

Welcome!

This Advising Manual was developed as a tool for you to use during your academic career at Montana Western.

We have provided examples of forms that you may need, examples of the type of records you will need to keep, and your role as an advisee. There is space for you to add any additional information that you would like to keep organized.

This manual is a guide. Detailed information can be found in your catalog, which can be found online at

<http://registrar.umwestern.edu/coursecatalogs.html>

Best wishes and good luck!

The Advising Center Staff
Main Hall 214

**The University of Montana Western
PERSONAL INFORMATION SHEET**

It is your responsibility to update your contact information through DAWGS. A current and local address, email and phone number is important so that you can be contacted in a timely manner.

Name	
ID #	
Degree (circle one)	AA AS AAS BA BS BAS
Major	
Minor	
Catalog year	
ACT/SAT Scores	
Math	
Writing	

FACULTY ADVISOR INFORMATION

It is your responsibility to have all your academic records available for advising and planning purposes. These records should include updated transcripts, transfer evaluations if you have them and current class schedules.

Name	
Office Phone	
Office Location	
Email Address	

ADVISOR ASSIGNMENTS

A Primary Advisor can be a(n):

- Academic Advisor in the Advising Center
- Faculty Advisor in your area of study
- TRiO Advisor if you are an active TRiO participant

Current students can determine their Primary Advisor by accessing their DAWGS account.

1. Go to *students.umwestern.edu*
2. Click on *Dawgs* on the left under *Tools*
3. Choose *Secure Login* and enter your User ID (8000#) and PIN
4. Click on *Student Services*, then *Student Records*
5. Click on *Student Information (Advisor, Degree, etc)* and select current semester
6. You can now check your Primary Advisor and your Major/Department

*To change your advisor or your major please stop by the Advising Center, download the **Change of Advisor/Degree Form** and turn it in to the Advising Center or request a change via CAPP Degree Evaluation tab.

Academic Advisors in the Advising Center work with students who:

- Have just been admitted
- Have declared an Associate Degree
- Need to complete remediation in math and/or English
- Would like to explore degree options

*Once a student had completed remediation and/or their first semester they will be assigned a Faculty Advisor within their area of study.

Faculty Advisors work with students to:

- Provide current information about their field of study
- Provide information about course content and rotations to assist with class selection
- Assist with identifying internship opportunities
- Offer career tips, job references, letters of recommendation, and assistance with graduate school applications

ACADEMIC ADVISING CENTER

Located in Main Hall 214, the Academic Advising Center was established to provide students with access to informed and experienced Academic Advisors who will educate, guide and encourage them in their efforts towards achieving their academic and personal goals.

Students can work with the Academic Advisors to:

- Prepare to register to classes through an Advising Workshop
- Complete remediation in math and/or English
- Earn an Associate Degree
- Learn who their faculty advisor is and where their office is located
- Change advisor or degree programs
- Get help completing required forms and navigating the university system
- Obtain a catalog or schedule of classes
- Receive assistance with degree planning using our Academic Advising Worksheets
- Have a transcript evaluated for transfer credits
- Learn more about accessing their DAWGS account
- Get general assistance with finding courses (specific help comes from your Faculty Advisor)
- See a friendly face and visit the always present candy dish!

Students may make an appointment or walk in to meet with an Academic Advisor.

Contact us:

Margo Heberling margo.heberling@umwestern.edu 406-608-7050 (office)

Alyssa Waters alyssa.waters@umwestern.edu 406-683-7049 (office)

Fax us: 406-683-7809

Office Hours: Monday-Friday: 8:00 – 5:00

STUDENT RELATED OFFICES

- Academic Advising Center**, Main Hall 214 683-7049 or 683-7050
- Assists students with selecting classes appropriate to student academic goals
 - Assigns students to faculty advisors
 - Answers general questions
- Admissions Office**, Short Center 683-7331
- Answers questions about admission
 - Compiles information needed for new student admission
 - Notifies new students (new freshmen and new transfers) of their admission status
 - Sends Enrollment Acceptance packets to new students
 - Provided new student advising information to faculty advisors, SSS staff, Advising Center staff
- ASUMW**, Student Union Building (SUB), 8 683-7211
- The Associated Students of the University of Montana Western (ASUMW) are represented by the Student Senate
 - Student Senate is responsible for Student Advocacy, Student Activities and administration of its office and funding
- Business Services**, Short Center 683-7101
- Answers questions about students' costs, parking, payment methods, student health insurance, refunds, etc.
 - Collects payment for tuition and fees
- Campus Counseling Center**, Dean of Students Center 683-7180 or 683-7181
- Free, confidential counseling services available to all students enrolled at Montana Western
 - Call for an appointment or stop by the Student Life office to schedule one
- Career Services**, Lucy Carson Library, Room 006 683-7143
- Career counseling to help students plan their academic and professional careers
 - Career and internship job board
 - Assistance with developing job search tools such as resumes and cover letters
 - Workshops offered throughout the year on a variety of career-related topics
 - Placement file service for education majors
- Disability Services**, Dean of Students Center 683-7388
- Students who are registered with Disability Services may qualify for additional services, such as:
- Note taking
 - Extra test time
 - Recorded books
- Financial Aid Office**, Short Center 683-7511
- Answers questions about financial aid
 - Provides financial aid award letters
 - Distributes all financial aid
 - Processes student loans
 - Coordinates Federal and State work study jobs
- Learning Center**, Lucy Carson Library, Room 006 683-7200
- Free peer-tutoring services for all students and community members
 - Computer lab
 - Study areas
 - Workshops provided throughout the year pertaining to academic success issues

- Lucy Carson Library, Short Center** 683-7541
- Collection of print and non-print resources including books, periodicals, and electronic materials
 - Interlibrary loan program available
- Registrar's Office, Short Center** 683-7371
- Answers enrollment-related questions (registration, adding or dropping classes, withdrawal from all classes, etc) including those concerning web-registration and DAWGS
 - Answers questions about residency status, processes student requests to change their electronic records, maintains student enrollment files, answers questions about athletic eligibility, processes appeals to academic issues and policy waiver requests
 - Updates enrollment-related information in DAWGS
 - Conducts graduation audits
- School of Outreach, Main Hall 115** 683-7537
- Answers questions about evening, weekend, online, and summer classes as well as many of the off-campus programs offered through Montana Western
 - Assists interested Outreach program students with enrollment in program courses (prospective students should review Montana Western's admission procedures and registration procedures before enrolling)
- Student Life Office, Davis Hall 206** 683-7565
- Organizes and conducts new student orientation sessions
 - Answers questions about student housing, dining services and student life
 - Organizes services for students with special needs
 - Should photos for and produces student ID cards
- Swysgood Technology Center, STC Building** 683-7163
- Computer labs
 - Collection of circulating technology tools
 - Photocopy and desktop publishing assistance
 - Wireless internet access
- TRIO Student Support Services, MH 215** 683-7322
- Helps TRiO eligible students succeed by offering academic advising, tutoring, counseling, mentoring and grand aid awards
 - All new students are encouraged to contact program staff to discuss eligible criteria

Academic Advising

Academic advising is an important service provided to Montana Western students. To help ensure that students are making satisfactory progress towards meeting the requirements for their academic program of study, all students should meet regularly with their faculty advisor. All students at Montana Western are assigned a faculty advisor in their area of study, once a major or program of study is declared. Undeclared majors and students in 2-year programs are assigned to the Advising Center staff until a major is declared or the student moves to a 4-year degree. However, it is important for a timely graduation and to ensure that program of study requirements are being met, that students officially declare a major as soon as they have decided on a program of study.

To assist students with advising, Montana Western has established an Academic Advising Center in Main Hall 214. Students who want to discuss their program of study, or need to be assigned an academic advisor can meet with advising personnel in the Advising Center. The University encourages all Montana Western students to meet regularly with their academic advisor to review their program of study.

Academic Advising Center

Located in Main Hall 214, the Academic Advising Center was established to further assist students with advising at Montana Western. Students can work with the Center's academic advisors to:

- Find out who their faculty advisor is and where their office is located
- Change advisors or degree programs
- Get help completing required forms and navigating the system
- Pick up a catalog
- Get assistance with completing a Credit Evaluation form
- Obtain a transcript evaluation for transfer credits from other institutions
- Get general assistance with finding courses (specific help comes from your **faculty advisor**)
- See a friendly face and visit the always present candy dish!

Students can make an appointment or walk-in to talk with an advisor at the Advising Center.

Margo Heberling, Academic Advisor
margo.heberling@umwestern.edu 406-683-7050

Alyssa Waters, Academic Advisor
alyssa.waters@umwestern.edu 406-683-7049

Academic Advising at Montana Western

The purpose of academic advising is to provide guidance and assistance to students in: understanding university policy and procedures; forming academic and career goals; providing mentorship in developing decision making skills; and providing encouragement in making the most of the student's academic life at Montana Western.

Responsibilities of the Academic Advisee

As a student at Western, I understand it is my responsibility to:

- Contact my advisor to make advising appointments at least once each semester to discuss my progress, goals and semester schedules. Be prepared for these meetings with: preliminary semester plan, transcripts, advising manual, and other pertinent information. Immediately contact my advisor if I cannot keep a scheduled appointment and reschedule the meeting.
- Obtain the necessary forms (from appropriate administrative offices) and signatures from my advisor, keep copies of all forms for my own records, and update my advising manual (see Advising Center in MH 214 if you do not have one).
- Understand and complete all requirements for my major and for graduation. Ask my advisor for guidance and clarification when I do not understand the requirements.
- Immediately notify my advisor regarding changes in my major; if I need to drop or add a class; if I am having difficulties in a class; or if I need to make any changes to my schedule.
- Work with my advisor to establish academic, career, and life goals. Work with my advisor and seek referrals to other campus offices when I am uncertain about my academic and career goals.
- **Take action** and accept responsibility for my academic success at Montana Western.

Responsibilities of the Academic Advisor

As an academic advisor, I understand it is my responsibility to:

- Post office hours and provide contact information so students can make advising appointments.
- Refer students to appropriate campus resources, when necessary.
- Provide guidance and assistance to students in the decision making process, such as: forming semester plans, short and long term academic and career goals, and time management.
- Maintain confidentiality, understand the FERPA requirements and maintain accurate advising records.

- Keep scheduled appointments and contact the student to make other arrangements when appointments cannot be kept.
- Be knowledgeable about internships, available departmental scholarships for students, and career opportunities.

Records Release & the Family Educational Rights & Privacy Act of 1974 (FERPA)

In August 1974, the **Family Educational Rights and Privacy Act of 1974** as Amended was signed into law. Under the provisions of this act, all student records and information, except for certain designated “directory information” and the award of certain honors, are to be regarded as confidential and access restricted to the student and other authorized personnel.

Confidential information may be released to others only by written permission of the person concerned or by subpoena issued by a court or tribunal of competent jurisdiction. The student must be notified of any release of information by subpoena. A student’s academic record or transcript may be released only when requested by the student in writing, or by subpoena issued by a court or other tribunal of competent jurisdiction.

The law allows release of certain personally identifiable student information, known as “directory information,” to third parties without student consent. However, a student may request that all of the items identified as directory or public information, with the exception of name, be withheld and considered restricted information by filing a written request at the Registrar’s Office. A request for nondisclosure will be honored by the institution and remain active on a semester-by-semester basis. Students must notify the institution of their desire for continued directory records restriction. The following items of student information are considered “directory information” and may be released to third parties:

- **name, campus address, home address, telephone, email address**
- **age, date and place of birth**
- **name and address of parents**
- **major field of study, including the department or program in which the student is enrolled**
- **classification as a freshman, sophomore, junior, senior, or graduate student, etc.**
- **participation in officially recognized activities and sports**
- **high schools attended and weight, height, and pictures of athletic team members**
- **class schedules, dates of attendance, graduation, and degrees received**
- **honors and awards received**
- **the most recent educational institution attended by the student**
- **individual student class schedules**
- **photographs of students**

Release of directory information is handled with discretion. Use of this information for commercial solicitation purposes will generally be denied, with the exception that, under the Solomon Amendment, institutions are required to provide directory information to United States Military recruiting offices. Fees may be charged for gathering and printing student directory information.

Exceptions to FERPA

The campus may release confidential student educational information and directory information to the following individuals or agencies without written consent:

1. Western and other Montana University System personnel for legitimate educational purposes and to the extent required in the ordinary course of the performance of their duties.
2. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, an administrative head of an educational agency, or State educational authorities having access to student or other records that may be necessary in connection with the audit and evaluation of federally-supported education programs (provided that a collection of personally identifiable data is specifically authorized by Federal law, any data collected by such officials with respect to individual students shall not include information, including Social Security Numbers, that would permit the personal identification of such students or their parents after the data so obtained has been collected).

3. In compliance with a judicial order or any lawfully issued subpoena, upon condition that the student is notified in advance of compliance.
4. In connection with a student's application for or receipt of financial aid.

ACADEMIC HISTORY

Include the following information in this section:

- Transfer Transcripts from any institution previously attended.
- Transfer Evaluations (done by the Advising Center).
- Most recent UMW transcript.
- Credit Evaluation forms for General Education, Major and Minor requirements. Blank forms are available online at advising.umwestern.edu or in the Advising Center. You may update these forms as you complete courses to help you better keep track of your academic progress.

Explanation and Requirements for Forms

Form Name/Web location	Purpose	Signatures required	Submit to
Registration Form http://registrar.umwestern.edu/printable-forms.html Printable Forms Title: Registration for New Students	To be used if you have not registered for ANY classes or you do not have internet access.	Must have advisor's signature	Registrar's Office
Registration Change of Schedule Form http://registrar.umwestern.edu/printable-forms.html Printable Forms Title: Registration For – Fall or Spring Term	To be used if you have registered for classes and wish to change your registration prior to classes beginning . Also used if you need to have signatures for a pre-requisite or consent of instructor.	See the Advising Center to obtain necessary signatures	Registrar's Office
Change of Degree or Advisor or other Student Information http://registrar.umwestern.edu/printable-forms.html Printable Forms Title: Request to Change Student Information	Change your name, address, program of study, advisor, ID number, or withhold directory information	For Change of Advisor, signatures of advisors are no longer required	Registrar's Office
Request to Change Degree or Advisor http://advising.umwestern.edu/ Title: Change of Advisor/Degree Form	Change your degree or request a new advisor	Signature of new advisor	Advising Center
Honors Program Application http://honors.umwestern.edu/pdf/honorsapplication.pdf	If you wish to take Honors classes (designated with HONR rubric) you must complete this application and have approval prior to registering.	Letter will be sent to student after review of application letter by Honors Committee	Submit letter to Honors Committee via Campus Mail
Course/Credit Overload Petition/Double Block http://registrar.umwestern.edu/printable-forms.html Printable Forms Title: Course/Credit Overload Petition & Double-Block Form	Required if registering for more than 18 credits per semester, or 5 credits in one block. <i>Academic Standards Committee meets 1st week of each block.</i>	Advisor's signature required Provost's signature required up to 21 credits Academic Standards Committee approval required for more than 21 credits.	Submit to Registrar's Office with Registration form for overload class(es)
Academic Policy Waiver http://registrar.umwestern.edu/printable-forms.html	Late add, late drop, late withdrawal, early graduation, catalog extension, and any	Detailed supporting documentation/explanati	Completed form with all documentation to

Printable Forms Title: Academic Policy Waiver or Enrollment Status Change	other request to waive a campus policy <i>Academic Standards Committee meets 1st week of each block.</i>	on required	Registrar's Office for approval by AASC
Course Substitution/Waiver Request http://registrar.umwestern.edu/printable-forms.html Printable Forms Title: Course Substitution/Waiver Request	Substitution of course completed elsewhere, or course completed at UMW that will fulfill same requirements	Required course instructor's signature, with rationale Provost signature	Registrar's Office
Independent/Directed Study http://registrar.umwestern.edu/printable-forms.html Printable Forms Title: Contract-Independent/Directed Study Contract	Registration for courses taken by agreement between the student & instructor	Instructor's signature Provost's signature	Registrar's Office
Coop Ed, Internship, Senior Project/Thesis Contract http://registrar.umwestern.edu/printable-forms.html Printable Forms Title: Contract-Coop Ed, Internship Senior Project/Thesis Contract or Research	Registration for courses upon agreement of student and advisor.	Instructor, Department Chair & Provost signatures required.	Registrar's Office with documentation attached.
Application for Graduation http://registrar.umwestern.edu/printable-forms.html Printable Forms Title: Application for Graduation	Early audit grad applications should be completed 1 year in advance of graduation Final app deadline is beginning of graduation semester. (Check deadlines)	Advisor's signature Financial Aid Office Business Office	Registrar's office
TEP Application Form Available through Chalk & Wire	Must be completed by Education Majors prior to taking Education Core classes	Advisor's signature Provost Signature after admittance into TEP	Advising Center
Authorization Form http://careerservices.umwestern.edu/ The Placement File Title: Authorization	Used to authorize Career Services to mail your placement file and to specify confidential or open file.	Self	Career Services
Recommendation Form http://careerservices.umwestern.edu/ The Placement File Title: Recommendation Form	Used to gather recommendations from teachers, coaches, supervisors, and other familiar with your school progress and work experience.	Recommender	Career Services

Professional Pages Form http://careerservices.umwestern.edu/ The Placement File Title: Professional Pages	Used to summarize your school work, activities, and work for your placement file	None	Career Services; education majors submit to Director, Field Services at the beginning of the semester you wish to student teach
Deferred Payment Contract my.umwestern.edu/administration/business/Deferred_Contract.pdf	Contract used for short-term loan to be paid back in 3 installments		Business Services

It is the student's responsibility to keep copies of all completed forms.

Career Services

The University of Montana Western's Career Services office is available to assist interested students in finding employment throughout their collegiate career as well as upon graduation. Our staff works directly with students to provide career advising and assessments, job search strategies, graduate school preparation, interviewing opportunities and placement file management. We offer guidance in creating and updating resumes, writing cover letters, enhancing interview skills, and completing job applications properly. Career Services is proud to offer an online software program called OPTIMAL RESUME to assist you with developing job tools. Workshops are offered throughout the year to provide you with additional information and assistance. All services are offered to students and alumni free of charge. For more information and access to online resources, please visit our Career Services website at <http://my.umwestern.edu/studentsuccess/careerservices/>.

Career Services

umwcareers@umwestern.edu

683.7143

Lucy Carson Library, Room 006