

Registration Procedures

Admission Required - Prospective students must apply and be accepted for admission to Montana Western in order to enroll in courses offered by the University (see Admissions procedures section). Registration procedures vary slightly depending upon the term of enrollment, whether the eligible student is registering for day or evening/night classes, and the number of credits to be taken. Registration procedures are outlined below.

Students are responsible for making informed enrollment decisions and for knowledge of university policies and procedures governing admission, financial aid, registration, enrollment, graduation and student conduct. While every effort is made by the University to provide students with accurate information, students should NOT rely on oral representations made by university faculty or staff that are not in accordance with official policy or procedure. University publications (catalog, current class schedules, web site, Student Handbook, etc) are official sources of information on all matters related to enrollment and graduation. Save all enrollment-related paperwork for future reference.

Registration procedures are outlined below.

Registration for or Enrollment in Regular (Fall or Spring) Semester Courses

Enrolled students are expected to register (including fee payment) at the beginning of the appropriate term for all classes they plan to complete during that term. Class schedules of non-paying registrants will be cancelled (schedule cancellation does not automatically eliminate all charges however). Review the current Academic Calendar carefully regarding important enrollment-related dates and deadlines; take timely action to add/drop/withdraw and/or to pay fees, etc. See Montana Western Policy 203.1 - Student Enrollment & Attendance.

Current Students in Good Academic Standing

- contact your faculty advisor (see Advisor Assignment list) or Advising Office personnel to discuss your academic goals, develop a class schedule for the coming term and to pick up a term-specific alternate/advising PIN (needed to access the course add & drop functionality in DAWGS)
- using an internet-connected computer, access your DAWGS account and locate the "add & drop courses" screen to register for courses electronically, or, submit a completed, advisor-approved paper registration form to the Registrar's Office
- pay (or make arrangements to pay) all enrollment-related expenses and finalize registration at Business Services.

Current/former students with electronic "holds" on their accounts will be denied registration privileges until any restrictions are removed from their account; students should contact the appropriate office to resolve holds/problems immediately.

New Students (first-time freshmen and new transfer students)

All first-time enrollees (new freshmen and new transfer students) regardless of their education goals or enrollment plans must be formally accepted for admission to Montana Western before attempting to register for classes. Once admitted, new students should:

- attend a registration/orientation ("RSVP" or "Ready to Rock") session during which they will consult with a faculty advisor or Advising Office personnel to discuss their academic goals and enrollment plans, develop a class schedule for the coming term, receive on-line registration instructions, and pick up their term-specific alternate/advising PIN (needed to access the course add & drop functionality in DAWGS)
- using an internet-connected computer access their DAWGS account, locate the "add & drop courses" screen to register for courses electronically, or, submit a completed, advisor-approved paper registration form to the Registrar's Office
- pay (or make arrangements to pay) all enrollment-related expenses and finalize registration at Business Services.

All new students are required to attend one of the ("RSVP" or "Ready to Rock") advising/registration sessions held prior to the beginning of a term as well as a new student orientation session scheduled at the start of a semester. Contact personnel in the Student Life Office for orientation information, (406) 683-7565.

Night, Weekend or Off-Campus (only) Students

Students planning to enroll in only night or weekend classes and those attempting only off-campus courses (internet courses or classes offered outside the Dillon area) should follow the applicable instructions above (see "Current Students in Good Academic Standing" or "New Students" sections). Contact personnel at the School of Outreach with questions about applying for admission and enrollment.

Former UMW Students

Returning/former students – those who have been absent from UMW for a year or more and who left Western in good academic and disciplinary standing – should complete and submit the Application for Readmission form (see Printable Forms). Upon receipt of a readmission acceptance letter from the Registrar's Office, readmitted students should follow the instructions in the "Current Students in Good Academic Standing" section above.

Registration for or Enrollment in Summer Session Courses

Individuals planning to register for classes offered during a Summer Session at Montana Western should follow the applicable instructions above (see "Current Students in Good Academic Standing" or "New Students" registration sections). Contact personnel at the School of Outreach with questions about applying for admission and enrollment.

Late Registration

Eligible students may register at any time after the start of a semester for classes that have not yet started. Consult the current academic term calendar for course/block start dates. Late registering students are required to secure written approval of each course instructor (of classes they plan to attempt) and must complete the applicable registration procedures - see "Current Students in Good Academic Standing" or "New Students" sections above. Students may not register for or attempt to late-add courses for which the applicable deadline to register or add has passed.

ALL STUDENTS, regardless of their academic goals or education plans, are expected to register (including fee payment) at the beginning of a term for all classes they plan to complete during that term. Class schedules of non-paying registrants will be cancelled (schedule cancellation does not automatically eliminate all charges however). Review the current Academic (term) Calendar carefully regarding important enrollment-related dates and deadlines; take timely action to add/drop/withdraw and/or to pay fees, etc. See Montana Western Policy 203.1 - Student Enrollment & Attendance.

Students are responsible for making informed enrollment decisions and for knowledge of university policies and procedures governing admission, financial aid, registration, enrollment, graduation and student conduct. While every effort is made by the University to provide students with accurate information, students should NOT rely on oral representations made by university faculty or staff that are not in accordance with official policy or procedure. University publications (catalog, current class schedules, web site, Student Handbook, etc) are official sources of information on all matters related to enrollment and graduation. Save all enrollment-related paperwork for future reference.