



# How college works

a quick start guide  
to academic success



The University of  
**Montana**

The Office for Student Success



## greetings

### Welcome to The University of Montana

Whether you are just starting your college career or are a transfer student, a new environment and academic policies can be challenging. Although UM's faculty and staff will help you, the ultimate responsibility for fulfilling degree requirements rests with you. Your most important information resource is the university catalog, which includes detailed descriptions of courses and program requirements. The online catalog <http://www.umt.edu/catalog/> is the most current and authoritative reference for all information relative to your enrollment at UM.

This Quick Start Guide includes concise excerpts from the university catalog about graduation requirements and university policies. However, it is meant to supplement—not replace—the information found in the catalog, class schedule, and the department of your declared major.

The regulations and requirements for graduation may seem complex, but by using this guide, the university catalog, and especially your advisor, the process should be much easier. We urge you to consult with your academic advisor regularly to discuss your achievements, difficulties, and goals. The University of Montana is committed to helping you in every way possible, and we wish you the very best in your academic career.

# contents

<b>what's a Main Hall?</b>	<b>4</b>
<b>the catalog</b>	<b>5</b>
<b>gen eds</b>	<b>6</b>
<b>course placement</b>	
<i>math</i>	<b>8</b>
<i>English composition</i>	<b>9</b>
<i>chemistry</i>	<b>10</b>
<i>foreign languages</i>	<b>10</b>
<i>music</i>	<b>10</b>
<b>advising</b>	<b>11</b>
<b>registering for classes</b>	<b>13</b>
<b>your major</b>	<b>14</b>
<b>academic help</b>	<b>15</b>
<b>my gpa</b>	<b>17</b>
<b>what's "academic standing"?</b>	<b>18</b>
<b>buzzwords</b>	<b>19</b>
<b>hotlinks</b>	<b>21</b>

# what's a Main Hall?

Main Hall, the oldest building on the UM Mountain Campus, serves as home for the many of the University's administrative units:

## Office of the President

406.243.2311

President George Dennison is the chief executive officer of the University and, as such, is responsible for overall strategic planning for and the sustained performance of the University.



## Office of the Provost 406.243.4689

The responsibilities of Provost Royce Engstrom are as broad and diverse as the University itself. As well as responding to the needs of the deans, department heads, and faculty, the Provost and his staff work with other areas of campus and the President's office to support and advance the quality of the University.

## Office of Student Affairs 406.243.5225

Vice President for Student Affairs Teresa Branch is responsible for managing the student experience outside the classroom. From admissions and housing, to financial aid and on-campus dining, Student Affairs provides services and facilities that support students, promote learning, and encourage personal growth.

## Office of Administration & Finance 406.243.4662

Vice President for Administration and Finance Robert Durringer is directly responsible to the President of The University of Montana for all administrative and financial support activities within the University, including human resources, planning and budgeting, buildings and facilities and business services.

## Office of Research & Development 406.243.0211

The units that report to the Office of Vice President for Research and Development help process research proposals, negotiate contracts with other entities, ensure compliance and assist the transfer of research results to the public domain via patenting and licensing of technologies. It is the responsibility of Vice President Daniel Dwyer and his staff to encourage the pursuit of research, scholarly activities, and economic development.

## Using the University Catalog

The University of Montana Course Catalog is your basic source of information. The current academic year catalog is available online at <http://www.umt.edu/catalog/>. Previous years' catalogs may be accessed electronically at <http://www.umt.edu/registrar/catalog.htm>. For questions pertaining to expired catalogs, contact the Registrar's Office.

## Which catalog applies to you?

Students may graduate using any UM catalog under which they have been enrolled during the six years prior to graduation. This rule is commonly referred to as the **SIX YEAR CATALOG RULE**. During the years in which a student attends UM, the University and departmental requirements may change. For this reason a student may use one catalog to govern his or her University and general education requirements, and another catalog to meet the requirements of the major or minor.

Students transferring to The University of Montana-Missoula may choose to graduate by fulfilling requirements under the UM catalog in effect when they were enrolled at their original institution, provided the chosen catalog is not more than six years old at the time of graduation. Eligible students who choose an earlier catalog must notify the Admissions Office at the time of admission so their transfer work can be evaluated accordingly.

## Academic regulations

You will definitely have questions about academic and general regulations other than those addressed in this guide. Please see the "Academic Policies and Procedures" section <http://www.umt.edu/catalog/academic/policy.htm> of your catalog for further information. This section is very important for you to review, not only when you have questions, but to know what is expected of you and what your options are.



## The General Education requirement

General Education courses (or “GenEds”, as they are commonly called) provide students with a broad foundation of study upon which to build an undergraduate education. The program develops students’ capacity to read and understand an argument, to think critically, to write correctly, to solve problems, to comprehend and contribute to diverse and global perspectives, and to pursue lifelong learning.

**New Students:** To receive a baccalaureate degree all students must successfully complete a course or courses from all eleven GenEd groups. Students are cautioned that approved courses may change from year to year. **To be used for General Education credit, a course must be listed as approved in the Class Schedule for the semester a student registers for it.**

You must earn at least three credits in each of the Groups IV-X; for Group XI (Natural Sciences), you must earn six credits, three credits of which are in a course with a laboratory experience. The complete list of approved GenEd courses appears in the printed Class Schedule each semester; it may also be viewed online at [http://cyberbear.umd.edu/instructions/general\\_education.htm](http://cyberbear.umd.edu/instructions/general_education.htm).

## Gen Ed groups

### Group I: English Writing Skills

The four requirements in the Group I sequence are:

1. A composition course.
2. An approved writing course.
3. The upper-division Writing Proficiency Assessment taken after students earn 45 credits but before they earn 70 credits.
4. The upper-division writing expectation in the major.

A WPA test-score prerequisite for Upper-division Writing Courses will take effect Spring 2010 in order to enforce the existing sequence of English Writing Requirements. Beginning Spring 2010, any student attempting to register for an Upper-division Writing Course will need to have fulfilled the Upper-division Writing Proficiency Assessment (WPA) requirement with a score of 3/3 or higher.

Associate of Arts degree students are exempt from Requirements 3 and 4.

**Group II: Mathematics** The goal of mathematical literacy is to learn mathematical reasoning and problem solving. Any math course numbered above 100 satisfies the Group II General Education requirement; many majors require additional math courses.

**Group IIIa: Modern and Classical Language** Upon completion of the Modern and Classical Languages sequence, students will have a basic functional knowledge of a second natural language. Students must successfully complete an introductory sequence (101, 102) in at least one of these languages: **Arabic, Chinese, French, German, Greek, Italian, Japanese, Latin, Russian, Spanish, or Irish** (must also complete IRSH103).

**Group IIIb: Exceptions to the Modern and Classical Language requirement - Symbolic Systems**



Some majors have been granted exceptions to the Modern and Classical Language requirement. Students graduating in any one of these majors may substitute the symbolic system course or courses designated by the major. See [http://cyberbear.umt.edu/instructions/general\\_education.htm](http://cyberbear.umt.edu/instructions/general_education.htm) for the list of exempt majors.



**Group IV: Expressive Arts (A)**

**3credits.** Expressive Arts courses are activity-based and emphasize the value of *learning by doing* in an artistic context.

**Group V: Literary and Artistic Studies (L) 3cr.**

In these courses, students develop familiarity with significant works of artistic representation, including literature, music, visual arts, and/or performing arts.

**Group VI: Historical and Cultural Studies (H) 3cr.** These courses present the historical or cultural contexts of ideas and institutions, and examine cultural development or differentiation in the human past.

**Group VII: Social Sciences (S) 3cr.** Social science courses describe and analyze human social organization and interaction, using social, experimental and qualitative research.

**Group VIII: Ethics and Human Values (E) 3cr.** Ethics and Human Values courses familiarize students with one or more traditions of ethical thought.

**Group IX: American and European Perspectives (Y) 3cr.** These courses present a critical introduction to the antecedents, principles, institutions, cultures, traditions and legacies of the United States and Europe.

**Group X: Indigenous and Global Perspectives (X) 3cr.** This perspective instills knowledge of diverse cultures in comparative and thematic frameworks.

**Group XI: Natural Science (N) 6cr.** These courses present scientific conclusions about the structure and function of the natural world, and demonstrate or exemplify scientific questioning and validation of findings. At least one course from this Group must include a laboratory experience.

**Transfer Students:** According to Board of Regents policy, students who can demonstrate that they have completed an approved lower-division general education requirement at an approved Montana institution of higher education will be deemed to have completed general education requirements except for the upper-division writing proficiency assessment and the upper-division writing requirements in their majors.

If a student transfers 20 or more approved Montana University System core course credits with their initial registration at UM-Missoula, they may choose to complete the MUS General Education rather than the UM-Missoula General Education requirement, defined at <http://www.mus.edu/transfer/MUScore.asp>.

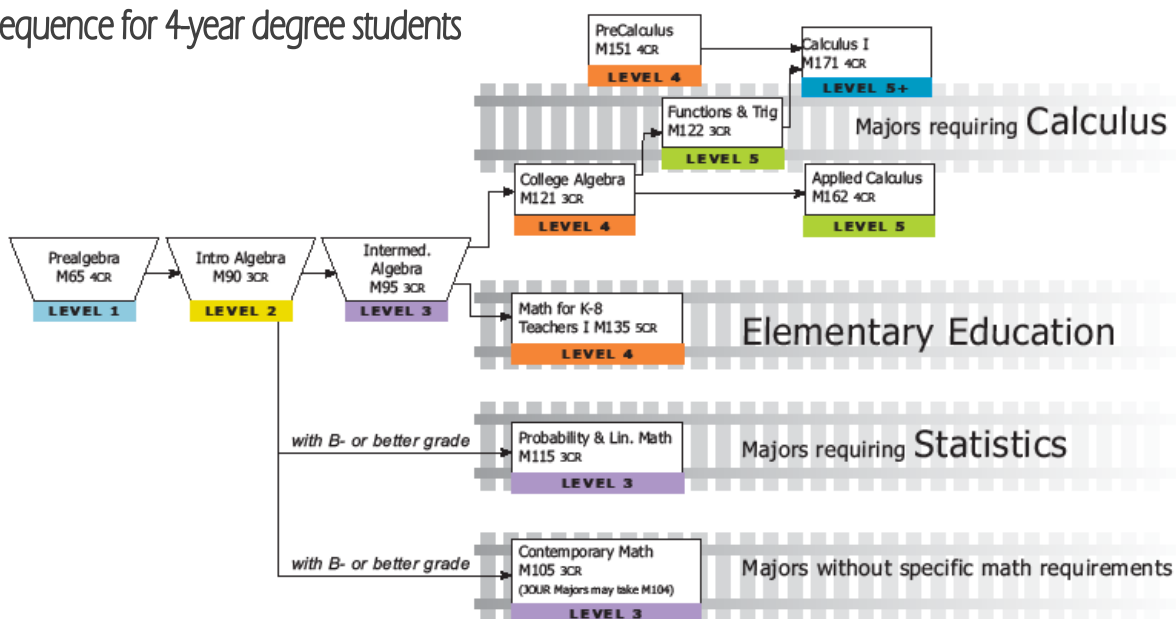
## Math, Writing and Other Placement Exams

**Math:** You and your advisor determine which math course is right for you based on two factors: **your potential major** and area(s) of interest and **your ALEKS math placement score**.

All incoming freshmen (and transfer students still needing to meet their math requirement) should take a math placement exam before registering for a math course at The University of Montana. The University has chosen to use ALEKS, a web-based, artificial intelligence math placement system. ALEKS uses adaptive questioning to quickly and accurately zero in on the strengths and any weaknesses in math, determining a placement level for you ranging from Level One through Level Five. For more information, go to the UM Math Placement web site at <http://www.umt.edu/mathplacement/>.

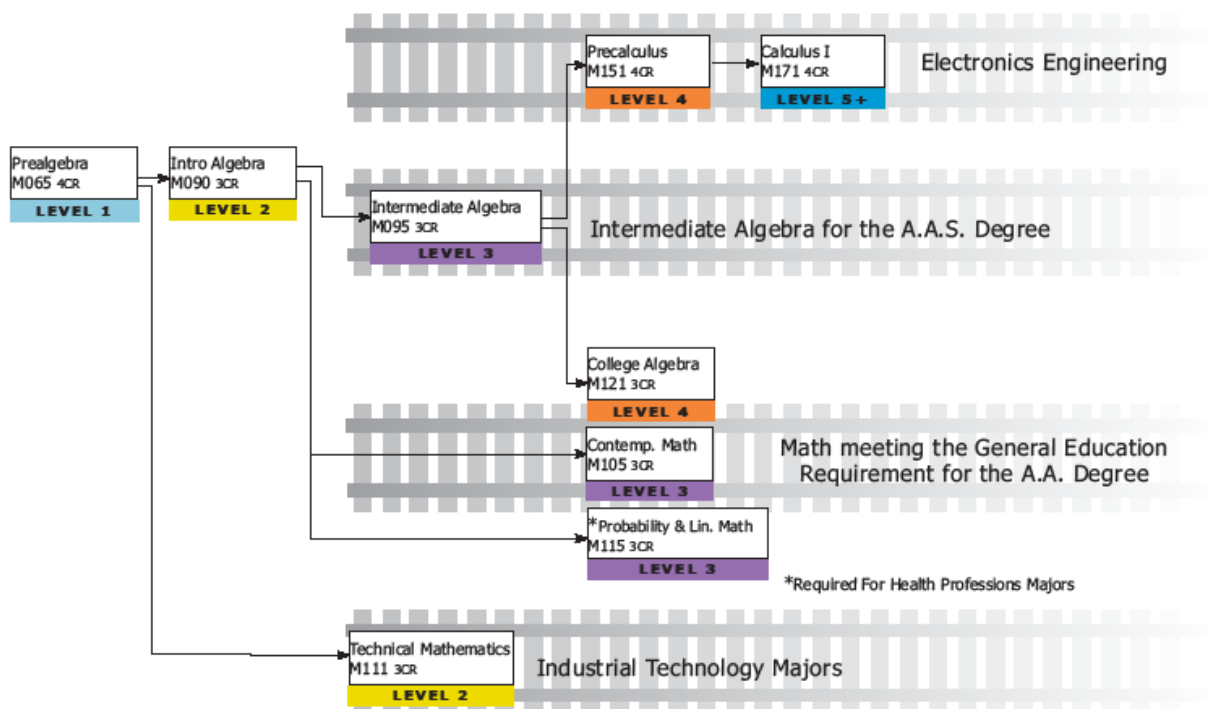
The flow chart below and on the following page show the math sequence recommended for your degree program, your major or area(s) of interest.

### Math sequence for 4-year degree students





## Math sequence for 2-year degree, certificate students



The University of Montana

**English Composition:** Generally, students are placed into an English composition course or a pre-requisite course by the levels of their Montana University System Writing Assessment (MUSWA), ACT writing subscore, ACT combined Eng/Writing score, SAT Writing or SAT essay scores that measure preparedness for college-level composition.

### Writing Placement by Assessment Scores

The majority of new students will be placed into the appropriate English composition course based upon one of the writing assessment scores listed below. Students may be exempted from WRIT 101 by transferring an equivalent composition course with a grade of at least C (2.0), or by receiving a score of at least 3 on the AP English exam. Students will have an individualized placement sheet in their Advising Folders to inform them of their placement based upon the grid:

MUS Writing Assessment (MUSWA)	SAT or ACT Writing Sub-score	SAT Writing Section	Combined Eng/Writing ACT	Course Placement
5.5-6	11-12	700-800	32-36	Eligible for WRIT 201 – College Writing II
3.5-5	7-10	440-690	18-31	Eligible for WRIT 101 – College Writing I
2.5-3	5-6	390-430	16-17	Eligible for WRIT 095 – Developmental Writing or to take exam to challenge
Below 2.5	Below 5	Below 390	Below 16	Eligible to enroll in WRIT 095 – Developmental Writing

### ***Writing Placement by Challenge Opportunity Assessment***

The English Department offers an English Placement Assessment during the summer orientations, late registrations, and priority registrations. New students whose ACT, SAT, or **MUSWA** assessment scores place them in the grid above as “eligible to place into WRIT 095 or to take exam to challenge” can decide to either take the English Placement Assessment or opt to enroll in WRIT 095. Non-traditional or transfer students who do not present test scores at admission must take the challenge exam or opt for WRIT 095.

All students must take an English composition course as one of the four components of the Writing Skills portion of the general education requirements. Students may meet this requirement in a variety of ways. Students must take one of the following: WRIT 101 or WRIT 201 or transfer in an equivalent course designated by the code E101 or WRIT 101.

In addition to placement in your first math and writing courses, placement assessments are conducted for Chemistry, Foreign Languages and Music.

**Chemistry:** The Department of Chemistry requires a placement assessment of all students who intend to enroll in the CHMY 141-143 series. The assessment identifies students who are ready for CHMY 141, both in chemistry and algebra skills, and those who would be better starting off with CHMY 104. Contact the Chemistry Department at 406.243.4022 for the specific days, times and locations for the assessment.

**Foreign Languages:** The Modern & Classical Languages & Literatures (MCLL) Department offers a computerized placement assessment/examination in French, German, and Spanish. Credit is automatically granted for Advanced Placement scores of 3 or above (4 or above beginning Autumn 2009). Placement examinations are held during new students orientations and on the Thursday of the first week of classes each autumn semester. Contact the MCLL Department at 406.243.2401 for specific days, times and locations.

**Music:** Both Music Theory, Voice, and Piano assessments are offered for all music majors, minors, and non-majors interested in taking courses or lessons. Assessments are offered during Orientations or by contacting the Music department, 406.243.6880.



## Who is my advisor?



### **I have not declared a major:**

If you are a 4-year degree-seeking student, you will be advised by a professional staff advisor in the Undergraduate Advising Center (UAC) until you declare a major and are accepted into a program. The UAC's web site <http://www.umt.edu/uac/> is a resource used by both students and faculty for up-to-date advising information. Also – be sure to check out the blog for first year students at <http://blog.umt.edu/wakeupcall/>.

To schedule an appointment call the Center at 406.243.2835. You may also drop in to their main office in the Lommasson Center Room 269 with a quick advising question, or ask your question by email at [rooster@mso.umt.edu](mailto:rooster@mso.umt.edu).

If you are a two-year degree or certificate seeking student, contact Cec Gallagher ([Cecilia.gallagher@umontana.edu](mailto:Cecilia.gallagher@umontana.edu)), Retention Coordinator on the College of Technology East Campus 406.243.7878.

### **I have declared a major:**

If you enter the University having declared a major, your advisor will be either a faculty member or professional staff within that academic department. You will receive information during New Student Orientation about advising; you may also contact your major's department office for your specific advisor assignment.

#### **BUT – THERE ARE EXCEPTIONS!**

Several departments and programs designate their first and second-year student majors as “pre-majors”. If you fall into one of these categories, seek assistance from the identified office or web source:

#### **I am:**

**Pre-Communication Studies**

**Pre-Psychology**

**Pre-Nursing**

**Freshman Business**

These pre-majors are advised by professional advisors in the Undergraduate Advising Center until they are admitted to the departments or program.

**Pre-Law** <http://www.cas.umt.edu/casweb/programs/prelaw.cfm>

**Pre-Med** <http://www.cas.umt.edu/casweb/programs/premed.cfm>

**Pre-Engineering** <http://www.cas.umt.edu/casweb/programs/preeng.cfm>

**Pre-Pharmacy** <http://www.health.umt.edu/schools/practice/prospective/preprofessional.htm>

**Pre-Education** <http://www.soe.umt.edu/currinst/elemmed/default.html>

**Where do I go with general advising questions?** All students, regardless of major, may seek assistance from the Undergraduate Advising Center for general advising. .

## What are **my advisor's** responsibilities?



### You can expect your advisor to:

- Abide by the requirements of the Family Educational Rights and Privacy Act (FERPA) and maintain confidentiality within the advising relationship.
- Be knowledgeable and attentive in one on one advising appointments.
- Encourage and guide you as you define and develop realistic goals and explore your educational options.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures, and maintain a record of the communication.
- Encourage and support you with information about and strategies for utilizing the available resources and services on campus and in the community.

## What are **my** responsibilities?

### You are expected to:

- Schedule regular appointments (suggested minimum of four appointments/year). *Call if necessary to change or cancel an appointment.*
- Gather relevant decision-making information and necessary materials to aid in decision making (before meeting with advisor).
  - Transcript from CyberBear
  - Tentative course selections
  - A list of questions or concerns
- Discuss any problems that affect academic performance: study skills, difficulties in your course work, personal concerns and where help is available.
- Be familiar with the catalog and academic calendar. Know where to access accurate information about educational options, requirements, policies and procedures including why and how to add or drop courses.
- Discuss career considerations changing directions/majors/interests.
- Keep a personal record of your progress toward your academic goals.
- Accept responsibility for your decisions and your actions that affect your education progress and goals.



# registering for classes

## How do I sign up for classes?

Signing up (registering) for classes is done by using **CyberBear**. CyberBear is UM's online student information system. Students can access their personal student portfolio, register for classes, look up grades, peruse class offerings, and see and print unofficial transcripts

**Priority Registration** refers to the three-week period during autumn and spring semesters when you will register for classes for the upcoming semester. The dates for this priority program are posted on the CyberBear front page as well as on the Provost's Office website at <http://www.umt.edu/provost/academiccalendar.htm>. The registration schedule is prioritized by class standing and alphabetically rotated within the registration period. A registration schedule can also be found through the A-Z Index on the UM home page under "Registration Times."

In order to register for classes for an upcoming semester, you must first meet with your designated advisor and receive an Advising Number which you will enter in CyberBear during the registration process itself.

You may register for classes using CyberBear after the priority period is over. This allows for late registrations, and makes it possible to modify your schedule by adding and dropping courses. **Students are strongly encouraged to meet with their advisor earlier in the semester to plan for the upcoming semesters and graduation.**





## Choosing a major

Choosing a major is definitely a process, not a single event – and it can seem like a daunting one! At UM, there are a number of people and offices dedicated to helping you select the major that is right for you:

**Career Services** helps students investigate careers and the academic majors that prepare them for these careers. To learn more about selecting a major, go to <http://www.umt.edu/uac/resources/Choosing a Major.pdf>. Career counselors provide assistance with composing resumes, creating portfolios while also offering interview preparation and coaching. For more information about their services, go to <http://www.umt.edu/career/>.

UM offers a course titled **Career Development** (COUN 105), which provides students with an opportunity for personal insight regarding skills, abilities, interests, and values as they relate to the world of work. Introspection provides the foundation for good decision making related to careers and majors. The class provides a structured environment for students; assisting them in making decisions that will be a “good fit” when deciding on a major or a career.

## Declaring a major

UM offers more than 100 academic majors. See the catalog to preview your options and admission requirements to majors of interest to you. (In the section of the catalog titled “Areas of Study” you will find a list of degrees offered.) The catalog states that students must declare a major in a degree-granting program by the completion of 45 credits or after three semesters, whichever occurs first.

When you decide on a major, apply to the department through which the major is offered. Keep in mind, some majors have specific admission requirements, such as a GPA minimum and/or prerequisite coursework. Consult your catalog and discuss your options with a faculty member or professional advisor in that department.

## Changing your major

To change your major, use the Change of Major form available from Griz Central. The form requires approval signatures from the involved departments. Submit the completed form to either Griz Central Registration Counter or the Registrar’s Office for finalization. If your major is Freshman Business, Pre-Psychology, Pre-Nursing or Pre-Communications, you should go to the Undergraduate Advising Center, LC 269 for further assistance.

**Note:** *If you are enrolled in the Four Bear Graduation Program, you must also obtain the signature of the Four Bear Coordinator, 406.243.4415, and may need to submit a new graduation plan for approval.*



# academic help

Everyone – and we mean **EVERYONE** – will need help with a course at some time during their time at UM - that's just the nature of the college experience. Professors cover material at a much faster pace than high school, the material is more advanced, and the outside-of-class assignments will definitely be more challenging. Here are some suggestions for getting help:

**The course professor or instructor:** At UM, you have many options for help with your coursework. Probably the most important is to start with your professor and the teaching assistant assigned to the course (if there is one). They will be the most familiar with the subject material, the syllabus, and the homework expectations.

**Study groups:** Another source of academic help is a study group – either an existing group that you join, or one you create with classmates from the same course. Informal study groups are a great way to discuss new material with others, making sure that you (and they) understand new concepts.

**Your advisor:** Perhaps you think an advisor is someone you'll see once or twice a semester for help with course selection and academic planning. But an advisor can also help you strategize your way through problems and academic challenges. Seek their help.



**Tutoring:** The University also offers these free tutoring programs – thousands of students take advantage of their services throughout the year (especially during mid-terms and finals week – but we recommend that you attend earlier!)



## STUDY JAM at the UC COMMONS

What's a STUDY JAM? It's a FREE tutoring program that offers help in some of UM's more challenging introductory courses, particularly the sciences, statistics and composition – and it takes place when you're ready to get to work on that problem set or writing assignment.

STUDY JAM takes place in the UC Commons from 6:30 – 9:00 pm on Monday, Tuesday and Wednesday evenings. Group study tables are set up by subject area – chemistry, statistics, economics, biology, Spanish, nutrition and physics, with additional subjects added by request. All of the tutors – some undergraduates, some grad students – have either taught or served as a teaching assistant for the particular course or subject area. The Writing Center sponsors a STUDY JAM table, where you can get help on any writing assignment, including those assigned in your composition course.

Drop in to ask a quick question, or stay for the entire session to get immediate help while you work on an assignment. No appointment required. And did we mention that it's FREE?

# The Writing Center

The Writing Center exists to help you become a more effective writer as you progress through college. As a unique space where you can interact with a tutor whose purpose is to collaborate with you through conversation that is non-evaluative, The Writing Center exists to help you, not to grade you! This non-evaluative aspect of the tutoring setting gives you the freedom to explore ideas, make mistakes, and ask questions that might not feel comfortable in other settings. The Writing Center is your ally.

## **What a Writing Tutor will do:**

During a half-hour tutoring session, a tutor will engage you in active conversation, helping you to plan, execute, revise, and edit a piece of writing for any class. This means that your tutor is prepared to help you with any writing task at any point during your writing process. Since all Writing Center tutors approach writing as a process of revision, we encourage you to bring to your appointment a draft of your paper, no matter how rough or complete it may be.

**What you will do in a writing tutoring session:** The tutor will *not* write, edit, or correct your paper. While the tutor will facilitate your writing process as you explore ideas and options, *you* will decide what changes to make based on your discussion with the tutor. After all, you are the writer and ultimately will improve as a writer when you make these choices! In addition, you will discover that a tutoring session often will result in many ideas for revision. This is natural since the magic in good writing is revision. Having gone through a process of revision, the final product will be more effective, more successful, and more satisfying.

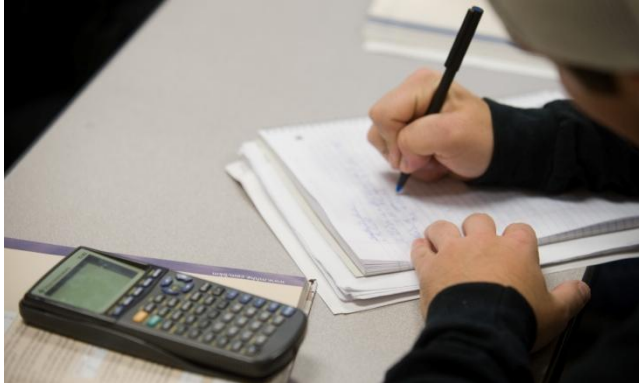
**Math PiLOT** is a program sponsored by the Office of the Provost and the Math Department to help students improve their performance in 100-level mathematics at The University. We design our services for students who have wrestled with math in the past. We offer day, evening and weekend drop-in tutoring, placement testing, and individual counseling for the struggling math student.



**Math PiLOT Placement and Advising:** Some first year students get off to a rocky start in a math because they accidentally enroll in the wrong course – one that is beyond their current level of math readiness. All entering students still needing to fulfill their general education requirement in mathematics take the online math placement test (ALEKS) before orientation. With their placement results in hand, they can meet with their advisor and together select the course appropriate for their field of study and math ability. If you have a question about math placement – or the math course that is right for you – email Sharon O’Hare ([sohare@mso.umt.edu](mailto:sohare@mso.umt.edu)) or call her at 406.243.5672.

**Free, Drop-in Tutoring:** Math PiLOT operates two drop-in math tutoring centers open to students in math courses up through M199. **The Math Learning Center** in the basement of the Math Building provides support for students in the Calculus-track sequence. The **math@mansfield Tutoring Center**, located on the second level of the Mansfield Library, specializes in tutoring for developmental and introductory algebra, probability, linear and contemporary math, and math for K-8 teachers. For the hours and days of operation of both centers, visit <http://www.umt.edu/math/MLC/> or contact the Math Department office at 406.243.5311.

## How do I compute my Grade Point Average?



Each letter grade comes with a point designation:

A = 4.0, A- = 3.67; B+ = 3.33; B = 3.0;  
B- = 2.67; C+ = 2.33; C = 2.0; C- earns 1.67;  
D+ = 1.33; D = 1.0; D- = 0.67; and F = 0

Most high schools use these grade-point designations, so you're probably already familiar with them.

### Step One

In college, "Quality Points" are determined by **multiplying the number of credits earned in the course by the grade-point designation**:

*Example:* In a 4 credit course you earn a grade of B-.

*Quality Points Earned:*  $4 \times 2.7 = 10.8$  (with plus/minus grading, there can be fractions of quality points!)

### Step Two

Now, calculate the quality points you earned for each course, and add them to determine the Total Quality Points..

### Step Three (you're almost done!)

Calculate your semester Grade Point Average by dividing your Total Quality Points by the number of credits **attempted (not just passed)**. In other words, if you receive an F in a three credit course, you would need to include those 3 credits as credits attempted, even though you did not earn any quality points.

*Example:* You attempt 12 credits and earn 38 Quality Points.

Your GPA for the semester:  $38/12 = 3.166$

**IMPORTANT NOTE:** Courses in which you were earned a grade of W, WF, WP, CR, NC, NCR, I, AUD, or N and courses numbered under 100 are excluded from the total number of credits attempted, and do not earn quality points.

### An alternative to doing the math yourself:

Once you know how to log on to OneStop (you'll learn this during Orientation), click on the ACADEMICS tab and then click on "Courses". Follow the instructions to predict your GPA for the current semester.

# what's "academic standing"?

## Types of academic standing

**Good Standing:** If your cumulative GPA is 2.00 or greater, you are in good standing. "Good Standing" is the green light of academic progress; you're doing well!

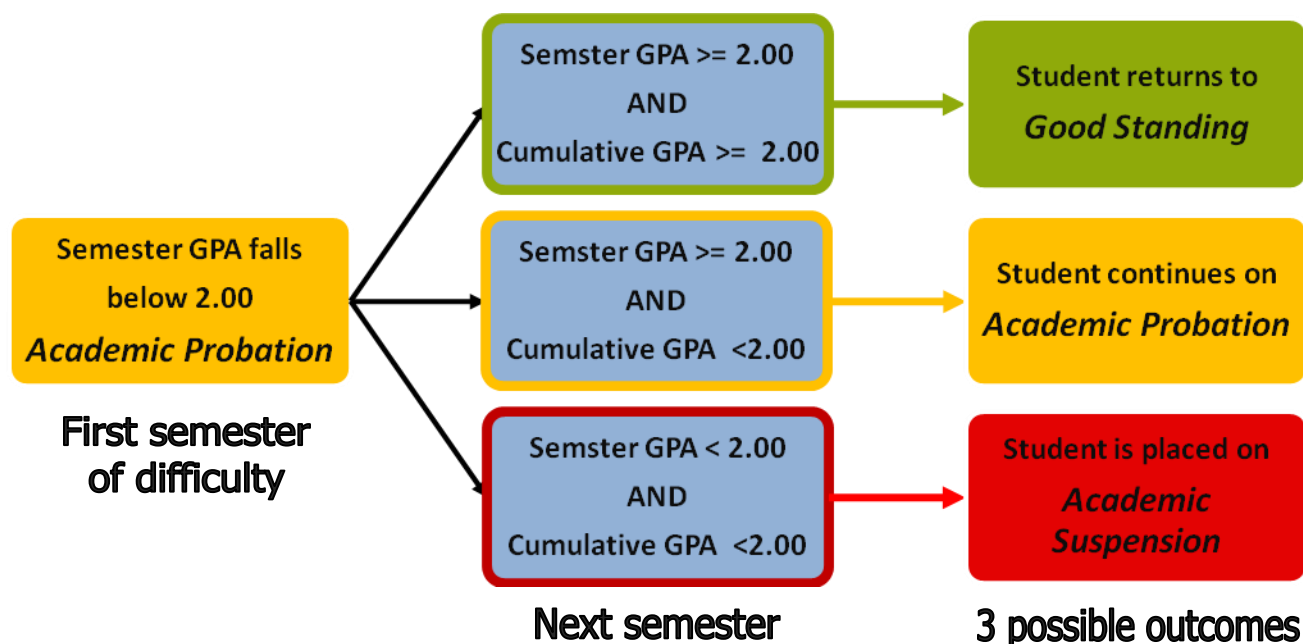
**Academic Probation:** You are placed on academic probation at the end of any semester if your cumulative GPA drops below 2.00. "Academic Probation" is the yellow light phase of academic progress – it indicates that you are experiencing challenges at the University that are now reflected in your course performance.

Being placed on academic probation does not mean you cannot succeed at the University – it's a time to re-assess your goals, seek help from advisors, faculty, tutors, and the array of services and programs offered through the Office of Student Affairs (<http://life.umt.edu/vpsa>). You remain on academic probation as long as your semester grade point average is below a 2.00.

**Academic Suspension:** If you are already on academic probation and your next semester's cumulative GPA falls below 2.00, you will be placed on academic suspension, although an exception is made if you earn at least a 2.00 GPA for the semester. Students on academic suspension may not re-enroll at the University unless they have been reinstated, and are usually required to sit out one semester or the entire summer term.

There is an alternative continued enrollment program that allows students who are suspended following the spring semester to enroll in a summer term reinstatement program; contact Brian French ([brian.french@mso.umt.edu](mailto:brian.french@mso.umt.edu)) in the UAC for more information.

The following flow chart displays the three possible outcomes at the end of the next semester should you be placed on Academic Probation:



# buzzwords

**ADVISING NUMBER** The six digit number generated for a student each semester which allows the student to register in CyberBear.

**ASUM** The Associated Students of the University of Montana. ASUM is responsible for partial funding of student clubs and organizations, helping to make policy for students at the state level, and coordinating academic concerns. Elections to ASUM are held in April.

**AVERAGE LOAD.** 14-16 credits per quarter

**AUDIT (AUD)** - A grading option for students intending to attend the class without earning credit or being graded. You pay the same fees for a course taken as an audit as you do for a Traditional Letter grade or Credit/No Credit grading option.

**BACCALAUREATE DEGREE.** A degree awarded by the University to a student who has completed his/her undergraduate studies.

**CRN (Course Request Number)** A six-digit number given to every course listed in the schedule of classes on CyberBear. This number identifies the course to CyberBear, and is used when enrolling, adding or dropping a course.

**CATALOG.** The University of Montana catalog contains general information on all University regulations and requirements, as well as information on degree programs, courses offered, and their descriptions. An electronic copy of the current catalog as well as ones for the last five years may be found at <http://www.umt.edu/catalog/>.

**SCHEDULE OF CLASSES.** Available on CyberBear, the schedule of classes is a listing of all classes offered in each department for the semester. The entry for each class includes the CRN, catalog numbers, names, credit, time, place, class number and instructor.

**COLLEGE or SCHOOL.** A degree-granting academic unit of the University. At UM there are five colleges and four schools granting baccalaureate degrees.

**GRIZ CARD.** A plastic photo identification card that identifies a person as a UM student. The Griz Card allows students to use the library, access their pre-paid meal plan, purchase student tickets for athletic and other campus events, and is required with a valid fee and activity card for other campus functions.

**CO-REQUISITE.** A requirement, a course(s) completed or placement scores attained, which must be met in the same semester as, or prior to enrollment in a particular course.



**CREDIT HOUR.** A unit of measurement to determine the quantity of work required of a student. Each credit hour is approximately equivalent to three hours of work per week. For a three credit class, a student is expected to work approximately nine hours, including time spent in class, studying, writing, labs or studio work.

**DEAN.** The administrative head of a college or school within the University.

**DEPARTMENT CHAIRPERSON.** The administrative head of an academic department within a college.

**GENERAL EDUCATION.** The set of course distribution requirements that must be completed before a student may graduate from the University. The General Education requirement is in addition to the course required by the major. See [http://cyberbear.umt.edu/instructions/general\\_education.htm](http://cyberbear.umt.edu/instructions/general_education.htm).

**MAJOR.** The academic area of a student's educational concentration.

**MINOR.** A group of courses which represent a subordinate area of study.

**OVERLOAD.** Enrollment of more than 21 credits per semester. Permission must be granted for an overload of more than 21 credits.

**PRE-REQUISITE.** A requirement, a course(s) completed or placement scores attained, which must be met prior to enrollment in a particular course.

**PROFESSOR.** The highest professional rank a faculty member can achieve. Other faculty ranks include associate professor, assistant professor, and instructor.

**REGISTRATION.** The process of selecting courses and obtaining an official schedule for the upcoming semester.

**CYBERBEAR.** UM's online student information system.

**SYLLABUS.** A form describing the course requirements which is distributed by instructors during the first class meeting. The course syllabus contains important information about lecture topics, homework assignments, attendance requirements, class projects, exam dates, grading procedures, and instructor office hours.

**TRANSCRIPT.** The official (legal) record of a student's academic courses and grades.



# hotlinks

*LC = Lommasson Center*

*CHC = Curry Health Center*

*DHC = David Honors College*

*UM Switchboard: 406.243.0211*

American Indian Student Services LC 227	<a href="http://life.umt.edu/AISS">http://life.umt.edu/AISS</a> 243.6306
ASUM (Associated Students of The University of Montana) University Center 105	<a href="http://www.umt.edu/asum/">http://www.umt.edu/asum/</a> 243.2451
ASUM Office of Transportation University Center 114	<a href="http://www.umt.edu/asum/ot/">http://www.umt.edu/asum/ot/</a> 243.4599
Athletic Academic Advising Office LC 288	243.4420
Business Services LC Griz Central	<a href="http://www.umt.edu/bussrvcs/">http://www.umt.edu/bussrvcs/</a> 243.6260
Career Services LC 154	<a href="http://www.umt.edu/career/">http://www.umt.edu/career/</a> 243.2022
College of Technology (COT) 909 South Avenue West	<a href="http://www.cte.umt.edu/">http://www.cte.umt.edu/</a> 243.7811
Counseling & Psychological Services 634 Eddy (CHC)	<a href="http://www.umt.edu/curry/CAPS/default.html">http://www.umt.edu/curry/CAPS/default.html</a> 243.4711
Curry Health Center 634 Eddy (CHC)	<a href="http://www.umt.edu/curry/">http://www.umt.edu/curry/</a> 243.2122
Davidson Honors College DHC 101	<a href="http://www.dhc.umt.edu/main.htm">http://www.dhc.umt.edu/main.htm</a> 243.2541
Dental Clinic 634 Eddy (CHC)	<a href="http://www.umt.edu/curry/Dental/default.html">http://www.umt.edu/curry/Dental/default.html</a> 243.5445
Dining Services ZLC, Room EL145	<a href="http://life.umt.edu/uds">http://life.umt.edu/uds</a> 243.6325
Disability Services for Students LC 154	<a href="http://life.umt.edu/dss">http://life.umt.edu/dss</a> 243.2243
Enrollment Services/Admissions LC 103	<a href="http://admissions.umt.edu/">http://admissions.umt.edu/</a> 243.6266
Financial Aid LC Griz Central	<a href="http://life.umt.edu/finaid">http://life.umt.edu/finaid</a> 243.5373

## more hotlinks

Foreign Student & Scholar Services  
LC 219

<http://life.umn.edu/fsss>  
243.2226

Four Bear Graduation Program  
LC 280

243.4415

Freshman Interest Groups,  
LC 280

<http://www.umn.edu/figs/>  
243.4415

Freshman Seminar  
LC 284

<http://www.umn.edu/uac/courses/unc%20101.htm>  
243.2851

Graduate School  
LC Room 224

<http://life.umn.edu/grad>  
243.2572

Health Enhancement  
634 Eddy (CHC)

<http://www.umn.edu/curry/HE/default.html>  
243.2809



### Interactive Campus Map

The Interactive Campus Map provides the ability to locate campus buildings and resources in an intuitive map interface. You can click on buildings to display information about departments, offices, and contacts in the building. You can also search for things on campus to precisely locate them.

[Launch The Map](#)

Internship Services  
LC Room 154

<http://www.umn.edu/internships/>  
243.2815

IT Central  
SS 126

<http://www.umn.edu/it/itcentral/default.aspx>  
243.4357

Mansfield Library

<http://www.lib.umn.edu/students>  
243.6866

Math Learning Center/math@mansfield/Math PiLOT  
LC 278

243.5672

Medical Clinic (24 hrs, 7 days/wk)  
634 Eddy (CHC)

<http://www.umn.edu/curry/Medical/default.html>  
243.4330



New Student Services LC 101	<a href="http://admissions.umt.edu/">http://admissions.umt.edu/</a> 243.6266
Office for Civic Engagement DHC Room 015	<a href="http://www.dhc.umt.edu/oce/">http://www.dhc.umt.edu/oce/</a> 243.4442
Pharmacy 634 Eddy (CHC)	<a href="http://www.health.umt.edu/schools/practice/hsp/">http://www.health.umt.edu/schools/practice/hsp/</a> 243.5171
Public Safety Physical Plant	<a href="http://www.umt.edu/publicsafety/">http://www.umt.edu/publicsafety/</a> 243.6131
Registrar LC 201	<a href="http://www.umt.edu/registrar/">http://www.umt.edu/registrar/</a> 243.2995
Residence Life Office DTUR 101	<a href="http://life.umt.edu/rlo">http://life.umt.edu/rlo</a> 243.2611
Self Over Substance (SOS) 634 Eddy (CHC)	<a href="http://www.umt.edu/curry/SOS/default.html">http://www.umt.edu/curry/SOS/default.html</a> 243.2290
Student Assault Recovery Services (SARS) 634 Eddy (CHC)	<a href="http://www.umt.edu/curry/SARC/default.html">http://www.umt.edu/curry/SARC/default.html</a> 243.6559
Student Health Insurance 634 Eddy (CHC)	<a href="http://life.umt.edu/si/name/Home">http://life.umt.edu/si/name/Home</a> 243.2844
The Source Information Desk University Center	<a href="http://life.umt.edu/UC/name/AboutUs">http://life.umt.edu/UC/name/AboutUs</a> 243.4636
STUDY JAM Tutoring Resources LC 278	 243.5672
TRiO-Student Support Services LC 154	<a href="http://www.umt.edu/trioss/">http://www.umt.edu/trioss/</a> 243.5032
Undergraduate Advising Center LC 269	<a href="http://www.umt.edu/uac/">http://www.umt.edu/uac/</a> 243.2835
Writing Center LA 144	<a href="http://www.umt.edu/writingcenter/">http://www.umt.edu/writingcenter/</a> 243.2266

This Quick Start Guide to Academic Success was prepared by the University of Montana Office for Student Success. Questions, comments and suggestions for additions may be directed to Sharon O'Hare, Interim Executive Director at 406.243.5672, or [sohare@mso.umt.edu](mailto:sohare@mso.umt.edu).



The University of  
**Montana**

The Office of the Provost and  
Vice President for Academic Affairs

