

CITY COLLEGE ADMISSIONS

City College Tech Building, Jacket Student Central, First Floor
(406) 657-2888 or 1-800-565-MSUB ext.3000

www.citycollege.msubillings.edu (<http://www.citycollege.msubillings.edu>)

City College at Montana State University Billings believes that every student who is academically capable of successfully completing a course of study available through City College should be given the opportunity of enrolling in the University without regard to age, creed, handicap, national origin, race or sex.

City College at Montana State University Billings regularly reaches out to encourage underrepresented prospective students to attend the institution. Staff representatives of the Office of Admissions make frequent visits to high schools, community colleges, and tribal colleges to provide guidance to students as they consider and explore their educational future.

Admissions

New Students: How to Apply

NOTE: Students making application to attend City College at Montana State University Billings should be aware that the admission requirements may have changed since the publication of this document.

For information regarding admissions or to obtain an application for admission, please:

- Visit City College online (<https://www.msubillings.edu/citycollege/>)
- Email admissions@msubillings.edu
- Contact the Office of Admissions at (406) 657-2888, or 1-800-565-MSUB
- Write to:

Office of Admissions

City College at Montana State University Billings
3803 Central Avenue
Billings, MT 59102

1. Complete and submit an application for admission. Applications can be completed online (<https://www.msubillings.edu/citycollege/>). Applications will be processed only for the term that the applicant indicates on the application.
2. Montana residents can apply for free. Out of state students submit a \$30.00 nonrefundable application fee (credit/debit card, check or money order) with the application for admission.
 - a. If you have not previously attended an accredited college or university, request an official transcript from your high school that includes the graduation date, final class rank, and grade point average and have it sent to:

Office of Admissions
Montana State University Billings
1500 University Drive
Billings, MT 59101-0245
 - b. Unofficial high school transcripts can be utilized for initial review of your application, but MSUB will require you to send official final transcripts prior to the start of your intended term.
3. Before enrolling for an initial term, all post-secondary students must comply with immunization requirements of ARM 37.114.701-721:
 - a. Students born in 1957 or later must provide evidence that they have received two measles and two rubella immunizations, with dose one administered at 12 months of age or later and dose two administered at least 28 days after dose one. No measles vaccination before 1967 is valid. No rubella vaccination before 1969 is valid. As an alternative, a student

may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.

- b. Under ARM 37.114.711, the prospective pupil must receive a second dose of live measles and rubella vaccine before the beginning of the succeeding school term and no earlier than 28 days after administration of the first dose of measles and rubella vaccine.
- c. A student may be exempt from the above requirements for medical reasons (ARM 37.114.715) providing the student supplies a statement from a physician (MD or DO) holding a license to practice in the United States or Canada stating:
 - i. The specific immunization that is contraindicated;
 - ii. The time period the immunization is contraindicated; and
 - iii. The reasons for the contraindication.
- d. A student may be exempt from the above requirements for religious reasons providing the student supplies Montana Department of Public Health and Human Services Form HES-113 that immunizations are contrary to the student's religious beliefs. This document must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

When to Apply

Students planning to attend City College at Montana State University Billings should apply for admission as early as possible prior to the term in which enrollment is desired.

New First-Time Students: Admission Requirements

City College at MSU Billings requires first-time students to have earned either a high school diploma from an accredited institution, a GED, or HiSET. Students may be required to complete placement steps in order to determine the appropriate course sequence. In an effort to meet individual needs, City College has established special admission procedures for students seeking admission to competitive programs. Contact the Office of Admissions for City College at MSU Billings for this information at (406) 657-2888.

Transfer Students

How to Apply

NOTE: Students making application to attend City College at Montana State University Billings should be aware that Admission Requirements may have changed since the publication of this document.

For information regarding admissions or to obtain an application for admission, please:

- Visit City College online (<https://www.msubillings.edu/citycollege/>)
- Email admissions@msubillings.edu
- Contact the Office of Admissions at (406) 657-2888, or 1-800-565-MSUB
- Write to:

Office of Admissions

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3803 Central Avenue
Billings, MT 59102

Applicants who have attempted 12 or more GPA credits at another regionally accredited (<https://catalog.msubillings.edu/cc/academic-affairs/>) college or university are considered transfer students. To be admitted to City College at Montana State University Billings, transfer students must do the following:

1. Complete and submit an application for admission. Applications for admission may be obtained online (<https://www.msubillings.edu/citycollege/>) or from Office of Admissions
City College at Montana State University Billings

3803 Central Avenue
Billings, MT 59102.

If you have questions please call (406) 657-2888 or 1-800-565-MSUB or email admissions@msubillings.edu. Applications will be processed only for the term the applicant indicates on the application.

2. Montana residents can apply for free. Out of state students submit a \$30.00 nonrefundable application fee (credit/debit card, check or money order) with the application for admission.
3. Transfer students must request official and complete transcripts from each college attended or an official transcript which indicates that a baccalaureate degree has been earned and official transcripts from any colleges attended after the degree was earned. Transcripts must be sent directly to Office of Admissions, Montana State University Billings, 1500 University Drive, Billings, MT 59101 or electronic official transcripts can be sent to transcripts@msubillings.edu (ccadmissions@msubillings.edu) directly from the other institution (or select the electronic official transcripts be sent to Montana State University Billings)
4. Official transcripts, as noted above, must be received prior to enrolling in courses.
5. Before enrolling for an initial term, all post-secondary students must comply with immunization requirements of ARM 37.114.701-721:
 - a. Students born in 1957 or later must provide evidence that they have received two measles and two rubella immunizations, with dose one administered at 12 months of age or later and dose two administered at least 28 days after dose one. No measles vaccination before 1967 is valid. No rubella vaccination before 1969 is valid. As an alternative, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
 - b. Under ARM 37.114.711, the prospective pupil must receive a second dose of live measles and rubella vaccine before the beginning of the succeeding school term and no earlier than 28 days after administration of the first dose of measles and rubella vaccine.
 - c. A student may be exempt from the above requirements for medical reasons (ARM 37.114.715) providing the student supplies a statement from a physician (MD or DO) holding a license to practice in the United States or Canada stating:
 - i. The specific immunization that is contraindicated;
 - ii. The time period the immunization is contraindicated; and
 - iii. The reasons for the contraindication.
 - d. A student may be exempt from the above requirements for religious reasons providing the student supplies Montana Department of Public Health and Human Services Form HES-113 that immunizations are contrary to the student's religious beliefs. This document must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

Montana Resident Transfer Students will be admitted upon receipt of an official and complete transcript from each college or university attended. A resident transfer student applicant must meet the criteria for "good academic standing" as defined by City College at Montana State University Billings.

Non-Montana Resident Transfer Students must meet the in-state student requirements and must also have a 2.00 cumulative grade point average for all college level work before his/her admission is approved.

When to Apply

Transfer applicants should apply for admission as early as possible prior to the term in which enrollment is desired.

Former MSU Billings Student Re-Admission

A former student of Montana State University Billings or City College at Montana State University Billings who is in good standing and who was not in attendance the preceding term will be eligible for registration after completing the following:

1. Complete and file a former student application with the City College Office of Admissions or a re-admit online (<https://www.msubillings.edu/>) form or via myinfo. A \$40 non-refundable fee is assessed to new graduate students.
2. Request that official transcripts from institutions attended, if any, since last attending Montana State University Billings be sent to the City College Office of Admissions.

When to Apply

Returning students should apply for re-admission as early as possible prior to the term in which enrollment is desired.

Special Admission Procedures

In an effort to meet individual needs, City College at MSU Billings has established special admission procedures for undergraduate students which pertain to non-high school graduates, home-schooled students, high school students, and non-degree applicants.

Note: Students making application to attend City College at Montana State University Billings should be aware that admission requirements may change at any time. Please contact the Office of Admissions at (406) 657-2888, or 1-800-565-MSUB.

Office of Admissions
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Students in these categories would also complete the process of application outlined in the "All New Students: How to Apply" section above as it is appropriate to their circumstances. However, the following information also applies:

Non-High School Graduates

Non-high school graduates may be admitted on the basis of the General Educational Development (GED) test, or High School Equivalency Test (HiSET). The MT Board of Regents has established minimum scores for these tests. Students can visit with the Admissions staff at 406-247-3007 or 1-800-565-MSUB ext. 3012 for current information.

High School Connections

High School Connections is a program that gives high school students the opportunity to earn high school and college credits simultaneously—the same class earns credits for both. The High School Connections dual enrollment program at MSUB is part of a statewide initiative to increase the number of students pursuing post-secondary education by smoothing the transition between secondary and post-secondary education and to help reduce college debt. High school Connections is an opportunity for high school students to complete a college class within their high school schedule, with a familiar teacher, and in a familiar classroom. To speak directly with the Director of Dual Enrollment call (406) 247-3015 or visit the website (<https://www.msubillings.edu/connections/>).

Dual Enrollment students have the opportunity to earn credits at an incredibly reduced rate. For Montana residents, the first two classes taken through Dual Enrollment are free through the statewide MT OCHE **One-Two-Free program**. After the first two free courses, the cost of the program is approximately \$50.00 per

credit. Tuition and fees are subject to change by the Montana Board of Regents of Higher Education.

Credits earned are fully transferable in the Montana University System and transfer widely to other accredited colleges and universities, but please verify degree requirements and acceptance of credits.

University Connections

University Connections is a dual credit program available to all high school and home school students across Montana. The University Connections program allows high school students to take college-level classes directly through MSUB and City College, both on-campus and online. Dual Enrollment students have the opportunity to earn credits at an incredibly reduced rate. For Montana residents, the first two classes taken through Dual Enrollment are free through the statewide MT OCHE **One-Two-Free program**. After the first two courses, the cost of the program is approximately \$50.00 per credit. Tuition and fees are subject to change by the Montana Board of Regents of Higher Education. Additional course fees may apply. For questions regarding current tuition and fees, please contact the Business Office at (406) 657-2301. High school seniors are still eligible for the University Connection program the summer following graduation. Enroll in an Online University Connection course, and the technology fee will be waived.

Non-Degree Applicants

An applicant who wishes to pursue studies for personal growth and who does not wish to work toward a formal degree at City College at Montana State University Billings may apply as an undergraduate non-degree student. Acceptance into this category does not constitute acceptance into a degree-granting program. All applicants should have sufficient educational background to qualify for the course or courses in which enrollment is sought and must certify on the application form that they have graduated from high school or appropriate Ability-to-Benefit test.

A maximum of 32 semester hour credits earned as a non-degree student may be applied to an undergraduate degree at City College at Montana State University Billings if the applicant applies and is accepted into a degree program. Financial aid is not available to students in this category, nor may they qualify for the WUE (Western Undergraduate Exchange) program.

This category is not open to students currently on academic suspension from City College at Montana State University Billings or on academic suspension from any other college or university.

No academic credentials or transcripts are required in support of the application; however, non-degree students who later wish to change to a degree program must furnish required supporting credentials and must meet all the regular admission requirements. Financial aid is not available to students in this category.

Falsification of Information

Each student is responsible for knowing and for complying with all regulations regarding the admission procedures. Failure to be informed or to comply does not excuse a student from responsibility or from any penalty or difficulty which may be encountered. Misrepresentation or falsification of a student's enrollment status or application for admission will be sufficient grounds to cancel a student's current registration and to suspend the student for two semesters. It is the student's responsibility to know their enrollment status at their former institution(s).

Denial of Admission

Under Board of Regents' policy (301), MSU Billings "may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the campus, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. In making such judgment, the campus may, among other things, take into account the individual's history and experience relative

1. to violence and destructive tendencies,
2. to behavior on other educational institutions, and
3. to any rehabilitative therapy the individual may have undergone."

Based on this policy and completion of the application for admission and other application materials (which may include but not be limited to the Safety Questionnaire, counselor input, advising or other student affairs interview and input), a student may be denied admission or may be given provisional admission at part-time or full-time status under the guidance of an advisor.

Reasons for denial shall be communicated to the individual in writing. Applicants may appeal their denial to the Vice Chancellor for Student Access and Success. Contact the Office of Admissions for more information.

Western Undergraduate Exchange (WUE)

City College at Montana State University Billings participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, undergraduate students who are not residents of Montana may enroll at City College at Montana State University Billings and pay reduced nonresident tuition and fees. This WUE tuition rate is in-state tuition plus 50 percent of that amount. Because City College at Montana State University Billings participates, residents of Montana may enroll under the same terms in designated institutions and programs in other participating states.

Resident students from the following locations may participate if they meet eligibility requirements: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and U.S. Pacific Territories and Freely Associated States (Commonwealth of the Northern Mariana Islands (CNMI), Guam, Republic of the Marshall Islands (RMI), Federated States of Micronesia (FSM), Republic of Palau and American Samoa).

All degrees and programs are offered to first-degree undergraduates in WUE. This program may be subject to enrollment limits established by the Montana Board of Regents. Application forms for WUE are available at the Office of Admission (406) 657-2888 or 1-800-565-MSUB.

International Students

International applicants must meet the out-of-state admission requirements in addition to the following:

1. Certified copies of all certificates, degrees, and diplomas with a certified translation of the records.
If a student has any post-secondary level course(s) completed outside of the U.S. or in non-English-speaking Canada to transfer to Montana State University Billings, MSUB requires a **course-by-course evaluation** completed by one of the services highlighted below:
 - SpanTran
 - ECE
 Evaluations from all other services/agencies are subject to prior approval and acceptance for transfer. Please verify with the Office of Admissions prior to requesting a credential evaluation from any other agency or service.
Note: There is a substantial variation in grading scales used in secondary and post-secondary educational institutions in other countries. Conversion of any grading scale to the most common U.S. grading scale (A-to-F, four passing grades, and one failing grade) is to use primary grades or grade ranges only. For this reason, plus and/or minus designations will not be used when transcribing foreign transfer credits.
2. Completed MSU Billings Financial Statement and must present evidence of sufficient funds to cover the estimated cost of tuition and fees as well as living expenses for one academic year at MSUB from a reliable financial institution, bank, or U.S. citizen who will accept responsibility for the student's financial obligations.

3. Students from non-English speaking countries must provide evidence of proficiency in English. A list of approved programs and examinations for undergraduate admission can be found online (<https://www.msubillings.edu/internationalstudies/admissions/englishproficiency.htm>) or by contacting International Studies Office at (406) 657-1705 or emailing internationaladmissions@msubillings.edu. A minimum required score for the following tests must be achieved: TOEFL - 79, IELTS - 6.5, Duolingo - 100, iTEP - 3.5-3.9, PTE - 58
4. Appropriate immunization records. These records must be submitted with an English translation.
5. Proof of health insurance is required each semester. Student health insurance is available for purchase through the University. Health insurance charges will be automatically assessed to the student account if proof of personal health insurance is not provided.
6. If a student is currently attending another U.S. school and wishes to have his/her I-20 transferred to MSUB, an I-20 Transfer Form must be completed by the student as well as the current international academic advisor.
7. A copy of the student's passport ID page as well as copies of any current US visas.

When to Apply

Application Deadlines:

Fall Semester: June 1

Spring Semester: October 1

Summer Semester: February 1

Deferral Deadlines:

Fall Semester: July 15

Spring Semester: November 15

Summer Semester: March 15

For more information on international student, admission call the International Studies Office at (406) 657-1705 or email internationaladmissions@msubillings.edu

International Students Enrollment and Academic Progress

International students must maintain academic status according to US immigration law and MSUB policies.

1. To maintain an F1 visa, a student must make normal academic progress as well as abide by state and federal laws. Normal academic progress is defined as enrolling in and passing a minimum of 12 credits and achieving a minimum semester GPA of 2.0. International students must be enrolled at all times for at least 12 credits (and at least 9 in-person/not online).
2. An Incomplete or Withdraw will not count towards credits passed within a semester.
3. It is the student's responsibility to manage their enrollment and abide by the rules of their visa. This includes updating personal information records via the MyInfo, completing the MSUB Immigration Registration Form each semester, registering for classes in a timely manner, and adhering to all deadlines on the Academic Calendar (in particular late registration, withdrawal from classes, payment of fees, and monitoring academic standing).
4. Students who are deemed "out of status" for the second semester or for failure to attend class will have their I-20 form terminated immediately and must either request reinstatement with a different university or leave the United States. There is no grace period.
5. Being dropped for non-payment of tuition and fees is a violation of student visa status and may result in the cancellation of a student's I-20.

Agreements with International Institutions

MSU Billings has signed formal agreements for International Study Abroad. Please see the Office of International Studies for additional information on Study Abroad.