i.e., only courses attempted by students beginning Fall 2005 and thereafter may be +/- graded (instructors cannot change student grades to a “+” or “-” for terms prior to Fall 2005). Course instructors are NOT obligated to give +/- grades.

MINIMUM GRADE POLICY

Effective Fall Semester 2005, the minimum acceptable grade required to meet general education and program (including program pre-req) course requirements for a 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 can be reviewed on-line at: <http://www.montana.edu/wochelp/borpol/bor300/301-5-3.htm>

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. 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 the UMW website - <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*

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)

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

- 0-9** = on campus courses*
- I** = Internet course
- J** = joint, internet & required meetings
- 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 face-to-face meetings*	

*check schedule detail in DAWGS for exact meeting dates, times and places/rooms

COMMON COURSE NUMBERING HAS ARRIVED

Pursuant to a Montana University System Board of Regents mandate, all courses offered by all MUS units and the three public community colleges in Montana are being converted to a Common Course Numbering (CCN) scheme. Over half of all Montana Western subject area courses have been converted to the new CCN system as of the printing of this document. Every course in the Montana Western catalog will eventually be assigned a new SUBJECT code, a new COURSE NUMBER and a new COURSE TITLE. Course content will generally remain the same.

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://mus.edu/transfer/index2.asp>

<http://msudw.msu.montana.edu:9020/wfed/owa/musxfer.p> **CCN MAIN**

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

2011 Fall Semester	2011 Summer Session
Registration for 2011 Fall Semester Begins.....April 12	Summer Block A Classes Begin.....May 16
Classes Day/Evening Begin.....August 29	Summer Block A Classes End.....June 8
Fall Semester Weekend Classes Begin.....(check School of Outreach schedule)	Summer Block B Classes Begin.....June 13
Thanksgiving Recess.....November 21-25	Summer Block B Classes End.....July 6
Fall Semester Ends.....Dec 21	Summer Block C Classes Begin.....July 11
	Summer Block C & Full Session Classes End.....Aug 3

MONTANA WESTERN INSTRUCTIONAL FACILITIES

BUILDING ROOM TYPE/USE

BEIER AUDITORIUM (#17 on map)

MH	Aud	University Auditorium (340)
MH	Aud LL	(lower level) Art Lab (20)

INDUSTRIAL TECH - METALS (Motors/Metals Bldg) (#9 on map)

ITM	I M	Metals Shop, Glassblowing, Metals Art
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INDUSTRIAL TECH - WOODS (#9 on map)

ITW	102	Drafting (15)
ITW	107	Classroom (25)
ITW	108	Woodshop (20)
ITW	109	Classroom (25)
ITW	111	Office Simulation (21)

LaCENSE EQUINE CENTER

LEC	100	Classroom (10)
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LUCY CARSON LIBRARY (#6 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	Classroom/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)

MAIN HALL (#1 on map)

MH	111	Art Gallery
MH	112	Art Lab - Drawing (20)
MH	118	Classroom/Art Printmaking (14)
MH	119	Classroom (12)
MH	120	Classroom (18)
MH	208	Classroom (36) M-rm
MH	209	Classroom (32)
MH	216	Classroom (25)
MH	217	Classroom (50)
MH	218	Classroom (40)
MH	226	Classroom (28)
MH	227	Conference/Classroom (20)
MH	228	Conference Room
MH	229	Classroom (30)
MH	304	Classroom (30)
MH	306	Classroom (30)
MH	307	Model Classroom (20) (MC)
MH	309	Classroom (40)
MH	310	Classroom/Reading (30)
MH	311	Classroom
MH	314	(Small Auditorium) Lecture Room (130) (rehearsals, performances)
MH	401 B	Seminar/Conference Room (10)
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 (formerly the OFFICE CLASSROOM Bldg) (#8 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)

BUILDING ROOM TYPE/USE

DAN BLOCK HALL (continued) (#8 on map)

BH	302	Biology Classroom & Lab (28)
BH	306	Biology Lab (25)
BH	307	Seminar (15)
BH	309	Biology Lab (20)
BH	311	Classroom (80)

PHYSICAL EDUCATION COMPLEX (#19 on map)

PE	Conf	Stauffer Conference Room (15)
PE	115	Athletic Training Room
PE	141	Racquetball Court (RBC)
PE	142	Racquetball Court (RBC)
PE	143	Racquetball Court (RBC)
PE	154	Keltz Arena
PE	155	Straugh Gymnasium
PE	202	Upper Gymnasium
PE	203	Multi-purpose (21)
PE	207	Classroom (20)
PE	208	Classroom (35)
PE	300	Weight Room (50)

STUDENT UNION BUILDING (#18 on map)

SUB	12	Senate Mtg Room/Classroom (25)
SUB	17	Journalism Classroom/Wescolite (15)

SWYSGOOD TECHNOLOGY CENTER (#7 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
STC	203	Great Room (165)

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

OTHER FACILITIES ABBREVIATIONS

(Numbers in parenthesis refer to building ID number - see campus map)

(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 miles S Dillon)
MMSA	= Maverick Mtn Ski Area - 41 miles west of Dillon
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
TC	= Tennis Courts, N Cotton Street, Dillon
VF	= Vigilante Field - East Center Street
YMCA	= SW MT YMCA, 75 Swenson Way, Dillon (pool)