

CyberBear Student Services Menu

Student Services



Hello [REDACTED]

This is the Student Self-Service Menu for CyberBear. From here, you can navigate to the following pages. Return to this menu at any time by pressing the back button in your browser.

Academic Records:

- Student Profile
- Self-Service Registration
- Course Add/Change/Drop
- Semester Withdrawal/Dropping your Last Class
- View Unofficial Transcript
- Order Official Transcript
- Instant Enrollment Verification
- View Grades
- Degree Works
- Dates & Deadlines

[Registrar's Website](#)

Financial Aid:

- Your Financial Aid
- Forms
- Email Financial Aid

[Financial Aid Website](#)

Student Account & Billing:

- Student Accounts
- Student Refunds
- Make a Payment
- Deferred Payment Plan Application
- 1098T Tax Form
- 1098T Electronic Consent Election
- Buy Additional Services
- Short Term Loans
- Payment Deadlines

[Student Accounts Website](#)

Student Additional Links:

- Housing Portal
- Parking Portal
- Griz Family Portal
- Deposit UMoney
- Navigate

The following document contains a series of screenshots and instructions for each of the buttons listed in the CyberBear Student Services Menu. Continue scrolling for a table of contents with interactive links to navigate throughout this document.

CyberBear Student Services Menu Options

Academic Records:

- [Student Profile](#)
- [Self-Service Registration](#)
- [Course Add/Change/Drop](#)
- [Semester Withdrawal / Dropping Your Last Class](#)
- [View Unofficial Transcript](#)
- [Order Official Transcript](#)
- [Instant Enrollment Verification](#)
- [View Grades](#)
- [Degree Works](#)
- [Dates & Deadlines](#)

[Registrar's Website](#)

Financial Aid:

- [Your Financial Aid](#)
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Student Account & Billing:

- [Student Accounts](#)
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- [1098T Electronic Consent Election](#)
- [Buy Additional Services](#)
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- [Dates & Deadlines](#)

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Academic Records

[Student Profile](#)

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Student Profile

[Student](#) • [Student Profile](#)

Student Profile -

term: Spring Semester 2023 Curr: Registration Notices: 4 Holds: 0



Curriculum and Courses

Prior Education and Testing

Additional Links

Degree Evaluation

Navigate

Housing Portal

Parking Portal

Deposit UM Money

Griz Family Portal

Student Information

Notes: 4

Bio Information

Email:

Phone:

Gender:

Date of Birth:

Ethnicity:

Race:

Citizen:

Citizenship:

Emergency Contact:

Emergency Phone:

General Information

Level:

Class:

Status:

Student Type:

Residency:

Campus:

First Term Attended:

Matriculated Term:

Last Term Attended:

Leave of Absence:

Graduation Information

Graduation Applications:

Awarded Degree:

Term:

Date:

Awarded Degree:

Term:

Date:

Advisors

Primary / Professional Advisor

Faculty Advisor

Faculty Mentor

GLI Advisor

GLI Advisor

Honors Advisor

Professional Advisor

Professional Advisor

CURRICULUM, HOURS & GPA

Primary

Secondary

Hours & GPA

Degree:

Study Path:

Level:

Program:

College:

Major:

Department:

Concentration:

Minor:

Concentration:

Admit Type:

Admit Term:

Catalog Term:

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor

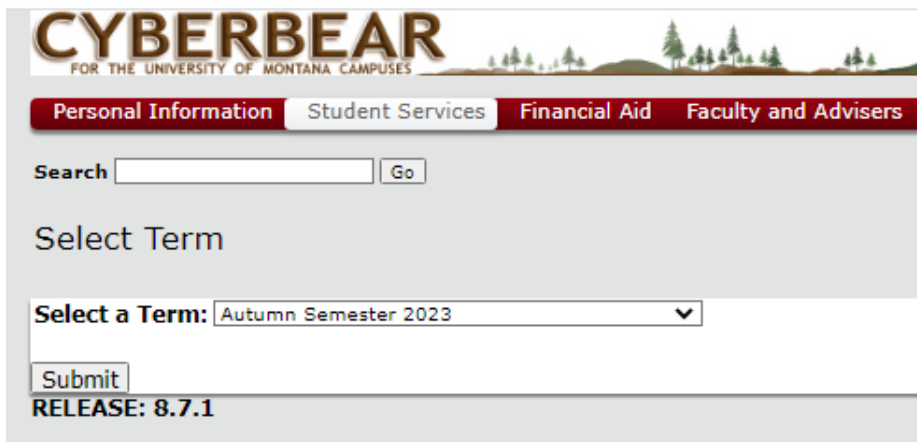
Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 21

In your student profile, you can view the following information:

- Name
- Student ID Number (790#)
- Academic Standing
- Registration Notices & Time Ticket
- Account Holds
- Bio Information
 - Email
 - Phone
 - Gender
 - Date of Birth
 - Ethnicity
 - Race
 - Citizenship
 - Emergency Contact
- General Information
 - Level (Undergraduate/Graduate)
 - Class (Freshmen/Sophomore/Junior/Senior)
 - Status (Active/Inactive)
 - Student Type (New, Transfer, Returning, Continuing)
 - Residency (In-State, Out-of-State)
 - Campus (UM-Msla, Missoula College)
 - First Term Attended
 - Matriculated Term
 - Last Term Attended
 - Leave of Absence
 - Graduation Status
 - Advisors
- Notes from Advisors
- Curriculum, Hours, & GPA
 - Curriculum (Degree, College, Major, Concentration, Minor, etc.)
 - GPA (Institutional, Transfer, Overall)
- Registered Courses

Self-Service Registration

Select the term you wish to register for:



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FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information Student Services Financial Aid Faculty and Advisers

Search Go

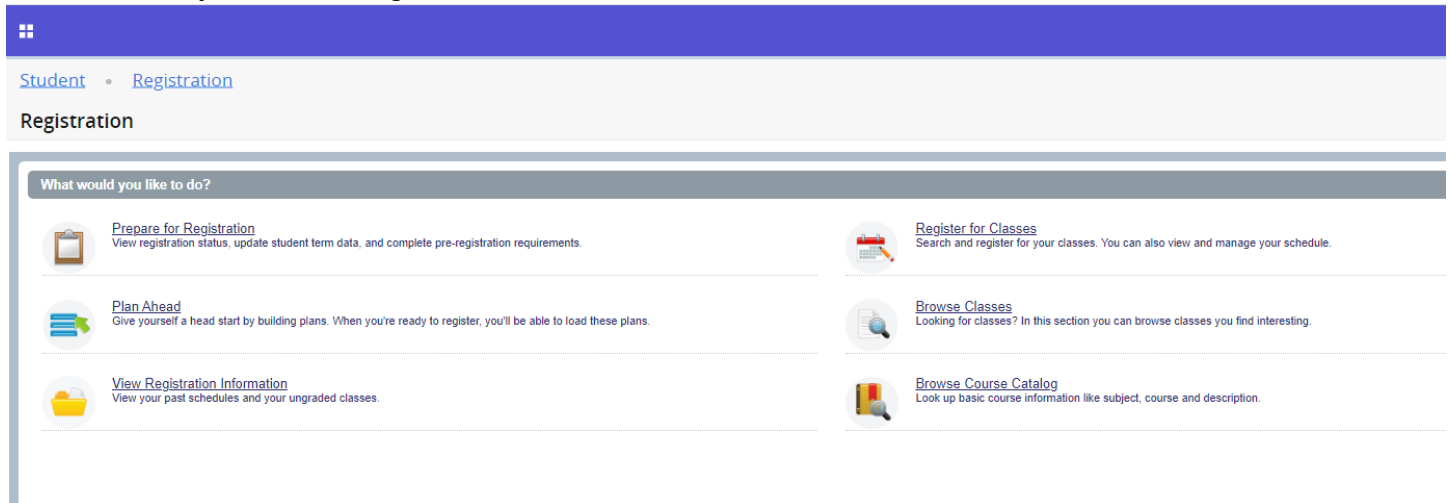
Select Term

Select a Term: Autumn Semester 2023 ▼

Submit

RELEASE: 8.7.1







This will take you to the Registration Menu:



Student • Registration

Registration

What would you like to do?

 Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	 Register for Classes Search and register for your classes. You can also view and manage your schedule.
 Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 Browse Classes Looking for classes? In this section you can browse classes you find interesting.
 View Registration Information View your past schedules and your ungraded classes.	 Browse Course Catalog Look up basic course information like subject, course and description.

If it is past the 15th instructional day of the semester for the term you wish to register for, you must use the [Course Add/Change/Drop](#) link instead of Self-Service Registration.

Course Add/Change/Drop

Read through the instructions, then click “Proceed.”

Paperless Course Add, Change, and Drop Requests

This online form will help you collect the required permissions to add, drop, or change courses for the semester in progress.

Before you begin...

Contact your instructor and/or academic advisor BEFORE you initiate a request. Speaking with your instructor or advisor first may change your mind about what action you want to take. For instance, your instructor may offer to work with you or your advisor could connect you with a tutor so you won't need to drop the course.
These conversations are invaluable and this system should not replace them.

If you need to drop all of your courses for this semester, you must complete a Semester Withdrawal form instead.
Go to www.umt.edu/withdrawal to begin.

If you are not registered for any credits this semester and need to enroll, you must request to register and pay after the deadline.
Go to www.umt.edu/registrar/Forms.php to begin.

Proceed

[About UM](#) | [Accessibility](#) | [Administration](#) | [Contact UM](#) | [Directory](#) | [Employment](#) | [Safety](#)

See the below instructions on how to:

- [Submit a Course Add Request](#)
- [Submit a Course Change Request](#) (Change credit hours/grade mode or switch sections)
- [Submit a Course Drop Request](#)

Submit a Course Add Request

Step One: To submit an **add request**, click the “Add Course” button.

Spring Semester 2023

Courses

Current Registration

Select a CRN to Change or Drop a Course

CRN	Subject	Course	Section	Title	Credits
31267	ECNS	2025	01	Principles of Macroeconomics	3

Add Course

Withdraw From All Courses

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Step Two: Type the CRN, instructor name, course name, or other search parameter into the search bar. Then, select the CRN of the section you wish to submit an **add request** for.

Tip: If the search bar does not appear, refresh your browser.

Course Lookup

Search for desired course, then select the CRN to continue submitting request

Search npad independent st

CRN	Course	Title	Credits	Campus	Bld/Rm	Days	Time	Instructor
33025	NPAD 592-50S	Independent Study	4-6	S		-----	-	Ben Hamman
32812	NPAD 192-H1	Independent Study/Hamilton	1-6	X		-----	-	Terry Berkhouse
32464	NPAD 392-80	Independent Study Honors	1-6	M		-----	-	Ben Hamman
32463	NPAD 192-01	Independent Study	1-6	M		-----	-	Ben Hamman

Showing 1 to 4 of 4 entries (filtered from 4,063 total entries)

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Step Three: Select the number of credits and the grade option (not available for all classes), then type in your reason for adding the class. Click “Finish Adding Course” to complete your request

Add a Course Request

CRN	Subject	Course	Section	Title	Credits	Grade Option
32463	NPAD	192	01	Independent Study	1 2 3 4 5 6	T - Traditional

Add Reason

I would like to add this course because...

[Check the checkboxes below to agree and finish adding course](#) [Return to Course Lookup](#)

☐ I understand my request to add this course will be forwarded to the instructor and my assigned academic advisor for approval. Post-Baccalaureate and graduate students do not require an advisors approval. Students who receive veteran's benefits, hold certain student visa types, or are NCAA athletes require additional approvals from those advisors.

☐ I have reviewed the policy for adding courses after the 15th instructional day and understand it is my responsibility to secure all approvals by the deadline. If approved, the course will be added to my current semester registration and a \$10 late fee plus any corresponding tuition and course fees will be billed to my account.
<http://catalog.umat.edu/academics/policies-procedures/>

[Finish Adding Course](#)

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Step Four: An automatic confirmation email will arrive in your UMConnect student email inbox upon submission.

The request will automatically route to the instructor and then your advisor for approval. If approved, it will come to the Registrar’s Office to be manually added to your schedule. You will get automatic email notifications at each step, as well as a notification upon completion.

Tip: If you do not receive an email confirmation upon submission, this means an error has occurred in the system, and you will need to contact (406) 243-5600 or registration@umontana.edu for further assistance.

Submit a Course Change Request (Credit Hours, Grade Option, Switch Sections)

Step One: Select the CRN of the class you wish to submit a **Course Change Request** for.

Current Registration

Select a CRN to Change or Drop a Course

CRN	Subject	Course	Section	Title	Credits
31267	ECNS	202S	01	Principles of Macroeconomics	3
32463	NPAD	192	01	Independent Study	3

[Add Course](#)

[Withdraw From All Courses](#)

[About UM](#) | [Accessibility](#) | [Administration](#) | [Contact UM](#) | [Directory](#) | [Employment](#) | [Safety](#)

Step Two: Select “Change Credits/Grade Options” or “Switch Sections.”

Choose your action below.

CRN	Subject	Course	Section	Title	Credits	Grade Option
32463	NPAD	192	01	Independent Study	3	Traditional

Change Credits/Grade Options Switch Sections Drop Course

Withdraw From All Courses

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Step Three: Make the requested change and enter a reason, then click “Finish Changing Course.”

Course Change Credits/Grade Option

If credits or grade option cannot be adjusted, no choices will appear in the dropdown menus below.

CRN	Subject	Course	Section	Title	Credits	Grade Option
32463	NPAD	192	01	Independent Study	1	T - Traditional

Change Reason

I registered for 3 credits instead of 6.

Check the checkboxes below to agree and finish changing course

☐ I understand my request to change this course will be forwarded to the instructor and my assigned academic advisor. Post-baccalaureate and graduate students do not require an academic advisor's approval. Students who receive veteran's benefits, hold certain student visa types, or are NCAA athletes require additional approvals from those advisors.

☐ I have reviewed the policy for changing courses after the 15th instructional day (or equivalent day for summer/wintersession) and understand it is my responsibility to secure all approvals by the deadline. Courses taken to meet general education, major, or minor requirements must be taken for a traditional letter grade. There is no charge to change the grade option. Increasing the number of credits may result in additional tuition and fees. If an increase is approved, the additional credits will be added to my current semester registration and any corresponding tuition and fees will be billed to my account. <http://catalog.umn.edu/academics/policies-procedures/>.

Finish Changing Course

Step Four: An automatic confirmation email will arrive in your UMConnect student email inbox upon submission.

The request will automatically route to the instructor and then your advisor for approval. If you are switching sections, it will route to both instructors for approval. Once approved, it will come to the Registrar's Office to be manually adjusted. You will get automatic email notifications at each step, as well as a notification upon completion.

Tip: If you do not receive an email confirmation upon submission, this means an error has occurred in the system, and you will need to contact (406) 243-5600 or registration@umontana.edu for further assistance.

Submit a Course Drop Request

If you are attempting to **drop all classes or your last/only class**, you will need to submit a [Semester Withdrawal Form](#) instead.

Step One: Select the CRN of the class you wish to submit a Course Drop Request for.

Spring Semester 2023

Courses

Current Registration

Select a CRN to Change or Drop a Course

CRN	Subject	Course	Section	Title	Credits
31267	ECNS	2025	01	Principles of Macroeconomics	3
32463	NPAD	192	01	Independent Study	3

Add Course

Withdraw From All Courses

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Step Two: Select “Drop Course.”

Spring Semester 2023

Courses

Choose your action below.

CRN	Subject	Course	Section	Title	Credits	Grade Option
32463	NPAD	192	01	Independent Study	3	Traditional

Change Credits/Grade Options

Switch Sections

Drop Course

Withdraw From All Courses

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Step Three: Select a drop reason, then provide additional context in the text box below.

Spring Semester 2023

Courses

Drop Course

CRN	Subject	Course	Section	Title	Credits	Grade Option
32463	NPAD	192	01	Independent Study	3	

Drop Reason

An accident/illness prevented me from meeting course requirements.
A family/personal emergency prevented me from meeting course requirements.
I received no evaluation of my performance before a drop deadline.
Employment schedule changed, preventing me from meeting course requirements.

☐ I understand my request to drop this course will be forwarded to the instructor and my assigned academic advisor. The Dean of my major will also be included if not approved by the 45th instructional day (or equivalent day for short sessions). Post-baccalaureate and graduate students do not require an academic advisor's approval. Students who receive veteran's benefits, hold certain student visa types, or are NCAA athletes require additional approvals from those advisors.

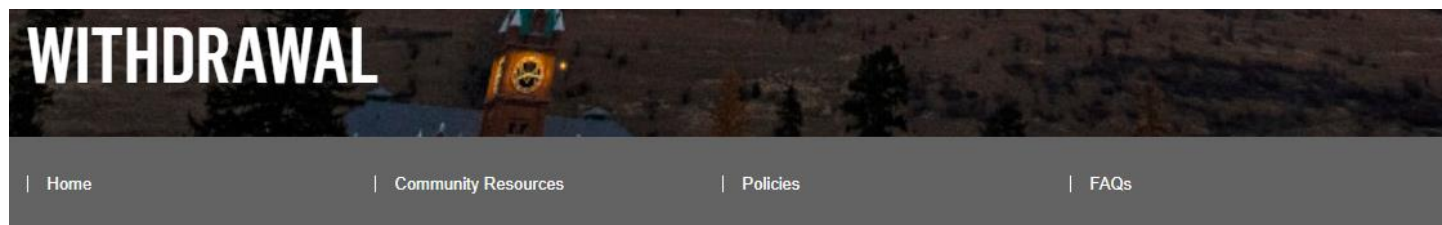
☐ I have reviewed the policy for dropping courses after the 15th instructional day (or equivalent day for short sessions) and understand it is my responsibility to secure all approvals by the deadline. If approved before the 45th instructional day, the course status will change to "withdrawn" and a "W" will appear on my transcript. If approved after the 45th instructional day, the course status will change to "withdrawn while passing" or "withdrawn while failing" per the instructor's notation, and a "WP" or "WF" will appear on my transcript. A \$10 late drop fee will be billed to my account for each approved course drop. There is no refund of any tuition or fees for courses dropped at this time. Dropped courses do not affect my GPA, but appear on my transcript and count as attempted credits which can affect future Financial Aid eligibility and VA benefits.
<http://catalog.umn.edu/academics/policies-procedures/>.

Finish Dropping Course

Withdraw From All Courses

Semester Withdrawal / Dropping Your Last Class

By clicking on the “Semester Withdrawal / Dropping Your Last Class” link, you will be taken to the [Semester Withdrawal](#) information page on the UM website.



SEMESTER WITHDRAWAL



It can be a challenge to juggle school, family, financial needs, work, medical challenges, and all other aspects of life.

There are many resources available to students both on and off campus, which are listed in the Community Resources tab above.

We understand that at times it can feel very overwhelming to balance being a student with other responsibilities and life events, but withdrawing may not be your only option.

We encourage you to weigh all your options before you withdraw.

Feeling too overwhelmed to know where to begin? You're not alone. Your [academic advisor](#) can help you put together a plan for your next steps.

HOW TO WITHDRAW

[CURRENT SEMESTER](#)

[FUTURE TERM](#)

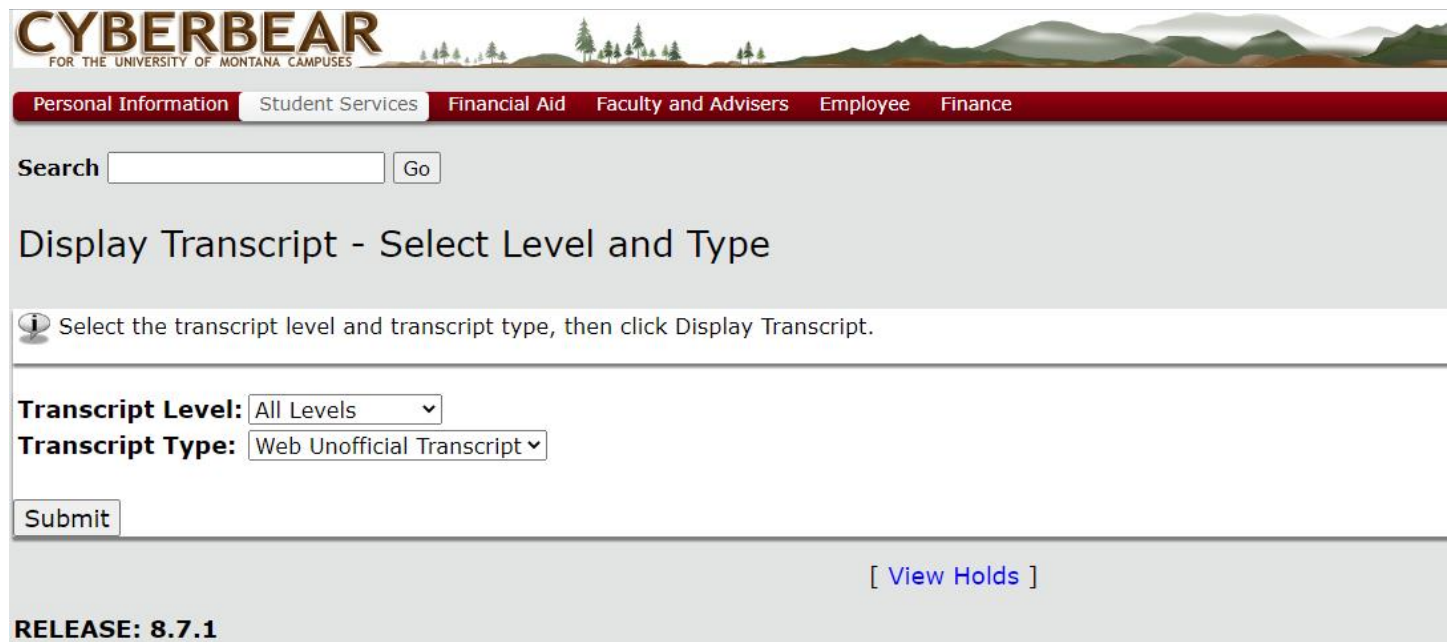
CURRENT SEMESTER WITHDRAWAL

In order to withdraw you must follow these steps:

1. Carefully read through all of the information provided on this website.
2. If you are unsure whether you want to withdraw, contact the appropriate departments to help answer your questions. Feeling overwhelmed and not sure what to do? Connect with an [academic advisor](#) to get started.
3. Log into the [Semester Withdrawal Form](#) using your NetID@umconnect.umt.edu address. After you enter your student email address, the password prompt will disappear and you will be redirected to log in with your regular netID and password. This is the same netID/password you use for CyberBear, Moodle, UM email, etc.
4. Complete the form in Submittable then check your student email for an automatic confirmation of your submission.
5. Your form will be processed and filed with the Office of the Registrar, and you will receive an email notification once complete.

View Unofficial Transcript

To view your unofficial transcript, select “All Levels” from the Transcript Level dropdown and “Web Unofficial Transcript” from the Transcript Type dropdown.



CYBERBEAR
FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information Student Services Financial Aid Faculty and Advisers Employee Finance

Search Go

Display Transcript - Select Level and Type

Select the transcript level and transcript type, then click Display Transcript.

Transcript Level: All Levels ▾
Transcript Type: Web Unofficial Transcript ▾

Submit

[[View Holds](#)]

RELEASE: 8.7.1

This will pull up your unofficial transcript, which contains exactly the same information that is printed onto an official transcript.

To print your unofficial transcript, you can print from your browser menu. To save as a PDF, see this [tutorial on how to save your browser screen as a PDF](#).

Order Official Transcript

To order an official transcript, click “Go to Clearinghouse Site.” This will redirect you to the National Student Clearinghouse in a new tab.

Select “Order a transcript” from the menu options on the National Student Clearinghouse site.

Student Self-Service Site



[Help](#) [Log Out](#)

Welcome. This service is offered by the National Student Clearinghouse in cooperation with THE UNIVERSITY OF MONTANA.

IMPORTANT: Do NOT use the browser forward/back buttons. [Log Out](#) when you are done to protect the privacy of your records.

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
 - ☒ Current enrollment
 - ☐ All enrollment
 - ☐ Advanced registration
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [Order a transcript](#)
- View the [status](#) of your transcript order

Pointers for Using the National Student Clearinghouse

- Type in exactly “University of Montana” in as your school, including if you are a Missoula College student. Do not type in “The” and do not select “University of Montana-Western.”
- Please **double check** that you have entered your recipient’s information accurately – we will send your transcript to **exactly** the destination that you provide, so if there are any typos, you will need to initiate a new transcript order and pay the order fee again.
- If the order screen displays the following prompt, all you need to do is select that you do not want to edit your information, and then it will allow you to proceed.
 - Sometimes the system gets confused by middle names and shows this error, but you can just bypass it without any issues.
- Options for delivery: Electronic Delivery or Mail Delivery – we recommend that you check with your recipient to ensure that they will accept the delivery method you choose.
 - If you have any educational records at UM from before September 1993, then it will be unable to send via electronic delivery. Choose mail delivery instead.

Instant Enrollment Verification

To download an instant enrollment verification, click “Go to Clearinghouse Site.” This will redirect you to the National Student Clearinghouse in a new tab.

Select the radio button next to either “Current enrollment,” “All enrollment,” or “Advanced registration.”

- Current enrollment – displays enrollment status for the current semester in progress
- All enrollment – displays enrollment status for each semester attended at UM
- Advanced registration – displays your enrollment status for an upcoming semester

Then, click on “Obtain an enrollment certificate.”

Student Self-Service Site



[Help](#) [Log Out](#)

Welcome. This service is offered by the National Student Clearinghouse in cooperation with THE UNIVERSITY OF MONTANA.

IMPORTANT: Do NOT use the browser forward/back buttons. [Log Out](#) when you are done to protect the privacy of your records.

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
 - ☒ Current enrollment
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- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [Order a transcript](#)
- View the [status](#) of your transcript order

What is included in an Instant Enrollment Verification?

- Full Name of Student and School
- Enrollment Status: Full Time, Half Time, Less Than Half Time, etc.
- Term Start Date & End Date
- Anticipated Graduation Date: This date is automatically estimated based on the student’s program and start date. Call (406) 243-5600 to update this date if different.

If you need to verify other information that is not included in the Instant Enrollment Verification, please use the [Enrollment Verification Request](#) online form. Requests outside of the Instant Enrollment Verification will take approximately 7 to 10 business days for processing.

[Enrollment Verification Request](#)


[Guidelines](#) ▾

[Submit](#)

View Grades

To view your grades for a given semester, select the term, then select the course level (Undergraduate or Graduate).

Your grades may take several seconds to load on the screen.



View Grades

Student Grades -


Select a Term ▼ Select a Course Level ▼

Please note: Instructors will post final grades, but they may not post midterm grades. Contact your instructor if you do not see a grade that you are expecting.

If you notice a discrepancy with a grade reported, first contact your instructor. If the issue is not resolved at the instructor level, then contact your department chair, followed by your dean.

Degree Works

This button will take you to Degree Works, where you can evaluate your degree progress, see remaining degree requirements, and make plans for future semester.



Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit

Plans Notes Petitions GPA Calc

History > Format: Historic Report:

What If Student View 12/15/2020 03:57 01/CERPS View Save as PDF

Look Ahead History - Introduction Page

Choose a report format and an historic report and click View.

Dates & Deadlines

Click on this link to view important dates and deadlines for a semester. Information included on these pages includes:

- Registration deadlines
- Withdrawal deadlines
- Refund deadlines for course drops & withdrawals
- Deadlines for shortened parts of term
- And more!

[Home](#)[Faculty/Staff Information](#)[Registration](#)[CyberBear Updates](#)[Forms](#)[Alumni](#)[Calendar](#)[Catalog](#)[Commencement](#)[Students](#)[Meet the Team](#)

CALENDAR

[Finals Week Schedules](#)[Office of the Provost's Past Academic Calendars](#)[Spring 2023](#)[Summer 2023](#)[Autumn 2022](#)[Part of Term Matrix](#)[Past Dates and Deadlines Documents](#)

CALENDAR - IMPORTANT DATES AND DEADLINES

[SPRING 2023](#)[SUMMER 2023](#)[AUTUMN 2022](#)[FINALS WEEK SCHEDULES](#)[PART OF TERM MATRIX](#)[PAST DATES AND DEADLINES DOCUMENTS](#)

Financial Aid

[Your Financial Aid](#)

[Forms](#)

[Email Financial Aid](#)

[Financial Aid Website](#)

My Financial Aid

The “My Financial Aid” page displays any requirements that must be satisfied in order to be eligible financial aid, along with your award offers, aid history, satisfactory academic progress, and more.

Financial Aid

Award Year: Aug 2022 - Jul 2023 |

[Home](#) [Award Offer](#) [Financial Aid History](#) [Resources](#) [Notifications](#) [Satisfactory Academic Progress](#) [College Financial Aid](#)

Responses Required ⓘ

Questions from the Financial Aid Office
Please answer the questions from FAO

VIEW QUESTIONS

Student Requirements ⓘ

No actions are required at this time.

Special Messages

At this time all necessary requirements are satisfied.
If additional requirements are added you will be notified and they will appear on this page.

Satisfactory Academic Progress
You are currently ineligible for financial aid because you are nearing the maximum credit limit for your program. To appeal for reinstatement you must submit the Max Credit Review to Extend Federal Financial Aid Eligibility. Please...

Forms

The following forms are available on the [Financial Aid website](#).

VERIFICATION FORMS

2023-2024 Verification Forms

- [Identity Verification and Statement of Educational Purpose](#)

2022-2023 Verification Forms

- [Identity Verification and Statement of Educational Purpose](#)

APPEAL AND EXTENUATING CIRCUMSTANCE FORMS:

Financial Aid Appeal Forms:

- [Bachelor's Degree Max Credit Review to Extend Federal Financial Aid Eligibility](#)
- [Missoula College Max Credit Review to Extend Federal Financial Aid Eligibility](#)
- [SAP \(Satisfactory Academic Progress\) Appeal Form](#)

Extenuating Circumstance Forms:

- 2023-2024 Special Circumstance Request Forms:
 - [2023-2024 Student Income Reduction Form \(Autumn 2023-Spring 2024\)](#)
 - [2023-2024 Parent's Income Reduction Form \(Autumn 2023-Spring 2024\)](#)
 - [2023-2024 Student Medical Expenses Form \(Autumn 2023-Spring 2024\)](#)
 - [2023-2024 Parent Medical Expenses Form \(Autumn 2023-Spring 2024\)](#)
- [2023-2024 Request for Consideration of Childcare/Eldercare Expenses](#)
- [Special Circumstance Request for Independent Status](#)
- 2022-2023 Special Circumstance Request Forms:
 - [2022-2023 Student Income Reduction Form \(Autumn 2022-Spring 2023\)](#)
 - [2022-2023 Parent's Income Reduction Form \(Autumn 2022-Spring 2023\)](#)
 - [2022-2023 Student Medical Expenses Form \(Autumn 2022-Spring 2023\)](#)
 - [2022-2023 Parent Medical Expenses Form \(Autumn 2022-Spring 2023\)](#)

TUITION WAIVER AND SCHOLARSHIP FORMS

Tuition Waivers:

- [American Indian Student Tuition Waiver Application](#)
- [Firefighters and Peace Officer Tuition Waiver Application](#)
- [Honorably Discharged Veteran Tuition Waiver Application](#)
- [Senior Citizen Tuition Waiver Application](#)
- [War Orphans Tuition Waiver Application](#)

Scholarship Forms:

- [Continuing Student Scholarship Appeal Form](#)
- [New Student Scholarship Appeal Form](#)

ADDITIONAL FINANCIAL AID FORMS

- [2023-2024 Parent PLUS Denied Unsubsidized Loan Request](#)
- [2023-2024 Private Loan Only Worksheet](#)
- [2023-2024 Title IV Authorization Decision Change Form](#)
- [2022-2023 Parent PLUS Denied Unsubsidized Loan Request](#)
- [2022-2023 Private Loan Only Worksheet](#)
- [American Indian Student Aid Info Sheet](#)
- [Consent to Disclose Student Records](#)
- [Consent to Disclose Student Records to a Third Party](#)
- [Consortium/Contractual Agreement](#)
- [Grade Level Eligibility Worksheet](#)
- [Instructions for High School Completion Status](#)
- [Post Baccalaureate Eligibility Worksheet](#)
- [School of Extended and Lifelong Learning Agreement with Financial Aid](#)
- [TEACH Grant Fact Sheet](#)
- [TEACH Grant Application](#)
- [Summer 2023 Financial Aid Application](#)

Email Financial Aid

If you have any financial aid questions, you can contact the Financial Aid Office at finaid@umontana.edu.

Student Accounts & Billing

[Student Accounts](#)

[Student Refunds](#)

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[Student Accounts Website](#)

Student Accounts

The Student Accounts menu option allows you to view charges and payments for each semester.

Student Account

[Select Term](#)

Select New Term

[Account Summary by Term](#)

Review balances, make additional payments such as deferred payment installments, past due balances, health charges, parking fines, etc.

[Account Detail for Term](#)

[Opt-Out Fees](#)

The Sustainability Fee and MontPIRG Fee are not mandatory and can be opted out via Cyberbear through the 15th class day of the semester. Click here to request opt-out.

[Pay Your Registration Bill 9X](#)

Pay Your Registration Bill 9X

Student Refunds

Select your refund option via the Student Refunds dashboard. You may opt to receive a direct deposit to your bank account or a paper check sent to your mailing address on file in CyberBear.

Student Refunds

UM has partnered with NelNet Business Solutions to manage the delivery of your student refund check. Direct Deposit (fastest!) or Paper Check (mailed). Your choice will determine the time it takes for you to receive your funds.

DIRECT DEPOSIT - 3 to 5 business days

The delivery time for a direct deposit to your bank account is 3 to 5 business days and your refund is not delayed by an incorrect mailing address.

PAPER CHECK - 7-14 business days

The delivery time for a check is 7 to 14 business days and requires you to keep a current mailing address in your Cyberbear account. The delivery time is also dependent on the US Postal system.

Selecting your option is easy to do – click on MY REFUND OPTION, then follow the simple steps to enroll in your Refund Option.

MY REFUND OPTION

PLEASE NOTE:

- If you are receiving Financial Aid, refunds will not be generated until the disbursement period is open and UM has received the money from the funding source.
- Financial Aid will not start disbursing to your account until after you have completed the bill payment process. Allow one business day minimum.
- If your aid package covers all semester costs, you are still required to click the "Pay Registration Bill" button on the Cyberbear registration bill to complete the bill payment process.
- Financial Aid will disburse first to tuition/fees and institutional charges. If a credit balance remains, a refund will be generated for the balance.
- Refunds will not be released if a financial hold exists.

Questions? Contact Business Services at 406-243-2223 (M-F, 8 am – 5 pm) or send email to: UMStudentaccts@mso.umd.edu.

Make a Payment

This menu option pulls up your Account Summary by Term where you can click the “Make a Payment on Account” button to pay your bill.

Account Summary by Term Apr 27, 2023 12:39 pm

If applicable, third party contracts, deferred payment plans, deposits, and fee waivers (including opt-outs) will NOT show on this page until after you have paid your registration bill. Allow one business day for processing. If financial aid was used to pay your registration bill, the money will be disbursed to your account when UM receives the money from the funding source.

Make Payment on Account

Proceed to Registration Bill

Summary

Account Balance: \$7,920.59

Spring Semester 2023

Detail Code	Description	Charge	Payment	Balance
H520	Univ Villages Processing Fee	\$25.00		\$0.00
MTPG	MontPIRG*	\$5.00		\$5.00
S100	Digital Book Fee	\$107.59		\$107.59
S970	Sustainability Fee	\$6.00		\$6.00
S993	Late Reg Fee - After 3rd Wk	\$160.00		\$160.00
T001	Transportation Fee	\$34.00		\$34.00
T004	Equipment Fee	\$13.00		\$13.00
T016	Facilities Fees	\$71.00		\$71.00
T017	Technology Fees	\$63.00		\$63.00
T018	ASUM Fees	\$35.00		\$35.00
T019	UC Fees	\$135.00		\$135.00
T100	Registration Fee	\$30.00		\$30.00
T105	Non-Resident Bldg Fee	\$71.00		\$71.00
T109	Health Service Fee	\$252.00		\$252.00
T114	Athletic Fee	\$51.00		\$51.00
T117	Campus Recreation <7 Credits	\$70.00		\$70.00
T118	Student Support Fee	\$25.00		\$25.00
T311	Tuition UG PB NR	\$1,378.80		\$1,378.80
T321	Tuition UG PB Out	\$5,413.20		\$5,413.20
CRVW	STARRZ WebResLifeCrCd		\$25.00	\$0.00
Term Charges:		\$7,945.59		

Deferred Payment Plan Application

Use this link to apply for a deferred payment plan on your tuition. Note: Payment plans are NOT available for the summer semester. However, you may be eligible for summer financial aid. Please contact the Financial Aid office at finaid@umontana.edu or (406) 243-5373 to determine eligibility.

Deferred Payment Plan Application

Important! Applications with incomplete or insufficient information will be denied.

The Deferred Payment Plan (DPP) is designed to give students an opportunity to pay tuition, mandatory fees, room and board in 4 payments during Fall and Spring semesters and 3 payments for Summer term. Students who are in good financial and academic standing may apply for this assistance. Students who owe the University money, have a history of payment difficulty and/or GPA below a 2.0 may be denied DPP.

DPP allows tuition, mandatory fees, room and board not covered by grants, scholarships, waivers or loans to be paid in 4 payments during Fall and Spring semesters and 3 payments for Summer term.

There is a \$33.00 administrative fee for each semester used. The \$33 administrative fee, any special fees, past due balances, Blue Cross Insurance etc. must be included with the first DPP payment. DPP must be approved and set up before you will be allowed to pay with a partial payment. Tuition, mandatory fees, room and board are the ONLY charges split into 4 payments during Fall and Spring semesters and 3 payments for Summer term.

Autumn Payment Deadlines

- First Payment Due with the first Registration payment deadline.
- Second Payment Due October 1 (will be due on next business day if on a weekend or holiday).
- Third Payment Due November 1 (will be due on next business day if on a weekend or holiday).
- Fourth and Final Payment Due December 1 (will be due on next business day if on a weekend or holiday).

Spring Payment Deadlines

- First Payment Due with the first Registration payment deadline.
- Second Payment Due March 1 (will be due on next business day if on a weekend or holiday).
- Third Payment Due April 1 (will be due on next business day if on a weekend or holiday).
- Fourth and Final Payment Due May 1 (will be due on next business day if on a weekend or holiday).

Summer Payment Deadlines

- First Payment Due with the first Registration payment deadline.
- Second Payment Due June 17 (will be due on next business day if on a weekend or holiday).
- Third Payment Due July 17 (will be due on next business day if on a weekend or holiday).

The application form should take approximately 10 minutes to complete. You will need to have the following information available before you begin:

- Spouse information (if married).
- Parent/Guardian information.
- Reference information for two individuals other than parents or guardians who will know how to contact you.

1098T Tax Form

Access your 1098-T Tax Notification online via this link. In order to opt into an electronic-only 1098-T Form, use the [1098-T Electronic Consent Election](#) link below this one.

Tax Notification

Print

Holds

Tax Year

2022

A representation of the Tuition Statement form 1098-T is shown below as sent to you. This important tax information has been furnished to the Internal Revenue Service.

Form 1098-T

<div>FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number</div> <div>University of Montana</div> <div>Business Services-Student Accts</div> <div>32 Campus Dr</div> <div>Missoula MT 59812</div> <div>United States of America</div> <div>(406) 2432223</div>		<div>1 Payments received for qualified tuition and related expenses</div> <div></div>	<div>2022</div> <div>Form 1098-T</div>	<div>Tuition Statement</div> <div>Note:</div> <div>This is important tax information and is being furnished to the IRS. This form must be used to complete Form 8863 to claim education credits. Give it</div>
		<div>2</div> <div>\$</div>		
<div>FILER'S employer identification no.</div> <div></div>	<div>STUDENT'S TIN</div> <div></div>	<div>3</div> <div></div>		
<div>STUDENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code</div> <div></div>		<div>4 Adjustments made for a prior year</div> <div>\$</div>	<div>5 Scholarships or grants</div> <div></div>	
		<div>6 Adjustments to scholarships or grants for a prior year</div> <div>\$</div>	<div>7 Checked if the amount in box 1 includes amounts for an academic period beginning January-March 2023</div> <div></div>	
<div>Service Provider/Acct. No. (see instr.)</div>	<div>8 Check if at least half-time student</div> <div><input checked="" type="checkbox"/></div>	<div>9 Checked if a graduate student</div> <div><input type="checkbox"/></div>	<div>10 Ins. contract reimb./refund</div> <div>\$</div>	

1098T Electronic Consent Election

Use this link to opt into an electronic-only 1098-T Tax Notification or a mailed paper 1098-T Tax Notification.

1098-T Electronic Only Consent

GO GREEN

Choose electronic or paper for your 1098-T Tax Form.

By consenting to an electronic only 1098-T Form, you agree to log into your Cyberbear account after January 31 of the appropriate year to retrieve your tax information. You should retain a copy of your 1098-T with your tax records. You are NOT required to attach a copy of your 1098-T to your tax return.

Your consent will be valid for all subsequent tax years unless revoked by you or this service is not supported in a future given tax year. You may revoke your Electronic Only Consent by providing a written and signed notification to UM Student Accounts, Aber Hall 5th Floor, 32 Campus Drive Missoula, MT, 59812.

If you choose to have a paper 1098-T Form mailed to you, make sure your mailing address is correct in Cyberbear. Updating of student contact information is the responsibility of the student.

1098-T Choice:

☒ **GO GREEN!** I consent to an electronic only 1098-T Form via Cyberbear. I do not wish to receive a paper form in the mail.

☐ **MAIL PAPER FORM.** I wish to have a paper 1098-T Form mailed to me. I agree to keep my mailing address current in Cyberbear.

Buy Additional Services

Students may purchase the Campus Recreation Fee to access Campus Recreation Department facilities and programs, including the Fitness and Recreation Center and the Grizzly Pool.

Missoula College students or UM students enrolled in 6 credits or less have the option of paying additional fees to have full access and benefits to the campus-based facilities and services.

Note: Distance Only (online) and High School students are not eligible to purchase these services.

Campus Recreation Fee

This fee funds the maintenance and operation of the Campus Recreation Department facilities and programs. The Campus Recreation Fee allows UM students to use facilities such as the Fitness and Recreation Center and Grizzly Pool.

IMPORTANT: Grizzly Athletic Tickets are NOT included with this fee.

☐ Yes. I want to purchase the \$138 Campus Recreation Fee. Add fee to my account.

Health Service Fee

The Health Service Fee is currently not available for purchase for the semester.

Short Term Loans

Apply for a short-term loan using this link in the CyberBear Student Services Menu.

Dates & Deadlines

Use this link to view when your registration bill will become available in CyberBear and when payment is due.

REGISTRATION BILL AVAILABILITY VIA CYBERBEAR

(Dates are subject to change)

	<u>Spring 2023</u>	<u>Summer 2023</u>
Available via CyberBear @ 1:00p.m.	December 12, 2022	April 3, 2023

Please see links on the left for complete information on important dates and deadlines for each term referenced above.

REGISTRATION BILL PAYMENT DEADLINE DATES

(Dates are subject to change)

	<u>Spring 2023</u>	<u>Summer 2023</u>
Semester Beginning / End Dates	1/17/23- 5/12/23	5/22/23- 8/18/23
Payment deadline due date to avoid \$80 Late Registration Fee	Jan 17, 2023	May 22, 2023
FINAL PAYMENT DEADLINE TO AVOID CANCELLATION OF CLASSES	Feb 6, 2023	June 12, 2023

***Students unable to meet this deadline should contact Business Services, Student Account Services PRIOR TO THE DEADLINE to make alternate payment arrangements to avoid being canceled.**