

2016–2017

STUDENT **GUIDE**

APPLYING
REGISTERING
PAYING



SUMMER 2016 May 16 – August 5

FALL 2016 August 24 – December 16

SPRING 2017 January 18 – May 11


HELENA COLLEGE
University of Montana

CHECKLIST

APPLYING, REGISTERING & PAYING

Below is a general checklist for applying, registering, and paying for college. Please refer to specific sections for all deadlines and in depth information.

**ALLOW PLENTY OF TIME FOR THIS PROCESS.
IT CAN TAKE SEVERAL WEEKS.**

1



Apply for Admission

You can apply online at umhelena.edu or get a hard copy at the Donaldson Campus (1115 N. Roberts). Be mindful of all deadlines. Allow 7–10 days for processing.

2



File your FAFSA

File the Free Application for Federal Student Aid (FAFSA) at FAFSA.gov. Helena College's school code is 007570. FAFSA forms become available on or after October 1 each year. Submit your FAFSA as soon after October 1 to have the best opportunity for financial aid.

3



Schedule a placement test and advising appointment

Once you've received an acceptance letter from Helena College, you'll need to make an appointment to take a placement test and meet with an advisor: call 406-447-6939.

4



Accept your Financial Aid

After you've been accepted to Helena College, and after Financial Aid has received your FAFSA information, you will be sent a postcard notifying you when you can go online to accept your offer of aid.

5



Finalize your bill

After you accept your aid on MyHC, you must wait until the following day to finalize your schedule bill on MyHC. Your seat in class will not be saved until finalization of your schedule bill has been completed. Please see the payment section of this guide for further information.

6



Attend Orientation

Orientation is required of all new students. You will register for orientation at your advising appointment.

7



Purchase your books and course materials

An email will be sent to students who are eligible for a book voucher. Access your student email at www.umhelena.edu

Help Line: 406-447-6900

STEP BY STEP APPLYING

Apply online at umhelen.edu

APPLICATION DEADLINES

We must receive your complete* application by:

Degree Seeking Students

Summer 2016 - Monday, May 9, 2016
Fall 2016 - Tuesday, August 16, 2016
Spring 2017 - Tuesday, January 10, 2017

Non-Degree Seeking Students

Summer 2016 - May 17, 2016 (First Half),
- June 28, 2016 (Second Half)
Fall 2016 - Tuesday, August 30, 2016
Spring 2017 - Tuesday, January 24, 2017

APPLYING FOR ADMISSION

After completing these steps, please allow 7–10 days for processing.

Once your application is processed, you will receive an acceptance letter with instructions for your next steps to enroll at Helena College.

1. Complete & submit an application for admission with a \$30 nonrefundable application fee.

- All students must request official high school or college transcripts to be sent directly to the Admission Office or request GED/HiSet scores from the Office of Public Instruction. (Official: received in a sealed envelope from the school with a posted graduation date.)
- If you are a **transfer student** and you wish to have your transcripts evaluated, submit official college transcripts directly to Helena College.
- If you are a **home-schooled student**, contact the Admissions Office at 406-447-6912.
- To be considered a Montana resident and receive in-state tuition, you must have established residency in the past 12 months. The following actions are considered the most relevant in establishing residency: Obtain a Montana driver's license or state ID card; Register your vehicle in Montana; File Montana income taxes.

If you do not have this documentation, you may be required to complete an additional questionnaire and provide supporting documentation. The 12-month period starts when **at least one** of these actions has taken place, with the rest promptly following. For the full Montana residency policy and more detailed information and exceptions to the policy, please visit http://mus.edu/Prepare/College/Montana_Residency_Requirements.asp.

2. If you were born after December 31, 1956, submit proof of two immunizations against Measles, Mumps and Rubella (MMR). The record must be signed by a physician, health agency or school official.

3. Submit official ACT/SAT scores, Montana University System Writing Score or college transcripts to Admissions for placement evaluation. If you do not have any of these scores, please review your options for taking a placement test on page 5.

ADDITIONAL GUIDELINES FOR TRANSFER STUDENTS

- Courses must have been completed with a letter grade of C- or better, or a Pass from a Pass/No Pass grading method. Any coursework older than 15 years will be reviewed by admissions and advisors specific to your program of study. Students should discuss with their academic advisor how courses fit into their chosen program.
- Transcript evaluations will only occur when the admissions checklist is **complete*** and in by the priority deadline, which is one month prior to the first day of classes of the desired term. Otherwise the evaluation will be completed by the following semester registration.
- In order to earn a degree from Helena College, 50% of your credits must be earned from this institution.

*** Complete - must have submitted a complete application with \$30 fee, proof of two MMRs, official high school transcripts, GED scores, or college transcripts and placement testing if applicable.**

Questions? Call 406-447-6912

CHECKLIST

FINANCIAL AID & FAFSA

1

- Apply for scholarships.** Look online at www.umhelena.edu under Financial Aid.

2

- First-time students,** create a username and password at www.fsaidth.gov. All men over the age of 18 must register with Selective Service to be eligible for federal financial aid.

3

- Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1.** An online application is available at www.fafsa.gov. You must complete a FAFSA to be considered for aid (including federal student loans). On the FAFSA, indicate Helena College's Federal School Code **007570** so we can receive the Student Aid Report.

4

- Respond to any request for additional information.** After you have been accepted and Helena College receives your Student Aid Report from the FAFSA, you will receive your financial aid award notification.

5

- Respond to the college's financial aid offer.** Complete all requested documents. If you have accepted a student loan(s), complete and sign a Master Promissory Note (MPN). If your parent plans to accept a Parent PLUS Loan, he or she must complete and sign an application, Master Promissory Note (MPN) and loan counseling at www.studentloans.gov. Instructions can be found on the Financial Aid webpage online. Loan entrance counseling for students will be conducted at the mandatory college orientation.

6

- Register for classes and review/finalize your billing statement.** Respond to the Helena College Business Office when you receive your semester billing statement and arrange for final payment. See page 10 for further information.

If you have questions or need assistance, please contact:
Helena College Financial Aid Office: 406-447-6916

HOW FINANCIAL AID IS DISBURSED

Aid will be disbursed to your account in the Business Office twice each semester.

Disbursement #1 will take place 7–10 days after the 15th day of classes and will consist of:

- All Grants for the term
- All Scholarships for the term
- ½ of Student Loans for the term. Note: If you are a first-time student loan borrower, your first loan disbursement will be 30 calendar days after the start of the term.

After all charges are satisfied on your Business Office account, you should receive the remainder in the form of a check in your mailbox.

Disbursement #2 will take place 7–10 days after mid-term grades have been posted and will consist of:

- ½ of Student Loans for the term
- After all charges are satisfied on your Business Office account, you should receive the remainder in the form of a check in your mailbox.

All requirements must be completed and your bill must be finalized online. You can view the amount of your refund on your MyHC account under Payment and Account Information. Make sure your mailing address is current in MyHC. Refund checks are mailed to the address on file.

Help Line: 406-447-6900

ABOUT PLACEMENT TESTING

TAKING THE TEST

We want to help you be successful in college. Therefore, incoming students are required to take a placement test.

The placement test results, along with information about your academic background, goals and interests, will help the advisor match your skill level with courses to give you the best opportunities for success.

Students who have ACT or SAT scores at an acceptable level within the past three years will not have to take a placement test. Transfer students who transfer college level writing and math courses do not have to take a placement test in those areas.

Please call the Student Support Center at 406-447-6939 if you have questions about the test and to schedule an appointment.

ABOUT HELENA COLLEGE NET ID

HOW TO ACTIVATE

Your NetID will allow you to access the campus electronic resources: campus computers, Moodle, Student Email and MyHC, using a Single-Sign-On with the CAS Service.

Your NetID is created when you are accepted to Helena College.

Go to <https://login.umhelena.edu/cas> click the Lookup NETID button.

This will take you to a webpage asking for your student ID number and your last name. Enter the information and press search. With a successful search, your NetID will be displayed and should be in this format: hcs + 6 digit number.

Please record your NetID for future use; it is your username for all future Helena College logins.

Click the Activate NetID. This will take you to a webpage asking for your NetID, Student ID number, 6 digit birthdate (mmddyy). Enter the information and press activate. Next you will have to accept the campus computer use policy in order to continue. If you do not accept, you will not have access to the college's electronic resources. After accepting the agreement, you arrive at a webpage where you will set your initial password.

Now you are ready to log in. Input your NetID and your new password; at successful login, you will be prompted to set up a security question. This is required in order for the forgotten password feature to work.

After the activation process is complete, you will be able to access campus computers, Moodle, Student email and MyHC.

If you have any problems activating your account, please contact the IT department at 406-447-6960 or it@umhelena.edu.

STEP BY STEP ADVISING & REGISTRATION

1 ADVISING

2 WHEN TO REGISTER

Review these grids to find out when you register for classes

Registration begins on the following dates:

	Current Students	New Students
Summer Semester 2016	March 21, 2016	May 2, 2016
Fall Semester 2016	March 21, 2016	May 2, 2016
Spring Semester 2017	November 14, 2016	December 1, 2016

All degree seeking students must meet with an advisor before being able to register for classes. All advising appointments are on a first come first serve basis. You are encouraged to register early to ensure the most options for your schedule. Advisor information can be found at the Student Support Center, 406-447-6939, or via Starfish.

SUMMER & FALL 2016

	Degree Seeking Students with <u>completed</u> credits* of:			
Last Name	37+	36-19	18-1	0
A-G	Monday, 3/21 8:00 AM	Tuesday, 3/22 8:00 AM	Wednesday, 3/23 8:00 AM	Thursday, 3/24 8:00 AM
H-M	Monday, 3/21 11:00 AM	Tuesday, 3/22 11:00 AM	Wednesday, 3/23 11:00 AM	Thursday, 3/24 11:00 AM
N-Z	Monday, 3/21 2:00 PM	Tuesday, 3/22 2:00 PM	Wednesday, 3/23 2:00 PM	Thursday, 3/24 2:00 PM

SPRING 2017

	Degree Seeking Students with <u>completed</u> credits* of:			
Last Name	37+	36-19	18-1	0
A-G	Monday, 11/14 2:00 PM	Tuesday, 11/15 2:00 PM	Wednesday, 11/16 2:00 PM	Thursday, 11/17 2:00 PM
H-M	Monday, 11/14 8:00 AM	Tuesday, 11/15 8:00 AM	Wednesday, 11/16 8:00 AM	Thursday, 11/17 8:00 AM
N-Z	Monday, 11/14 11:00 AM	Tuesday, 11/15 11:00 AM	Wednesday, 11/16 11:00 AM	Thursday, 11/17 11:00 AM

***Does not include credits you are currently registered for. You can find your number of earned credits by reviewing your transcripts on MyHC.**

Current Non Degree Student registration begins the Monday after the first week of registration. Please see the Student Support Center for your registration information.

Help Line: 406-447-6900

3 HOW TO REGISTER

Follow these steps to register for classes on MyHC:

- Visit www.umhelena.edu
- Select **MyHC** and log in using your NetID
- Select **Student**
- Select **Registration**
- Select **Add/Drop Classes**
- Select the appropriate **Semester**
- Enter your **Advising Number** (PIN) you received from your advisor
- Scroll to the bottom of the page
- Enter the **CRNs** (Course Reference Number) or use Class Search to find courses and register
- Submit **Changes**
- Scroll down to **review** your registration status

4 REVIEW

Review all add/drop, payment dates, and financial aid information to make sure you do not get dropped from classes.

FREQUENTLY ASKED QUESTIONS ABOUT REGISTRATION

How will I be notified when a seat becomes available and I'm the next person on the waitlist?

When an opening becomes available, you'll be notified via your Helena College email. You will have 72 hours from the time of notification to register yourself for the course via MyHC. If you receive notification of an opening after the first day of classes, you'll only have 24 to 36 hours to register yourself for the class. If you've decided you don't want to register for the course, please drop yourself from the waitlist through MyHC to allow the next person on the waitlist to receive notification in a timely manner.

Why can't I register at this time? First, check the registration grid on page 6 and make sure you have the correct number of earned credits and last name to be registering at that time. Keep in mind your earned credit total does not include credits you are currently enrolled in. If you are able to register according to the grid, it is possible registration pages are not available during that time. MyHC registration pages are not available between midnight and 1:00 AM.

How can I determine what hold is stopping me from registering? If you have a hold on your account that is preventing you from registering, a page will pop up indicating this is the case. At the bottom of the page you can click on the "View Holds" button. This will take you to a screen where you can review your holds and the office to contact.

I meet the pre-requisite for my science class, but why am I still getting a registration error? This class likely has a lab that is required with the class. If two classes are required to be taken together, you must put both course reference numbers (CRN) into the registration page at the same time and then hit submit.

Please contact the Registrar's Office at 406-447-6909 for additional registration questions.

ABOUT ADDING, DROPPING & WITHDRAWAL

ADDING OR DROPPING CLASSES

Students registered for the fall or spring semesters and attending classes may add classes during the first 10 days of the semester. Students may drop classes without record during the first 15 days of the semester.

Adding classes

The add process can be done online during the first five days of the semester. After the 5th day of the semester, a add/drop form, signed by the instructor, must be completed and returned to the cashier's office with a \$10 processing fee. Classes will not be added after the 10th day of the semester unless approved by the academic dean.

Dropping classes

The drop process can be done online during the first 15 days of the semester. After the 15th day of the semester, you must complete a add/drop form and return it to the cashier's office with a \$10 processing fee. If you drop a class after the first 15 days and prior to three weeks before the end of the course, a "W" (withdraw grade) will be given and will appear on our official transcript.

You cannot drop a class during the last three weeks of the semester unless approved by the student affairs dean. Add/drops are not used to withdraw completely from the college. Review the Summer Calendar for summer drop/add deadlines.

BEFORE YOU DROP A CLASS

How will dropping a class affect my financial aid?

Some examples of what dropping a class can do:

- Dropping a class can affect your Satisfactory Academic Progress (SAP), which requires you to complete a certain percent of your classes to stay in good standing.
- If you are a loan borrower and dropping a class puts you below half-time enrollment, it might affect your loan disbursement.
- If you withdraw from all of your classes before 60% of the semester has passed, you could owe money back to the college and the Department of Education, depending on when the drop took place.
- You should review the Satisfactory Academic Progress Calculator on the Financial Aid webpage online before dropping a class.

Contact the Financial Aid Office prior to withdrawing or dropping a class to see the effect it will have on you.

COMPLETE WITHDRAWALS

Students wishing to withdraw or cancel **ALL** of their classes must complete the necessary process through the Student Support Center.

You will not be able to withdraw from all of your classes online. Refunds for complete withdrawals are based on the number of days classes have been in session. Cancellations completed before the start of the semester will receive a 100% refund of tuition and fees; however, the \$30 registration fee will not be refunded.

Students who would like to completely withdraw will need to visit the Student Support Center or call 406-447-6939. An advisor will assist with the withdrawal process.

REFUND DATES AND AMOUNTS

Summer 2016

FULL SESSION		FIRST SESSION		SECOND SESSION	
May 16 – May 19	90%	May 16 – May 17	90%	June 27 – June 28	90%
May 20 – May 25	75%	May 18 – May 19	75%	June 29 – June 30	75%
May 26 – June 1	50%	May 20 – May 23	50%	July 1 – July 5	50%
After June 1	0%	After May 23	0%	After July 5	0%

Fall 2016

March 21 – August 23, 2016	100%
August 24 – August 30	90%
August 31 – September 7	75%
September 8 – 14	50%
September 15 – November 28	0%
After November 28	Cannot withdraw from courses unless approved by the student affairs dean

Spring 2017

November 14, 2016 – January 17, 2017	100%
January 18 – 24	90%
January 25 – 31	75%
February 1 – 7	50%
February 8 – April 19	0%
After April 19	Cannot withdraw from courses unless approved by the student affairs dean

TUITION AND FEE PAYMENT

TUITION AND FEES 2016–2017

All fees subject to
change pending
Board of Regents
approval.

Dual credit students:
see our website for
reduced tuition amounts.

Credits	In State	Out of State	WUE*	Online (In State)	Online (Out of State)
1	183.24	404.07	235.95	171.54	392.37
2	306.49	748.16	411.91	313.09	754.76
3	429.73	1,092.23	587.86	454.63	1,117.13
4	552.96	1,436.29	763.79	596.16	1,479.49
5	676.21	1,780.38	939.76	737.71	1,841.88
6	799.45	2,124.45	1,115.70	879.25	2,204.25
7	922.69	2,468.52	1,291.65	1,020.79	2,566.62
8	1,045.94	2,812.61	1,467.61	1,162.34	2,929.01
9	1,169.18	3,156.68	1,643.56	1,303.88	3,291.38
10	1,292.41	3,500.74	1,819.49	1,445.41	3,653.74
11	1,415.66	3,844.83	1,995.46	1,586.96	4,016.13
12	1,538.90	4,188.90	2,171.40	1,728.50	4,378.50
13	1,544.10	4,194.10	2,176.60	1,728.50	4,378.50
14	1,549.30	4,199.30	2,181.80	1,728.50	4,378.50
15	1,554.50	4,204.50	2,187.00	1,728.50	4,378.50
16	1,559.70	4,209.70	2,192.20	1,728.50	4,378.50
17	1,564.90	4,214.90	2,197.40	1,728.50	4,378.50
18	1,570.10	4,220.10	2,202.60	1,728.50	4,378.50

* For eligible out-of-state students from states participating in the Western Undergraduate Exchange Program.

All new students are charged a \$12.50 Identification Card Fee and all new degree-seeking students are charged a \$30.00 orientation fee in addition to the above schedule. There may also be additional course fees. Please review the current course schedule for more details.

Additional fees will be charged for students registered in the following programs: Automotive Technology, Aviation Maintenance Technology, Computer Technology, Diesel Technology, Electronics Technology, Fire & Rescue, Computer Aided Manufacturing, Metals Technology, Nursing Program, and Welding Technology.

Class-specific fees may be charged for students seeking Associate of Arts or Associate of Science degrees.

Textbook prices can be found on the bookstore webpage at www.umhelena.edu.

Summer 2016: May 16, 2016 - Students registered for first, full, or multiple sessions
June 21, 2016 - Students registered for second session only

Fall 2016: August 8, 2016

Spring 2017: January 9, 2017

**STUDENTS WHO HAVE NOT PAID OR FINALIZED BY THE PUBLISHED
PAYMENT DEADLINES WILL BE DROPPED FROM ALL CLASSES.**

PAYMENT DEADLINES

If you register after
these dates please see
the semester calendar
for payment deadlines.

YOUR SCHEDULE BILL

Students who have not paid or finalized their schedule bill by the published payment deadline will be dropped from classes.

What does your schedule bill mean? Your schedule bill is a combination of your class schedule, the number of credits you have registered for, and the amount it costs to attend Helena College.

Why is it so important to pay/finalize? Until your schedule and corresponding bill are accepted by you online, by mail, or in person, you are not counted as a student at Helena College. Your financial aid will not disburse to your account. **If the schedule bill is not paid/finalized by the published payment deadline, you will be dropped from all classes.**

How do you access your schedule bill online?

- Go to MyHC, log in to your account
- Select Student Services and Financial Aid
- Select Payment and Account Information
- Select Pay and Finalize your Registration Bill

Financial aid will not be applied to your account until you finalize your schedule bill by the payment deadline. If this is not completed, you will be dropped from your classes.

• Remember, after you have accepted your Financial Aid you must wait 24 hours for your account to reflect you have Financial Aid funds for your tuition. If you do not wait, the system will require you to use a credit card or E-check for payment. Please contact the Financial Aid Office with questions.

What if you have funding from an outside source? You will not be able to use the online feature. Bring your signed schedule bill in to the cashier. If you have questions about your third party payment, call Student Accounts at 406-447-6921. If funding is not showing on your schedule bill, you must notify Student Accounts.

HOW TO PAY ONLINE

Log in to MyHC by going to www.umhelena.edu and clicking on the MyHC link.

- Click on the Student Services and Financial Aid link
- Click on Payment and Account Information
 - Click on Pay and Finalize Registration Bill
 - Select the semester you will be attending and click on the Submit button
 - Click on Pay/Finalize Registration Bill

Even if you do not have a balance due, you must pay/finalize your bill with the Business Office.

- If Financial Aid is paying your bill, you will click on Pay and Finalize Registration Bill.
- If you have a balance due after your FA award, you will need to pay the remaining balance using the e-check or credit card method.
- If you choose to use the deferred payment method, click on the link provided and complete the online application. You will receive an email once approved with instructions on how to proceed.
- If you are paying by credit card or e-check, click on "Make Electronic Payment" and choose the preferred method of payment. **There is a \$10 service fee if you pay by credit card.**
- Enter the appropriate information needed for the payment type you selected; you need a valid 10-digit phone number for the payment to process. (example: 406-867-5309).
- To ensure enrollment, please review all payments have been appropriately placed on your account.

Help Line: 406-447-6900

TUITION AND FEE PAYMENT

DEFERRED PAYMENT PLAN

Log in to MyHC to complete the application for the deferred payment plan. There is an additional \$30 administration fee.

SUMMER 2016

NO deferred payment plan is available for summer sessions.

FALL 2016

A deferred payment plan is authorized providing the student completes a contract and:

- 1) At least 1/4 of balance due must be paid by the published payment deadline;
- 2) 1/4 is paid by September 1, 2016;
- 3) 1/4 is paid by October 3, 2016;
- 4) The full amount is paid by November 1, 2016.

SPRING 2017

A deferred payment plan is authorized providing the student completes a contract and:

- 1) At least 1/4 of balance due must be paid by the published payment deadline;
- 2) 1/4 is paid by February 1, 2017;
- 3) 1/4 is paid by March 1, 2017;
- 4) The full amount is paid by April 3, 2017.

TRANSIT - FINANCIAL WELLNESS

Transit - Financial Wellness is a short online program designed to give you the skills required to better understand and manage your finances while in college and beyond. Transit will empower you to make well-informed decisions about your financial responsibilities before you make the types of decisions that could have consequences for years to come.

All incoming students are encouraged to complete the online course. For more information, contact the Financial Wellness Coordinator at 406-447-6923.

ALCOHOLEDU AND HAVEN

Helena College cares about students' health and safety. We have implemented two online courses as a **requirement for all new students.**

Through education, **AlcoholEdu** reduces high-risk drinking and alcohol-related harms among college students. The program is composed of surveys, knowledge tests, and alcohol-related information.

Haven uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences.

Both programs are completed entirely online and have specific due dates. Students must earn a grade of 75% or higher to pass the course. Helena College is required to restrict students who fail to complete either course on time or with a passing grade from registering for any future classes.

For additional details and log-in instructions, visit:

www.umhelena.edu/campus_safety/haven_alcooledu.aspx

CALENDAR SUMMER 2016

MARCH 21	Registration begins for current students
MAY 2	Registration for new students begins
MAY 9	Application deadline for summer
MAY 12	Summer Orientation - Morning
MAY 16	Payment is due for students registered in first, full, or multiple sessions for summer
MAY 16	Summer Semester Begins
MAY 17	Last day to add a summer session course through MyHC A drop/add form, instructor approval, and \$10 processing fee will be required after today
MAY 30	Memorial Day - No Classes, College Closed
MAY 19	Last day to add a first session class
MAY 23	Last day to drop a first session class online without a grade of "W"
MAY 24	AlcoholEdu and Haven part 1 due
MAY 25	Last day to add a full session class
JUNE 1	Last day to drop a full session class without a grade of "W"
JUNE 16	Last day to drop first session courses; grade reflected will be a "W"
JUNE 21	Payment is due for students registered in second session only
JUNE 24	First summer session ends AlcoholEdu and Haven part 2 due
JUNE 27	Second Summer Session Begins
JUNE 28	Last day to add a second session class without instructor permission
JULY 4	4th of July - No Classes, College Closed
JULY 5	Last day to add a second session class Last day to drop a second session class without a grade of "W" AlcoholEdu and Haven part 1 due
JULY 20	Last day to drop full session courses; grade reflected will be a "W"
JULY 28	Last day to drop second session courses; grade reflected will be a "W"
AUGUST 5	Summer session ends AlcoholEdu and Haven part 2 due

CALENDAR FALL 2016

MARCH 21, 2016	Registration begins for current students
MAY 2	Registration begins for new students
JULY 13	First day to pay for fall semester
AUGUST 4	Fall Orientation - Morning
AUGUST 8	Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day
AUGUST 11	Fall Orientation - Evening
AUGUST 16	Application deadline for fall semester - Degree Seeking students
AUGUST 16	Fall Orientation - Afternoon
AUGUST 24	Fall Semester Classes Begin
AUGUST 25	Students registered on or before this day who have not paid/finalized their bill will be assessed a \$40 late fee at the end of the day
AUGUST 30	Last day to add classes through MyHC - A drop/add form, instructor approval, and \$10 processing fee will be required after today
SEPTEMBER 1	Second deferred payment due
SEPTEMBER 4	Bookstore - Last day for returns
SEPTEMBER 5	Labor Day – No Classes, College Closed
SEPTEMBER 7	Last day to add classes - A drop/add form, instructor approval, and \$10 processing fee are required
SEPTEMBER 8	Fall Orientation Makeup - Evening
SEPTEMBER 14	Last day to drop classes online without a grade of "W" Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day
SEPTEMBER 30	AlcoholEdu and Haven part 1 due
OCTOBER 3	Third deferred payment due
OCTOBER 5	Last day to drop first half only classes; grade reflected will be a "W"
OCTOBER 15	First half semester classes end
OCTOBER 17	Second half semester classes begin
OCTOBER 18	Mid-term grades posted on MyHC
NOVEMBER 1	Final deferred payment due AlcoholEdu and Haven part 2 due
NOVEMBER 8	Election Day – No Classes, College Closed
NOVEMBER 11	Veteran's Day – No Classes, College Closed
NOVEMBER 14	Spring semester registration begins for current students
NOVEMBER 28	Last day to drop classes; grade reflected will be a "W"
NOVEMBER 23	Thanksgiving Break – No Classes, College Open
NOVEMBER 24–25	Thanksgiving Break – No Classes, College Closed
DECEMBER 1	Spring semester registration for new students begins
DECEMBER 2	Graduation applications are due for spring 2017 graduates
DECEMBER 7	Last day to drop second half only classes; grade reflected will be a "W"
DECEMBER 8–12	Bookstore buyback
DECEMBER 16	Last day of classes
DECEMBER 23	Fall grades posted to MyHC

CALENDAR SPRING 2017

NOVEMBER 14, 2016

Registration begins for current students

DECEMBER 1, 2016

Registration begins for new students

JANUARY 9, 2017

Students registered on or before this day who have not paid/finalized their bill will be dropped from classes at the end of the day
Application deadline for spring semester
Bookstore opens

JANUARY 10

Spring Orientation

JANUARY 11

Spring Orientation – Morning

JANUARY 16

Martin Luther King Day – College Closed

JANUARY 18

Spring Semester Classes Begin

JANUARY 19

Students registered on or before this day who have not paid/finalized their bill will be assessed a \$40 late fee at the end of the day

JANUARY 23

Bookstore - Last day for returns

JANUARY 24

Last day to add classes through MyHC - A drop/add form, instructor approval, and \$10 processing fee will be required after today

JANUARY 26

Spring Orientation Makeup - Evening

JANUARY 31

Last day to add classes - A drop/add form, instructor approval, and \$10 processing fee are required

FEBRUARY 1

Second deferred payment due

FEBRUARY 7

Last day to drop classes online without a grade of "W"
Students registered on or before this day who have not paid/finalized their bill will be withdrawn from classes at the end of the day

FEBRUARY 17

AlcoholEdu and Haven part 1 due

FEBRUARY 20

President's Day – No Classes, College Closed

MARCH 1

Third deferred payment due
Last day to drop first half only classes; grade reflected will be a "W"

MARCH 10

Second half semester classes begin

MARCH 13

First half semester classes end

MARCH 14

Mid-term grades posted on MyHC

MARCH 20

AlcoholEdu and Haven part 2 due

MARCH 27–31

Spring Break – No Classes, College Open

APRIL 3

Final deferred payment due

APRIL 10

Fall and Summer registration begins for current students

APRIL 19

Last day to drop classes; grade reflected will be a "W"

APRIL 27

Graduation applications are due for summer and fall 2017 graduates

MAY 2

Last day to drop second half only classes; grade reflected will be a "W"

MAY 4–7

Bookstore buyback

MAY 11

Last day of classes

MAY 13

Graduation

MAY 18

Spring grades posted to MyHC

WHO/WHAT/WHERE

All numbers are area code 406

Absences

Individual Faculty Member

Academic Standing

Assistant Registrar
447-6910

Add or Drop Form

Registrar's Office
447-6909

Advertising/Marketing

Director of Marketing
447-6907

Access to Success

Access to Success
Case Manager
447-6380

Accident Report (Student)

Assistant Dean of
Student Affairs
447-6903

Accident Report (Employee)

Human Resources
447-6925

Accounts Payable

Business Office
447-6920

Adding a Course

Academic Advisor
or Student Support Center
447-6939

Adding a Course after 5th day

Class Instructor

Advising New Students

Student Support Center
447-6939

Bookstore Hours

Bookstore
447-6933

Building & Grounds Concerns

Director of Facilities
447-6936

Change of Address/Name Form

Registrar's Office
447-6909

Change of Program Form

Registrar's Office
447-6909

Clubs/Organizations/ Student Government

Student Government
Association Advisor
447-6900

CNA Inquiries

Continuing Education
447-6946

Counseling (Student)

447-6903

Defer Enrollment

Admissions Evaluator
447-6912

Defer Payment

Student Accounts
447-6921

Degree/Certificate

Registrar's Office
447-6909

Disability Resources

Disability Resources
Coordinator
447-6952

Discipline

Assistant Dean of
Student Affairs
447-6903

Dropping a Course

Student Support Center
447-6939

Dual Enrollment

447-6910

Employment Verification

Human Resources
447-6925

Enrollment Inquiries

Admissions Evaluator
447-6912

Enrollment Verification

Registrar's Office
447-6909

Exit Counseling

Financial Aid
447-6916

Faculty Issues

Division Chair

Financial Aid

Financial Aid Office
447-6916

GED/HiSet

Adult Learning Center
447-6387

General Information

Welcome Center
447-6900

Grade Change Form

Registrar's Office
447-6909

Graduation

Registrar's Office
447-6909

Homework Drop-off

Faculty Support Desk
447-6990

ID Cards

Welcome Center
447-6900

Internet Access

Information Technology
447-6960

Insurance - Health

Assistant Dean of
Student Affairs
447-6903

Login Issues

Information Technology
447-6960

Student Job Opportunities

Student Support Center
447-6941

Library

Librarian
447-6943

Loans

Financial Aid Office
447-6916

Loan Repayment Inquiries

Student Assistance
Foundation
447-6950

Lost Items

Welcome Center
447-6901

Money Management

Financial Wellness
Coordinator
447-6923

Online Class Inquiries

Associate Dean
of Academics
447-6928

Parking Citations

Welcome Center
447-6900

Parking Permit

Cashier
447-6922

Pay Tuition

Cashier
447-6922

Placement Test

Student Support Center
447-6939

Program Inquiries

Admissions Counselor
447-6904

Reader Boards

Director of Marketing
447-6907

Registration/Advising Appointments

Student Support Center
447-6939

Release of Information Form

Registrar's Office
447-6909

Residency Issues

Admissions Evaluator
447-6912

Scholarships

Financial Aid Specialist
447-6915

Student Complaints

Assistant Dean of
Student Affairs
447-6903

Student Handbook

Welcome Center
447-6900

Taxes 1098

Student Accounts
447-6921

TEAS Test

Nursing Department
447-6985

Test Makeup

Faculty Support Desk
9-4 pm
447-6990

Title IX Complaint

Assistant Dean of
Student Affairs
447-6903

Transcripts-Official

Registrar
447-6909

Transfer Credits

Admissions Evaluator
447-6912

Transmittals of Application Materials

Registrar's Office
447-6909

TRiO

TRiO Resources
447-6956

Tuition Inquiries

Student Accounts
447-6921

Tutoring

Student Support Center
447-6939

Unofficial Documents

Registrar's Office
447-6909

Veteran Resources

Veteran Resources
Program Coordinator
447-6953

Wireless Guest Access

Wireless Network:
UMH-Guest
PASSWORD: umhguest

Withdrawing From All Classes

Student Support Center
447-6939

Work Study Inquiries

Financial Aid Specialist
447-6915

WUE-Western Undergraduate Exchange

Admissions Evaluator
447-6912