

Montana State University – Great Falls

College of Technology ~ Application for Admission

Submit completed form to:

MSU-Great Falls COT
Admissions Office
2100 16th Ave S
Great Falls, MT 59405



MONTANA STATE UNIVERSITY – GREAT FALLS COLLEGE OF TECHNOLOGY

Instructions: Application for Admission

Follow the steps below to get enrolled at MSU-Great Falls COT. Questions? Call Admissions at 406-771-4420.

APPLY FOR ADMISSION

Fill out this application packet. Determine your student type from the list below to see what other application materials are required. Please ensure the application is completely filled out in order for it to be processed.

FRESHMAN—*New student, has never attended college*

- ✓ Application for Admission
- ✓ \$30 non-refundable application fee (unless it has already been paid to a college in the Montana University System)
- ✓ Final/official high school transcript, diploma, or GED scores regardless of college history
- ✓ Proof of two separate doses of Measles/Mumps/Rubella (MMR) immunizations
- ✓ Official ACT, SAT, or Compass test scores for writing and math placement taken within 3 years

RETURNING STUDENT—*Has attended this college previously*

- ✓ Application for Admission
- ✓ If you have been accepted or attended within the last five years, you may not have to complete all of the required documentation. Please contact our office at 406-771-4420 to determine your requirements.

TRANSFER—*Obtained credits from another college*

- ✓ Application for Admission
- ✓ \$30 non-refundable application fee (unless it has already been paid to a college in the MUS System)
- ✓ Final/official high school transcript, diploma, or GED scores regardless of college history
- ✓ Proof of two separate doses of Measles/Mumps/Rubella (MMR) immunizations
- ✓ Official college transcripts showing the successful completion of writing and math courses, or ACT, SAT, or Compass test scores for writing and math placement taken within 3 years

EARLY ADMIT—*Taking college courses while still in high school (typically NOT a Dual Credit Student)*

- ✓ Application for Admission
- ✓ \$30 non-refundable application fee (unless it has already been paid to a college in the Montana University System)
- ✓ Written approval from a high school counselor or principal allowing the student to participate in college-level courses **Registration for classes will be done manually by college staff members.*
- ✓ Proof of two separate doses of Measles/Mumps/Rubella (MMR) immunizations
- ✓ ACT, SAT, or Compass test scores for writing and math placement taken within 3 years

HOME-SCHOOLED FRESHMAN—*Students who completed home-schooled curriculum without GED*

- ✓ Application for Admission
- ✓ \$30 non-refundable application fee (unless it has already been paid to a college in the Montana University System)
- ✓ Notarized copy of complete home school curriculum
- ✓ Two letters of recommendation from people other than family members
- ✓ Parental approval form if the student is under 18
- ✓ Proof of two separate doses of Measles/Mumps/Rubella (MMR) immunizations
- ✓ Official ACT, SAT, or Compass test scores for writing and math placement taken within 3 years

INTERNATIONAL APPLICANTS—*Students who are not citizens or permanent residents of the United States*

- ✓ Please contact the Admissions Office at 406-771-4420 or admissions@msugf.edu to discuss the additional paperwork required for admission.

Other Important Information

REQUESTING TEST SCORES

- ✓ Request ACT scores at: www.actstudent.org/scores/send/index.html
- ✓ Request SAT scores at: <http://sat.collegeboard.com/scores/send-sat-scores>

APPLY FOR FINANCIAL AID

- ✓ Complete the FAFSA online at www.fafsa.ed.gov. Be sure to list MSU-Great Falls as one of your college choices. Our school code is 009314.
- ✓ Students receiving financial aid must also submit copies of the proper federal income tax forms and any other information requested by the Financial Aid Office

ADMISSION IMMUNIZATION REQUIREMENT

In order to be in compliance with Administrative Rules of Montana, updated June 2007, students born after January 1, 1957, taking seven (7) or more credits OR enrolled in a certificate/degree/transfer program must submit proof of TWO vaccinations against measles (rubeola) AND TWO against rubella (German measles).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student's Rights: FERPA grants certain rights, privileges, and protections related to students' educational records maintained by the College. Students' educational records (with the exception of directory information) will not be released to third parties outside of the College, except with the written consent of the student. Students have the right to inspect their own educational records, except for those to which students have expressly waived this right (e.g. Career Services placement files). Students have the right to request amendment of their records, if they are found to be inaccurate, misleading, or otherwise in violation of the students' privacy or other rights. Such requests should be made as soon as the student becomes aware of the inaccuracy or any other problem. Any student may file a complaint with the US Department of Education concerning any alleged failure on the part of the College to comply with the requirements of FERPA.

Directory Information: FERPA permits the release of information designated as directory information to third parties outside the College without the written consent of the student. MSU-Great Falls COT has designated the following items as directory information: Student name, address, telephone number, major/field of study, participation in officially recognized activities, dates of attendance, degrees and awards received and most recent previous schools attended. The College may disclose any of those items without prior written consent.

Restriction of the Release of Information: Currently registered students have the right to request that information designated as directory information be withheld from release by the college; to do so contact the Admissions Office.

STUDENTS WITH DISABILITIES

Students with disabilities that may require accommodation in any aspect of their education, may contact Disability Services at any point in the admissions process or after acceptance. All information regarding disabilities will remain confidential and will not be used as a factor in granting or denying admission. For more information about Disability Services, call 406-771-4311 or visit <http://www.msugf.edu/students/DisabilityServices/index.html>.

CRIME STATISTICS

The annual disclosure of crime statistics is prepared by the office of the Controller/Safety Officer to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. Download the full text of this report here: <http://www.msugf.edu/YourRightToKnow/CampusCrimeReport.pdf> Campus crime, arrest and referral statistics include those reported to local law enforcement agencies as well as designated campus officials (including but not limited to deans, associate deans, assistant deans, executive directors, and selected staff members).