

University of Great Falls
*2011-2012 Graduate Catalog**



**The official catalog of the University of Great Falls is maintained online at www.ugf.edu.
This document is meant to act as a desk reference and is subject to change.
Official program planners are kept on file in the University Registrar's Office.*

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General Information

The following statements that represent the identity of the University may be found in the Undergraduate Catalog. You are encouraged to read and reflect upon these statements as you plan and complete your education:

- Mission Statement
- Catholic University Identity Statement
- The Providence Health and Services Mission, Core Values
- The University of Great Falls Student Creed

Accreditation and Affiliations

The University of Great Falls is a private, Catholic university incorporated under the laws of the State of Montana. The University has been empowered to grant diplomas, confer academic honors, and collegiate degrees since 1932. The University is sponsored by the Sisters of Providence (Providence Health & Services) and operates within the jurisdiction of the Catholic bishop of Great Falls-Billings. The Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the United States Department of Education, accredits the University of Great Falls.

Certification and Licensure

The University of Great Falls offers programs that enable graduates to apply for and gain state or national certification or licensure in their chosen professional field. The Master of Science in Counseling prepares the program graduate to apply for licensure as a Licensed Professional Counselor by the Montana Board of Social Work Examiners and Professional Counselors. The Master of Arts in Secondary Teaching prepares the graduate to obtain a license from the Montana Office of Public Instruction to teach at the secondary level in Montana.

Directory

OFFICE	EMAIL	PHONE NUMBER	1-800 NUMBER
Admissions	enroll@ugf.edu	(406) 791-5200	1-800-856-9544
Alumni Office	ttennyson01@ugf.edu	(406) 791-5292	1-800-856-9544 ext. 5292
Bookstore*	ntomlinson01@ugf.edu	(406) 791-5260	1-888-817-4805
Business Office*	aobresley01@ugf.edu	(406) 791-5245	1-800-856-9562
Career Services		(406) 791-5216	1-800-856-9544
Graduate Studies	enroll@ugf.edu	(406) 791-5332	1-800-856-9544 ext. 5332
 Faculty Divisions			
Educ/Arts/Soc Sci	ddalke01@ugf.edu	(406) 791-5335	1-800-856-9544 ext. 5335
Science/Humanities	pnoble01@ugf.edu	(406) 791- 5382	1-800-856-9544 ext. 5382
Pre-Professional	lmcclain01@ugf.edu	(406) 791- 5334	1-800-856-9544 ext. 5334
 Financial Aid*			
Library	sbauman01@ugf.edu	(406) 791-5235	1-800-856-9561
McLaughlin Center	library@ugf.edu	(406) 791-5315	1-800-856-9544 ext. 5315
Records/Registration	sworrall01@ugf.edu	(406) 791-5252	1-800-856-9544 ext. 5252
Student Development	registrar@ugf.edu	(406) 791-5201	1-800-856-9544 ext. 5201
Distance Learning*	psowers01@ugf.edu	(406) 791-5308	1-800-856-9544 ext. 5308
	jgretch@ugf.edu	(406) 791-5322	1-800-342-9824

* These 1-800 numbers are available only in Colorado, Idaho, Montana, North Dakota, Oregon, South Dakota, Washington, Wyoming, Alberta, British Columbia, and Saskatchewan.

University of Great Falls
1301 20th Street South
Great Falls, MT 59405
enroll@ugf.edu

Degree Program Contact Information

Master of Secondary Teaching	Angela Turoski	791-5347 aturoski01@ugf.edu
Master of Counseling	Karen Hendricks	791-5337 khendricks01@ugf.edu
MS in Organization Management	Deborah Hanson	791-5341 dhanson01@ugf.edu
Concentrations:		
Criminal Justice	Gail Belfert	791-5338 gbelfert01@ugf.edu
Management	Deborah Hanson	791-5341 dhanson01@ugf.edu
Accounting	Tami Park	791-5343 tpark01@ugf.edu

University Personnel

ADMINISTRATION

Eugene J. McAllister
President
B.S. Loyola University, Los Angeles, CA
M.A. University of California, Davis
Ph.D. Catholic University of America

Richard L. McDowell
Provost
Vice President for Academic Affairs
S.B. S. M., Massachusetts Institute of
Technology
Ph.D. Tufts University

Charlene Brown
Vice President for Enrollment
B.A. Liberty University

Twila Croft
Dean of Student Development
B.S., M.I.S. University of Great Falls

Stacey Eve
Vice President for Finance and Human Resources
B.A. University of Great Falls
Professional in Human Resources (PHR)

Tenis Tennyson
Vice President for Philanthropy
B.S. Dakota State University

Rev. James M. Sikora
Academic Dean
B.A. Seton Hall University
B.A. M.A. University of Louvain, Belgium

Katrina Stark
Associate Dean, Graduate Studies
Assistant Professor of Business
B.A. Scripps College
M.S. Troy University
D.M. University of Phoenix

Karen Rachel Hendricks
Chair, Division of Education, Arts & Social Sciences
B.S. University of Texas, Dallas
Ph.D. University of Washington, Seattle

S. Diane Lund
Chair, Division of Science & Humanities
B.A. Carroll College
Ph.D. University of Cincinnati College of
Medicine

James D. Croft
Chair, Division of Professional Studies
B.S., M.I.S. University of Great Falls
M.C.P. Microsoft Certified Professional
M.C.T. Microsoft Certified Trainer
M.C.S.A. Microsoft Certified Systems Administrator
M.C.S.E. Microsoft Certified Systems Engineer

Oliver Pflug
Interim University Library Director
B.A. Penn State University
M.A. University of Montana
M.L.S. Clarion University of Pennsylvania

GRADUATE FACULTY AND PROGRAM CONTACTS

Gail A. Belfert (2010)
Assistant Professor of Criminal Justice
B.A. Rutgers College
J.D. Antioch Law School
Program Coordinator: MSM-CRJ

Porter Coggins (2007)
Associate Professor of Education
B.A. Gordon College
M.A.T., M.S., Ph.D. University of Idaho

Joseph R. Fontana (2000)
Professor of Education
B.A. Montana College of Mineral Science and
Technology
M.A. Western Montana College
Ed.D. University of Montana, Missoula

Deborah Hanson (1993)
Associate Professor of Business Administration
B.S. Montana State University, Bozeman
M.B.A. University of Montana
Dr. P. H. University of Michigan
Program Coordinator: MSM-MGT

Karen Rachel Hendricks (2007)
Professor of Psychology and Counseling
B.S. University of Texas, Dallas
Ph.D. University of Washington, Seattle
Program Coordinator: MSC

Lyle Holin II(2011)
Assistant Professor of Counseling/Psychology
B.A., Texas A & M University
M.A., St. Edwards University
Ph.D., Texas A & M University

Michael H. Low (1975)
Associate Professor of Sociology
B.A., M.A. Washington State University

Greg Madson (2003)
Professor of Sociology
B.S. Montana State University, Bozeman
M.A. Western Washington University
Ph.D. Portland State University

Lyndon C. Marshall (1984)
Professor of Computer Science
B.S. College of Great Falls
M.B.A. University of Montana, Missoula
C.D.P. Certified Data Processor
C.S.P. Certified Systems Professional
Ed.D. Montana State University, Bozeman

Michael Mason (2011)
Assistant Professor of Counseling/Psychology
B.A., University of Portland
Ph.D, University of Florida

Candice Moench (2011)
Assistant Professor of Education
B.A., University of Illinois
M.A., Wayne State University

Dr. Robert Packer
Assistant Professor of Counseling/Psychology
B.A., Brigham Young University
B.S., Utah State University
M.S., Ph.D, Washington State University

Tami Park, CPA (2007)
Assistant Professor of Accounting
B.S. University of Great Falls
M.S.M. University of Great Falls
Program Coordinator: MSM-ACC

Katrina Stark (2008)
Assistant Professor of Business
B.A. Scripps College
M.S. Troy University
D.M. University of Phoenix

Barry Stephens (2011)
Associate Professor of Accounting
B.A., M.P.A., University of Texas

Angela Turoski (2004)
Instructor of Education
B.S., M.Ed. University of Great Falls
Program Coordinator: MAT

Graduate Studies Mission

The University provides qualified applicants the opportunity to pursue graduate degrees with the common goal to afford opportunities for ethics-based professional preparation in a variety of human endeavors. Graduate programs bring together faculty and students as a community of scholars with a common interest in creative work and advanced study.

It is the mission of Graduate Studies to prepare reflective practitioners. The graduate programs all involve learning and mastering the skills of reflective scholarship as the ability to understand and to reflect on the major theoretical and empirical data in a field of study. Reflective learning is the ability to act while reflecting on one's own ideas, analyses, values, personal and organizational interests, and the interests of others; and reflective practice as the ability to apply skills and perspectives in life, to reflect on the appropriateness of practices and to practice self-efficacy in application, both reflection-on-action and reflection-in-action of professional activities.

The goal of graduate education is to instill in the students an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. It is the responsibility of faculty and students to work together in partnership to encourage freedom of inquiry demonstrate personal and professional integrity, and foster mutual respect.

Core Learning Outcomes are integrated within each degree plan:

Reflective Scholarship:

To understand the major theoretical perspectives in their field of study.

Reflective Learning:

To apply major theoretical perspectives in their field of study to real-life cases and to reflect on these applications.

Reflective Practice:

To reflect and act on one's own ideas, analyses, values, and personal and organizational interests in relation to one's field of study.

Quality graduate education depends upon the professional and ethical conduct of all parties. The graduate faculty and graduate students have mutual responsibilities in the maintenance of academic standards and the creation of a high quality graduate program. Graduate students have made a career choice and are viewed as members of a profession that has obligations to our human community.

The Associate Dean of Graduate Studies and the Graduate Council oversee the graduate programs. The Graduate Council is comprised of faculty members who share responsibility for standards of admission, retention, graduation requirements, graduate degree curricular matters, approval of new graduate programs, and all other matters of educational policy pertaining to graduate programs. Policy recommendations of the Council are forwarded to the Vice President for Academic Affairs and Provost for University review and action.

Programs

Course work is offered for the following programs:

Master of Science in Counseling (MSC)

Master of Arts in Secondary Teaching (MAT)

Master of Science in Organization Management (MSM)

- * Accounting (ACC)
- * Criminal Justice (CRJ)
- * Management (MGT)

Each of these degree plans has a unique curriculum that is described in this catalog. Students will find a listing of the prescribed courses that must be successfully completed for the award of a degree. In addition, the courses and respective three-year rotations are found in this catalog. Prospective students should carefully read the course descriptions required in the degree program to determine whether the program in which they have an interest will fulfill their expectations and career goals. Students should familiarize themselves with all aspects of pursuing a graduate degree. Faculty members are available to assist in curricular planning.

Failing to read and understand degree requirements is not a defense for non-completion of any portion of a degree program. Program planning guides are available from the Office of Admissions or from the Academic Program Assistant, Graduate Studies.



University of Great Falls

Graduate Admission

Applications for admission to Graduate Studies should be submitted at least six weeks before the beginning of the term in which the student intends to begin study. The Program Coordinator only reviews completed application files and reserves the right to request additional information from any applicant. All applicants are considered regardless of race, religion, sex, or national origin.

Procedure for Application to Graduate Studies

1. Applicants must possess a minimum 3.0 GPA and an undergraduate degree for admission to the University of Great Falls. If a student's undergraduate GPA is below a 3.0, the applicant is required to submit official scores from the Graduate Record Examination (GRE). Minimum scores on the GRE considered for admissions are 500 for Verbal and Quantitative and a 3 for Writing.
2. Submit a completed graduate application and one time fee to Office of Admissions, University of Great Falls, 1301 20th Street South, Great Falls, Montana, 59405, (406)791-5200, 1-800-856-9544, or by the web at www.ugf.edu. Email: enroll@ugf.edu
3. Submit immunization records to the Office of Admissions – Proof of 2 (two) immunizations for Measles AND 1 (one) for Rubella, unless birth date is before January 1, 1957 or taking an online program; then requirement is waived.
4. Request that each college or university you have attended send an official transcript directly to the Office of Admissions. Proof of an earned Bachelor's degree is required for admission.
5. Request that three persons who know your academic/professional qualifications complete the reference forms and send them directly to the Office of Admissions.
6. Attach a personal statement to your application outlining your professional goals and objectives (Statement should not exceed three typed, standard size 8 ½ x 11, double spaced pages).
7. All candidates for the Master of Science in Counseling program should complete the additional application requirements below.
8. All candidates for the Master of Science in Counseling and the Master of Arts in Secondary Teaching programs should be aware that licensure or certification requirements vary greatly from state to state. It is the responsibility of the applicant to determine prior to applying whether or not he/she is eligible for licensure in a given state. That can be accomplished by contacting the appropriate state licensing agency or program representative.

Additional Program Admission Requirements

Several programs have additional requirements for admissions, listed below:

Master of Science in Counseling (MSC)

If MSC program applicants cannot achieve GRE scores outlined in 1 above, the director of the MSC program may admit an applicant on a probationary status for the first three required courses in the MSC program. If the student does not achieve a grade of B or higher in these three courses, the student will be dismissed from the MSC program.

In addition to the Graduate Studies admission requirements outlined in the Admissions section of this catalog, all prospective MSC students must submit a Statement of Purpose, which addresses:

- a) Applicant's interest in graduate counseling studies in relation to the applicant's desire to become a counselor. This should include why the University of Great Falls MSC program is suitable for the applicant.
- b) Assessment of applicant's personal and professional strengths and experiences, which would contribute to success in gaining a graduate counseling degree.

After the application file is complete, the MSC faculty will interview the applicant. The purpose of the interview is to provide another source of information regarding the applicant's appropriateness for training as a counselor. Based on the information gained from the admission materials and interview, the MSC faculty will recommend admission to the program or denial of the application.

Master of Arts Secondary Teaching (MAT)

Applicants must have a documented endorsable major and minor (as defined by the State of Montana). An undergraduate GPA under 3.0 may be considered for provisional admittance. Applicants must also complete a successful phone interview with at least two University Education department members. Students may enter only in March or September.

Admission Deadlines

The University accepts applications at anytime; however, all applicants must apply at least six weeks prior to the first day of classes for the term in which they intend to enroll. All required documents must be submitted before a student can be fully admitted. Contact the Office of Admissions for an admission packet and additional admission information. Financial aid cannot be granted until a student has been fully admitted.

Non-Degree Admission

Non-degree admission status is for those students who are not seeking a degree at the University. This status allows a student to enroll in classes for such non-academic reasons as personal enrichment or job enhancement. A maximum of 6 semester credits earned in non-degree status may be applied to curriculum course requirements in a degree seeking status. Non-degree seeking students must submit the following:

1. A completed Application for Admission
2. A non-refundable, one-time application fee

Those students who enter the Graduate program as non-degree seeking and wish to become degree seeking must meet the graduate entrance requirements (undergraduate 3.0 GPA or GRE scores of 500 verbal, 500 quantitative, and 3 written) and are not guaranteed admittance into the program. Credits applied as non-degree seeking students are applied to the applicable program.

Re-Admission

A student in good standing, returning after an absence of at least one semester, excluding summer term, must submit a new application for admission. The one-time application fee will not be assessed a second time and no additional letters of recommendation will be required. A student who has attended any other school in the interim period must provide official transcripts from all colleges and/or universities attended. Students must have completed at least 50% of their coursework to be eligible for re-admission under the catalog in effect when they initially entered the program.

Admission of International Graduate Students

The University will consider applications from qualified international students. International students must submit the following documents in addition to the standard Admissions requirements to be considered for admission:

1. A completed international student information form.
2. A financial statement completed by the student, the financial sponsor, and the student's financial institution certifying the availability of adequate funding in U.S. dollars for the first year of education.
3. Official certified copies, in English, of certificates, diplomas, degrees, and course transcripts from all schools through the highest level of education achieved.
4. International students whose native or original language is not English are required to submit official

results of the Test of English as a Foreign Language (TOEFL) exam. The minimum score accepted is 500 written 173 computer or 80 on the web-based exam. Requests for information about TOEFL may be directed to TOEFL, Education Testing Service, P.O. Box 899, Princeton, NJ 08540, or to your local education authorities.

5. Evidence of adequate medical insurance.
6. An international student medical information form, which must be completed and signed by a physician following an examination taken within the past 90 days.
7. A copy of a valid passport or birth certificate

All documents must be received in the Office of Admissions by June 1 for fall semester admission. All documents must be received by November 1 for spring semester admission.

Financial Aid

Philosophy

The financial aid programs at the University of Great Falls are designed to assist students in paying for their expenses associated with earning a graduate degree. Financial aid is available to assist in paying for tuition, fees, books, supplies, and the student's living expenses while enrolled.

The Financial Aid Office is located on the ground floor of the Student Center building at the University of Great Falls. Office hours are from 8 a.m. to 5:00 p.m. Monday through Friday. Mail is received at the Office of Financial Aid, The University of Great Falls, 1301 20th Street South, Great Falls, MT 59405 or online at www.ugf.edu. The telephone numbers are (800) 856-9561 or (406) 791-5235. The FAX number is (406) 791-5242.

Most University students receive some type of financial aid to assist in paying for the costs of education. Financial aid in the form of loans is available for students. Assistance from state and federal programs is limited to U.S. residents and legal immigrants.

To receive any financial aid, you must:

1. Be fully admitted to a program leading to a degree.
2. Maintain satisfactory academic progress, as defined by the University, towards your educational goal.
3. Meet the specific eligibility requirements of the program from which you receive assistance.
4. Be registered for a minimum of 4 graduate credits.

Students can apply for aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The University of Great Falls school code is 002527. Students must re-apply for federal aid each year.

Disbursement of Funds

Funds are disbursed at the beginning of each semester after registration has been finalized. Student loans will be credited towards your tuition and fees first. Any remaining balance after your tuition and fees are paid will be refunded to you for your other costs of attendance.

Fair Notice

The University reserves the right to revise any financial aid award. Modification of awards may be required due to lack of federal or state funding, corrections or changes in the data reported to the university by parents and/or students, receipt of additional awards from non-college sources, unintended error, student changes in credit load, change in residence, or other reasons consistent with federal or state law or university policies and procedures. Policies regarding financial aid are subject to change without advance notice if required by federal or state law, university policy, or the Financial Aid Office.

Veterans as Graduate Students

The University is approved for veterans under PL 358, and for students under the War Orphans Assistance Act, PL 634 and the Vocational Rehabilitation Bill, PL 894, and PL 815. Inquiries about the educational benefits for veterans attending the University should be addressed to the Financial Aid Office. Veterans must inform the Financial Aid Office if they wish to be "certified" for VA benefits (including Chapter 1606 Reserve/Guard) before the beginning of the term, they must also inform the Financial Aid Office if they drop or add any credits during the term.

Veterans are advised to check with the Veterans Affairs Coordinator in the Financial Aid Office, located in the lower level of the Student Center, 45-60 days before registering. A veteran must notify the Financial Aid

Satisfactory Academic Progress

The University of Great Falls requires that all students maintain Satisfactory Academic Progress (SAP) toward a degree to maintain eligibility for financial aid. Satisfactory Academic Progress is defined as

- The maintenance of a cumulative Grade Point Average (GPA) at the University of 3.0 or better.
- Satisfactory completion of at least 66% of credits attempted and;

All students are expected to complete their degree objective within the standard described below:

- For an MSC degree a maximum of 90 credit hours attempted including transfer work.
- For all other degrees, a maximum of 54 credit hours attempted including transfer work.

Satisfactory Academic Progress is reviewed at the end of each semester. Students who fail to maintain Satisfactory Academic Progress will be placed on Financial Aid Warning for the next semester enrolled. Students on warning may receive financial aid; however, they must meet the conditions of warning. Students who fail to meet these conditions will be suspended from further financial aid eligibility at the University of Great Falls.

Suspensions may be appealed to the Student Development Office. Generally, appeals will be granted for extraordinary circumstances beyond the student's ability to control such as illness or death of an immediate family member or personal injury or illness. As a minimum, the appeal must include the following:

- A statement, plus documentation as appropriate, explaining the circumstances that have led to failure to meet the established SAP standards.
- A statement as to how the student will again conform with SAP standards.

Information about the appeal process can be found under the Academic Related Appeals process section on page xx in Undergraduate catalog. Students may regain eligibility for financial aid by re-establishing their GPA and completion ratios using their own resources.

Financial Information and Refund Policy

Any questions or corrections in computing students' charges will be billed to students after the Business Office has audited each student's registration. These and any other charges are due and payable immediately upon billing. Students are encouraged to contact the Business Office in regard to their financial obligations and status. Students may not register for a subsequent term unless all charges for the preceding term have been paid or the Business Office has approved satisfactory arrangements for payment. Transcripts, grade reports, or diplomas cannot be released until all charges have been fully paid.

Refund Policies

Fees are not refunded. The tuition refund policy is published online at www.ugf.edu. Any refund may be affected by financial aid regulations. Appeal of any of these refund policies may be made to the Business Office.

Tuition and Fees for 2011-2012

Below is the established tuition for the 2010-2011 academic year. In addition to tuition, each student pays the general fee and an educational technology fee. Additional fees may be required for application to the university, orientation, program participation, application for graduation, transcripts, independent study, home study and directed reading courses, specific course requirements (i.e. laboratory supplies), and returned checks.

Campus

Graduate Per Credit for All Credits..... Per Credit Rate \$ 610

Distance Learning

Graduate Per Credit for All Credits..... Per Credit Rate \$ 610

Semester Fee Information

All Fees Are Nonrefundable After the First Day of Classes

Educational Technology Fee			12-18 1-11	\$220 \$22/credit
General Fee	Graduate Students			\$65
Independent Study, Homestudy and Directed Reading Fee	Classes not listed in the schedule which required separate application and approval.			\$50/credit
Graduation Fee	Students graduating with a second degree, at any level, pay \$10 for the second degree application. Please see catalog for deadlines.	Priority Deadline Late		\$65 GR \$75 GR \$95 GR
Returned/Bad Check	After three bad checks, all check cashing privileges will be revoked for one year.			\$30
Transcript Fee	Exclusive of graduation copies		Each	\$3

Senior Citizens ages 65 and older may audit University courses free of charge. All such audits are subject to applicable class fees and must follow the University audit policy and procedure. No academic credit is awarded for audits. For those wishing to earn academic credit, all applicable tuition and fee charges will apply.

Refunds and Withdrawals

Students can add and drop courses via ArgoExpress through the first week of scheduled classes. After the first week of classes, students must obtain written approval from instructors to add courses and must submit the approval to the Registrar's Office in person or via email registrar@ugf.edu. Students can drop courses via ArgoExpress throughout the course of the semester.

* Students who stop attending classes without withdrawing via ArgoExpress or in the Registrar's office will receive grades of "F" (failure). Students are not withdrawn for non-attendance after the first week of class.

* The term "withdrawal" indicates a complete withdrawal from all courses. A student who has withdrawn is no longer considered enrolled at UGF for the withdrawn term and therefore cannot be verified as enrolled for any reporting purposes.

* Full refunds will be given for courses cancelled by the University.

* Financial aid funds are available to assist students with their university bill. However, it is the student's responsibility to ensure that all bills are paid in full.

* If students fail to process a change of registration (drop/add or complete withdrawal), the full amount of tuition for all classes must be paid. Refunds are calculated from the date the forms are received in the Registrar's Office.

* Any student withdrawing on or after the first day of classes will be responsible for payment of ALL fees (i.e. general fees, technology fees, lab fees, etc.) as well as applicable tuition charges (see below).

Drop and Complete Withdrawal Policy

Non-Weekend Courses—"W" (Withdrawal): A student is permitted, with instructor approval, to withdraw from a course between the first day of the fourth week until the last day of the 10th week of course will receive a W for the course. A student permitted, with instructor approval, to withdraw from a course from the Monday that begins the 11th week of the course to the end of the term but before the final examinations will receive either a WP (Withdrawal Passing) which does not confer credit and is not calculated in the GPA, or a WF (Withdrawal Failing), which does not confer credit but is calculated in the GPA in the same manner as an "F" grade.

Weekend Courses—Students have until the first Friday following the first weekend session to drop a class with a "W" for the course. A student withdrawing after that point but before the final examination will receive either a "WP" or "WF" (using the same rules as above). All withdrawals must be submitted to the Registrar's Office in writing and must contain a signature of approval from the course instructor.

Failure to attend class without officially withdrawing does not constitute an official drop of or withdrawal from the class. Should a student discontinue attending class without formally dropping or withdrawing, the instructor will assign whatever grade ("A" through "F") is deemed appropriate. No transcript record will be made for course drops or withdrawals resulting from class cancellations or from student failure to pay for classes in which they have registered.

Credit Load

Students who enroll in fewer than 8 credits per term are considered to be part-time students. Completion of all degree requirements, except MSC (60 credit hours), may be accomplished in two calendar years of full-time enrollment. Two courses per term, including summers, enables the candidate to complete a graduate program in three years. Primary responsibility for progress through program requirements rests with the individual student. Graduate faculty members provide guidance; however, progress depends on the student's own initiative.

Weekend and Evening Schedule

For candidates who work Monday through Friday and/or who must commute long distances, the graduate program schedules classes on weekends and on weekday evenings. The MAT, MSM-ACC, MSM-CRJ, MSM-MGT, are available by distance learning. Refer to the current course schedule for details.

Transcripts

Grade reports, official transcripts, and diplomas will be given only to students who have met all financial obligations to the University. The University upon the written request of the student issues transcripts of a student's permanent record. All official transcripts are processed and issued only after payment of the established fee (\$3) is made. Students are encouraged to submit transcript requests online at www.ugf.edu. Unofficial transcripts can be viewed via ArgoExpress.

Career Services

Career Services provides a wide range of resources to University students as they work toward their personal and professional goals. Career assessment and career counseling are available on an individual basis. The Career Library houses an extensive collection of career assessment tools, career planning, and educational opportunities. Career Services also offers co-operative education opportunities, information on part-time and on-and-off campus jobs as well as volunteer positions to interested students. For more information, call (406) 791-5216.

Bookstore

FALL, SPRING, SUMMER Monday – Friday: 8:30 a.m. – 4:00 p.m.

TEXTBOOKS:

Textbooks, distance learning DVDs, and supplies may be purchased from the University bookstore. Distance Learning students may also order through the following options:

- E-mail bookstore@ugf.edu
- Phone (406) 791-5260
- Fax (406) 791-5262