

ADMISSIONS OFFICE

McMullen First Floor
(406) 657-2888 or 1-800-565-MSUB
www.msubillings.edu (<http://www.msubillings.edu>)

admissions@msubillings.edu

Montana State University Billings believes that every student who is academically capable of completing a course of study available through MSU Billings should be allowed to enroll in the University without regard to race, sex, color, national origin, religion, age, disability, or marital status.

Staff representatives of the Office of New Student Services make frequent visits to high schools, homeschool groups, community colleges, and tribal colleges to guide students as they consider and explore their educational future.

New Students: How to Apply

NOTE: Students applying to attend Montana State University Billings should be aware that the Admission Requirements may have changed since the publication of this document. Please contact the Office of Admissions (406) 657-2888, 1-800-565-MSUB; or write to:

**Admissions
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298**

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

- Visit MSUB on the web at www.msubillings.edu (<http://www.msubillings.edu>)
- Email admissions@msubillings.edu
- Contact the Office of New Student Services at (406) 657-2888, or 1-800-565-MSUB
- Write to

**Office of Admissions
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298**

1. Complete and submit an application for admission. Applications will be accepted up to seven days before the start of the term in which applicants are applying. Applications will be processed only for the term that the applicant indicates on the application.
2. Undergraduate-seeking Montana residents can apply for no charge, there is a \$30 non-refundable application fee for non-resident students. A \$40 non-refundable fee is assessed to new graduate students.
3. 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 the Office of Admissions
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298.
4. Before enrolling for an initial term, all post-secondary students must comply with the 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 MT 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 wishing to attend Montana State University Billings should apply for admission as early as possible before the term in which enrollment is desired and must apply seven days before the start of the selected term.

New First-Time Students: Admission Requirements

General Policies: Student Responsibilities

Students must have graduated from a high school accredited by the state accrediting agency or have completed the General Educational Development test (GED) or High School Equivalency test (HiSET) to be admitted to any campus of the Montana University System. At the discretion of the institution, for students who complete their secondary education through homeschooling or at unaccredited secondary schools, this requirement may be met by "satisfactory performance" on the ACT, SAT, or a recognized testing instrument.

Students in credit-bearing continuing education courses must meet the same admission requirements and academic standards as students in regular academic courses.

First-time Students Who Graduated from High School Within the Last Three Years

New students in this category need to follow the "All-New Students: How to Apply" section. First-time students who graduated from high school within the last three years are also required to do the following:

1. The Montana Board of Regents (BOR) policy on requiring ACT/SAT scores for admission has changed. All first-time traditional undergraduate students **may but are not required** to submit their results from either the ACT or SAT college admissions exam. Questions about the ACT or SAT can be directed to the Office of Admissions. Prior to fall 2020, all first-time applicants who entered college within three years from the date of their high school graduation or from the date when they would have graduated from high school were required to take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). One of these tests was to be taken prior to making an application for admission and official results sent to Montana State University Billings. SAT or the ACT test scores were required no later than by the end of the first term of attendance at MSU Billings. **Please note, the SAT or ACT is welcomed but NOT currently required for admission.**
2. Students who enter college within three years from the date of their high school graduation need to submit a high school transcript (reflecting graduation date)

with the application for admission. Unofficial transcripts can be utilized for the initial application review, but official transcripts will be required prior to the start of your first semester.

3. Students who have graduated from high school within the last three years must meet one of the three following Admission Requirements:
 - Have a minimum grade point average of 2.5
 - A composite score of 22 on the American College Test (ACT) or a combined score of 1540 on the SAT
 - Rank in the upper one-half of the student's graduating class
4. Students must also meet the following **Regents' Preparatory Requirements**:
 - Four years of English—in each year the content of the courses should have an emphasis upon the development of written and oral communication skills and study of literature.
 - Three years of mathematics, including Algebra I, Geometry, and Algebra II (or the sequential content equivalent of these courses). Students are encouraged to take a math course their senior year.
 - Three years of social studies, which shall include global studies (such as world history or world geography); American history; and government, economics, Indian history, or other third-year course.
 - Two years of laboratory science. One year must be earth science, biology, chemistry, or physics; the other year can be one of those sciences or another approved college preparatory laboratory science course.
 - Two years chosen from the following: modern language (preferably two years of one language), computer science, visual and performing arts, or career/technical education units which meet the Office of Public Instruction guidelines.
5. Any student seeking admission to a four-year program must also satisfy the mathematics proficiency standard set out in Board of Regents Policy 301.1:
 - a. A score of 22 or above on ACT mathematics; or
 - b. A score of 27.5 or above on SAT mathematics; or
 - c. A score of 3 or above on the AP Calculus AB or BC subject examination or a score of 4 on the IB calculus test; or
 - d. A score of 50 or above on the CLEP subject examinations in selected topics [college algebra, college algebra-trigonometry, pre-calculus, calculus, or trigonometry]; or
 - e. Completion of a rigorous high school core including four years of mathematics in high school (Algebra I, Algebra II, Geometry & a course beyond Algebra II) and three years of laboratory science; or three years of mathematics including a course beyond Algebra II and four years of laboratory science, in addition to English, social studies, and electives as described in the regents' college preparatory program, with grades of C or better in all courses.
6. Any student seeking admission to a four-year program must also satisfy the writing proficiency standard set out in Board of Regents Policy 301.1:
 - a. A score of 7 or above on the essay or 18 on the combined English/writing section of the optional writing test of the ACT; or
 - b. A score of 7 or above on the essay or 25 on the writing section of the SAT; or
 - c. A score of 3.5 or above on the Montana university system (MUS) writing assessment; or
 - d. A score of 3 or above on the AP English language or English literature examination; or
 - e. A score of 4 or above on the IB language A1 exam; or
 - f. A score of 50 or above on the (CLEP) subject examinations in composition.

A student who has not yet met the mathematics and/or writing proficiency standards may be admitted (without condition) to a two-year degree program or admitted provisionally to a four-year degree program on any campus of the Montana University

System. Additional evaluations may be required to determine appropriate course placement.

NOTE: Admission, college preparatory curriculum requirements, and math and writing proficiency standards **do not apply** to the following students:

1. Students who do not enter college within three years from the date of their high school graduation or from the date when they would have graduated from high school. (See "First-time Students Out of High School More than Three Years" section.)
2. Part-time students taking seven or fewer college-level semester credits.
3. Summer only students.

NOTE: A student less than three years from high school graduation and who does not meet the University Preparatory Requirements and/or the Admission Requirements has the following options to enter Montana State University Billings:

1. Enroll part-time during a summer session to take required courses for admission.
2. Enroll as a part-time student for seven credits or less. (To receive part-time financial aid, most students must enroll for six or more credits.)
3. Enroll as a full-time student accepted under an exemption allowed by Board of Regents Policy.
4. Enroll as a student at the MSU Billings City College.

NOTE: Additionally, a student with less than three years from high school graduation who meets Admission and University Preparatory Requirements, but does **not** meet the math and/or writing proficiency standards may prove that he/she has the appropriate proficiency in the following ways:

- Re-take one or more of the listed assessments to earn the required score
- Earn a C- grade or better in a college course that is the prerequisite to the course that satisfies the general education program requirements (See the Advising Center for assistance in selecting such a course).

Students who enter college within three years of the date of their high school graduation must meet the required admission criteria including the University Preparatory curriculum and math/writing proficiency standards outlined previously to be accepted for full-time status. Additional evaluations may be required to determine appropriate course placement.

First-time Students Out of High School More Than Three Years

In order to be accepted for admission to Montana State University Billings' University campus, students must meet the following requirements:

Montana Resident Students out of high school more than three years: Graduates of any accredited Montana high school out of high school more than three years must complete the steps for "All New Students: How to Apply" section.

Non-Montana Resident Students out of high school more than three years: Non-Montana resident applicants out of high school more than three years must be graduates of an accredited high school and must complete the steps for the "All New Students: How to Apply" section.

An exception to these requirements pertains to those who are not high school graduates and who have completed the General Educational Development test (GED) or High School Equivalency test (HiSET). Please see the "Non-high School Graduates" section below.

City College Enrollment Requirements

City College, 3803 Central Avenue, requires students to have earned either a high school diploma from an accredited institution, a GED, or HiSET. Please contact Jacket Student Central (406-247-3000) for additional admission information. In

an effort to meet individual needs, City College has established special admission procedures for students seeking admission to certain programs. Contact City College for this information at 406-247-3000, ext. 3005.

Transfer Students

How to Apply

NOTE: Students applying to attend Montana State University Billings should be aware that the Admission Requirements may have changed since the publication of this document. Please contact the Office of Admissions (406) 657-2888, 1-800-565-MSUB; or write to the

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Montana State University Billings
1500 University Drive
Billings, MT 59101-0298.**

Applicants who have attempted 12 or more GPA credits at another accredited college or university are considered transfer students. To be admitted to Montana State University Billings, transfer students must do the following:

1. Complete and submit an application for admission at <https://www.msusbillings.edu/future/apply/index.htm> or applications for admission may be obtained from college counselors or from the Office of Admissions Montana State University Billings 1500 University Drive Billings, MT 59101-0298. You may call (406) 657-2888 or 1-800-565-MSUB to have this material sent to you. Applications will be processed only for the term the applicant indicates on the application.
2. Undergraduate seeking Montana residents can apply for no charge, there is a \$30 non-refundable application fee for non-residents students. A \$40 non-refundable fee is assessed to new graduate students.
3. Transfer students must request official and complete transcripts from each college attended (foreign or domestic) or a transcript that indicates that a baccalaureate degree has been earned and transcripts from any colleges attended after the degree was earned. Transcripts must be sent from the transfer institution directly to the Registrar's Office at Montana State University Billings. All transcripts must be "official" and arrive in sealed, unopened envelopes, or arrive by secure electronic transfer (not email) from the originating institution.
4. Before enrolling for an initial term, all post-secondary students must comply with the 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 MT 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 Montana State University Billings (see Minimal Academic Progress (<https://catalog.msusbillings.edu/undergraduate/admissions-registration/academic-policies-procedures-scholastic-requirements/>)).

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 and seven days prior to the start of term the applicant is applying. New Student Services and the Advising Center will work closely with each student to ensure the transfer process is smooth. Transfer students should complete the Free Application for Federal Student Aid (FAFSA) and use the MSUB FAFSA Code 002530. Even before the transfer process is complete, new students should contact the Financial Aid Office for support.

Special Admission Procedures

In an effort to meet individual needs, 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 applying to attend Montana State University Billings should be aware that Admission Requirements may change at any time. Please contact the Office of Admissions (406) 657-2888; or write to:

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Montana State University Billings
1500 University Drive
Billings, MT 59101-0298**

Students in these categories would also complete the process of application outlined in the "All-New Students: How to Apply" section 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 Education Development (GED) test, or High School Equivalency Test (HiSET). Various boards establish minimum scores for these tests or groups and students can visit with the Admissions staff at 406-657-2352 for current minimums.

According to MT Board of Regents policy effective 2020, scores from the ACT or SAT are welcomed but are not required of students who enter the University less than three years from the date of their high school class would have graduated. These scores will be used for course placement. Students may access these tests on the regularly scheduled national test dates. Additional evaluations may be required to determine appropriate course placement.

Students who enter college three or more years after the date they would have graduated from high school are exempt from this conditional status and from the Admission/University Preparatory Requirements and writing/math proficiency standards. Additional evaluations may be required to determine appropriate course placement.

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 www.msubillings.edu/dualenrollment (<http://www.msubillings.edu/connections/>)

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 & City College, both on-campus and online. The cost for this 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. Visit www.msubillings.edu/dualenrollment (<http://www.msubillings.edu/connections/>) for more information.

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 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, have appropriate GED or HiSET scores, or appropriate MSU Billings Readiness test scores in reading, writing, and mathematics.

A maximum of 32 semester hour credits earned as a non-degree student may be applied to an undergraduate degree 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 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 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 deny admission or cancel a student's current registration and to suspend the student for two semesters. It is the student's responsibility to know his/her enrollment status at his/her 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 access and success 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.

Western Undergraduate Exchange (WUE)

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 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 (see the Fee Schedule (<https://catalog.msubillings.edu/undergraduate/student-tuition-fees/>)). Because 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 may participate if they meet eligibility requirements: Alaska, Arizona, Oregon, California, Colorado, Nevada, South Dakota, Hawaii, New Mexico, Utah, Idaho, North Dakota, 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), and the Republic of Palau).

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 Admissions (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 you have 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, we need 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 at: www.msubillings.edu/internationalstudies/admissions/englishproficiency (<https://www.msubillings.edu/internationalstudies/admissions/englishproficiency.htm>).
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 class/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 his/her enrollment and abide by the rules of his/her 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.

Graduate School Applicants

McMullen 200, (406) 657-2238

Graduate school applicants should consult the Graduate Catalog for complete admission information. However, all applicants must submit an application for admission and a \$40.00, nonrefundable, admission fee to MSU Billings through the Office of Admissions.

Note: MSU Billings graduates will also be required to pay the graduate application fee of \$40.

Additional requirements for application to the Graduate School include:

1. Completed Application to Graduate Studies
2. Required Immunizations (see "How to Apply: New Students")
3. Official transcripts of all previous undergraduate and graduate coursework
4. Three letters of recommendation from individuals qualified to assess the applicant's ability to perform graduate-level academic work

All of the above must be on file in the Office of Graduate Studies and the Registrar's Office prior to registration dates or registration may be delayed and late registration fees applied.