

University of Great Falls
*2011-2012 Undergraduate 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.*

2011-2012 Academic Calendar

Fall 2011

August 22	Residence Hall Move In
August 29	Fall 2011 Classes Begin
September 2	Weekend Graduate Sessions Begin
September 5	Last Day to Add Classes Without Instructor Permission
September 5	Labor Day – Campus Closed
September 6-19	Instructor Permission Required to Add a Class-No Adds Via ArgoExpress
September 19	Last Day to Add Classes
	Last Day to Drop Classes Without Advisor Permission and No Reflection on Transcript
	Drops After this Date Must Obtain Withdrawal Pin from Advisors
October 15	Last Day to Apply for December/ Deadline for May Graduation
October 17-21	Fall Break – No Classes – All Offices are Open
November 8	All Withdrawals After This Date will Reflect a WP or WF
	Spring 2012 Registration Begins 9am MST
November 25-26	Thanksgiving Observance – Campus Closed
December 9	Last Day to Drop a Course –
	Withdrawals No Longer Processed After This Date
December 12-15	Fall semester Final Examinations
December 15	Last Day of Fall 2011 Semester
December 21	Final Grades Due from Faculty and Entered into ArgoExpress by Noon
December 23	Grades Available to Students via ArgoExpress
December 24 – 31	Christmas Holiday – Campus Closed

Spring 2012

January 2	All Campus Offices Re-Open
January 16	Martin Luther King Day Observance – Campus Offices Open
January 17	Spring 2012 Classes Begin
January 20	Graduate Weekend Sessions Begin
January 24	Last Day to Add Classes Without Instructor Permission
January 25-February 7	Instructor Permission Required to Add a Class--No Adds Via ArgoExpress
February 7	Last Day to Add Classes
	Last Day to Drop a Courses Without Advisor Permission and No Reflection on Transcript
	Drops After this Date Must Obtain Withdrawal Pin from Advisors
February 20	President’s Day Observance – Campus Closed
March 5-9	Spring Break – No Classes- Campus Offices Open
April 2	All Withdrawals After This Date Will Reflect WP or WF
April 6-9	Easter Observance – Campus Closed
April 10	Fall 2012 Registration Begins 9am MST
May 4	Last Day to Drop a Course –
	Withdrawals No Longer Processed After This Date
May 7-10	Spring Semester Final Examinations
May 10	Last Day of Spring 2012 Semester
May 11	Baccalaureate
May 12	Commencement Ceremony
May 16	Final Grades Due from Faculty and Entered into ArgoExpress by Noon
May 18	Grades Available to Students

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General Information

History

The University of Great Falls was founded in 1932 by the Most Reverend Edwin V. O'Hara, Catholic Bishop of Great Falls, in collaboration with the Sisters of Charity of Providence and the Ursuline Sisters. Named Great Falls Junior College for Women, the two-year college was originally located in the Ursuline Academy on Central Avenue. The faculty consisted of several sisters, a few priests, and one lay woman. A year later, Great Falls Normal School was established by Sister Lucia Sullivan, S.P., and combined with the Junior College to address the need for prospective teachers in the area.

In its first year, 14 women enrolled. In 1935, the registration for both the Junior College and the Normal School totaled 105 women. In 1937, the first male student enrolled, and the year following there were 19 men in attendance. There were really two schools, each operating under a different Catholic religious community. The union of the two schools was one of convenience and legality. In 1942, Great Falls Junior College for Women was discontinued because of declining enrollment. Great Falls Normal College was renamed the Great Falls College of Education. By the early 1950s it became simply the College of Great Falls under the direction of the Sisters of Providence. Classes were held in the old Columbus Hospital. In September of 1995, the College was renamed the University of Great Falls.

In 1944, land was purchased south of the city by the Sisters of Providence and in the 1950s plans were made to move the College of Great Falls to the new campus. The new campus opened in 1960. At that time there were eleven buildings. Faculty offices were in the north end of the Classroom Building. Administration offices were in the Library. Emilie Hall was a women's residence hall. A ballroom was located on the lower floor of the Student Center, where the Office of Admissions and Records and Financial Aid Office are today.

The Sisters of Providence minister in the Western United States in concert with their motherhouse in Montreal, Canada. Compassion for the poor, the sick and the vulnerable brought the first Sisters of Providence to the West in 1856. With courage, Mother Joseph of the

Sacred Heart and four other sisters made the treacherous journey from Montreal to the untamed Washington Territory. Thanks to their caring, more than 30 hospitals, schools and homes for orphans, the elderly and the sick were founded to ease the harsh frontier life in what would become Washington, Oregon, Idaho, Montana and southern British Columbia. These pioneer sisters traveled by horseback, steamer, stagecoach and rail to wherever God's people had a need. The sisters used their simple tools to build and went door to door, begging for funds to support the orphans and works of charity. Today, the seeds they planted have grown and flourished along the coast from Alaska to southern California, as well as in El Salvador, and inland to Idaho and Montana.

In 1992 Providence Services was established by the sisters as the parent corporation, under lay leadership, for the sisters' ministries in eastern Washington, Idaho and Montana (St. Ignatius Province), paralleling Providence Health System, the parent corporation for western Washington, Oregon, California and Alaska (Sacred Heart Province).

On January 1, 2000 the two Provinces of the sisters united to form Mother Joseph Province and on January 1, 2006 the parent corporations, Providence Health System and Providence Services, merged to form Providence Health and Services which serves as the parent ministry for the University of Great Falls.

UGF Accreditation and Affiliation

The University of Great Falls has been empowered to grant diplomas and to confer academic honors and collegiate degrees since 1932. The University's accreditation by the Northwest Association of Schools and Universities was reaffirmed in 2009. The University is a member of the Council of Independent Colleges, the Association of Catholic Colleges and Universities, the Council for the Advancement and Support of Education, and the Association of PLSerwing Boards. The Paralegal Proram is approved by the American Bar Association. The RN to BSN program is accredited by the Commission on Collegiate Nursing Education.

University of Great Falls

Mission Statement

As an expression of the teaching mission of Jesus Christ, the mission of the University of Great Falls is to provide students with the opportunity to obtain a liberal education for living and for making a living.

Philosophy and Purpose

The University was founded through the collaborative efforts of the Sisters of Providence, the Ursuline Sisters, the Catholic Bishop of Great Falls and the civic community all of whom recognized societal need for higher education. Its educational mission, sponsored by the Sisters of Providence, continues to be the shared endeavor of dedicated people.

The University cooperates with both private and public institutions to attain goals consistent with its educational purpose and values.

The University continually and responsibly evaluates its operation and programs. It develops professional and career programs and continuing education courses designed in view of society's present and future needs as well as traditional academic degrees in appropriate fields.

The University offers students a foundation for actively implementing Gospel values and the teaching of Jesus within the Catholic tradition; it serves students of all beliefs who wish to take advantage of its programs.

The faculty and staff of the university join with students in a cooperative and enthusiastic search for truth, so that students may develop:

Character to have a positive impact on the world and to the communities in which they live and work, particularly by recognizing and accepting personal accountability to themselves, to society, and to God;

Competence to further their ability to live full and rewarding lives by becoming competent working members of society who know the basics of their professional field and have access to future learning;

Commitment to find meaning in life which enables them to participate effectively in society while transcending its limitations, by living according to their own moral and religious convictions, as well as by respecting the dignity and beliefs of other people.

Catholic Identity Statement

As a Catholic university, we belong to a **community of faith, the Roman Catholic Church**, committed to live and to proclaim the Good News of the Kingdom of God in the world. Belonging to the community of faith means, first of all, that the university shares in the sacramental unity of the community and bears witness to it in ways appropriate to a community of scholars and co-learners. It means that the university carries out the evangelical mandate to serve the community of faith and the larger community. It means that the university, by its very nature as a Catholic liberal education institution, shares in the mission given by Jesus to his disciples to teach the Good News of the Kingdom of God and of Jesus Christ to all people.

As a Catholic university, we mean to meet the challenges and prospects of the modern world with integrity and with devotion to Truth through our educational and research services. Each discipline in the university is committed to applying the best resources, research and methods to the free, open, honest pursuit of truth.

As a Catholic university, we are committed to participate in the prayer and reflection of the local and the universal Church. The university shares and celebrates the Sacramental, Eucharistic life of the community, provides opportunities for prayer and meditation, and offers appropriate pastoral services to all members of the university community.

As a Catholic university, we attend with special zeal both in action and in teaching to issues of **human dignity, social and economic justice, and peace**. Motivated by the spirit of the Sisters of Providence, we are committed to advocate with and to serve all who are in need.

As a Catholic university, we affirm the goodness of all creation and the necessity of grace to the pursuit of genuine happiness. We live and teach the moral and ethical commitment of the Gospel. All our members are committed to respect the dignity and integrity of every member. By conviction and commitment, we pursue the ecumenical unity of the followers of Jesus and of all humanity.

University of Great Falls Strategic Plan

The Providence Commitment

Vision

Our ministry is to be a transformational entity in the lives of our students by fostering intellectual, personal, and spiritual excellence.

Core Strategy

One Ministry Committed to Excellence in Engagement and Education

Core Values

Mission Inspired

Engage our students, faculty, and staff in an inclusive integrated community experience of personal transformation.

People Centered

Create an environment that respects the dignity, value, and rights of all through service to our students and their engagement with faculty and staff.

Service Oriented

Develop a culture of compassionate service within our campus community and provide opportunities for service-learning outside of our community.

Quality Focused

Engage, develop, and retain faculty and staff who will fulfill our mission and vision through service to our students and one another.

Financially Responsible

Ensure a financial foundation that enables a quality teaching and learning environment.

Growing to Serve

Enhance and nurture a living and learning community that is responsive to an ever-changing world.

Mission

As People of Providence we reveal God's love for all, especially the poor and vulnerable, through our compassionate service.

Core Values

Respect

All people have been created in the image of God.
- Genesis 1:27

We welcome the uniqueness and honor the dignity of every person.
We communicate openly and we act with integrity.
We develop the talents and abilities of one another.

Compassion

Jesus taught and healed with compassion for all.
- Matthew 4:24

We reach out to people in need and give comfort as Jesus did.
We nurture the spiritual, physical and emotional well-being of one another and those we serve.
We embrace those who are suffering.

Justice

This is what the Lord requires of you: act with justice, love with kindness and walk humbly with your God. - Micah 6:8

We believe everyone has a right to the basic goods of the earth.
We strive to remove the causes of oppression.
We join with others to work for the common good and to advocate for social justice.

Excellence

Much will be expected of those who are entrusted with much. - Luke 12:48

We set the highest standards for ourselves and for our ministry.

We strive to transform conditions for a better tomorrow while serving the needs of today.

We celebrate and encourage the contributions of one another.

Stewardship

The earth is the Lord's and all that is in it.
-Psalm 24:1

We believe that everything entrusted to us is for the common good.

We strive to care wisely for our people, our resources and our earth.

We seek simplicity in our lives and in our world.

“Ave Alma Mater”

Where the prairie's golden glory
Spreads beneath the matchless sky,
And the sparkling waters falling
Toss their rainbow mist on high,
Stands a citadel of learning
Guarding knowledge, truth and right,
From its watch-tower ever beaming
Golden pathways through the night.

Ave, Ave Alma Mater
Voices ringing loud and bold,
Sing the glory of your story
Of your banners blue and gold.

Student Creed

We the students of the University of Great Falls are committed to providing a safe and nurturing atmosphere in which to receive an education. It is our task to create this atmosphere by demonstrating responsible conduct on and off campus, by understanding and respecting our own beliefs as well as the cultural and lifestyle differences of other, and living by the principles set forth by the Sisters of Providence.

A Academic: We will stay personally accountable while striving for academic excellence. The educational choices we make now will affect not only our present, but our futures.

R Responsibility: We have an obligation to the university and to our fellow students to bear true faith and allegiance. That obligation also extends into the community, by doing what is legally and morally right.

G Growth: We will gain a sense of leadership by defending and supporting fellow students in their times of need. We will also, develop a sense of our own spirituality through discovery and understanding.

O Openhearted: We have a university that is a place of personal and cultural diversity. Students shall treat each other respectfully without judgment. This includes, but is not limited to, race, gender, religion, and sexuality.

S Service: We, as students, have a duty to serve our university, community, and Creator. By serving selflessly, we generate an atmosphere beneficial to living and prospering.

As a part of the University of Great Falls, we affirm our allegiance to these high ideals and to the core values set forth in the Providence Commitment.



University of Great Falls

Admission

The University invites applications for admission from students seeking a quality education and who are interested in an educational experience with a focus on the whole person. Admission depends upon careful review of all credentials presented by the applicant. The University reserves the right to request additional information from any applicant. The University of Great Falls admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.”

The Office of Admission hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday. The mailing address for the **Office of Admission is University of Great Falls, 1301 20th Street South, Great Falls, MT 59405**. The telephone numbers are (800) 856-9544 or (406) 791-5202. The FAX number is (406) 791-5209 and the email address is enroll@ugf.edu.

Deadlines

The University has a rolling admission policy with an early application deadline of Nov. 15 and priority deadline of Feb. 15 for the fall term. However, students may apply at any time but are encouraged to apply at least one month prior to the first day of classes of the intended start term. All required documents, plus a deposit of \$150.00 must be submitted to the Office of Admission before a student can register for classes.

Requirements

Freshmen

Graduates of accredited high school or students who hold a high school equivalency certificate (GED) may be admitted as a freshman. A complete admission file must include:

1. A completed admission application.
2. An official high school transcript showing the date of graduation or an official certificate of high school equivalency with scores from the General Education Development Test (GED).

High school students may apply for admission with a transcript indicating completion of the junior year (6th semester). Final official transcripts must be submitted before a student attends classes.

3. Results of American College Test (ACT) or Scholastic Achievement Test (SAT) are necessary for academic advising purposes and consideration of no-need/merit scholarships and while not required for admission are highly encouraged.
4. Proof of immunizations for two measles and one rubella vaccination.
5. One letter of recommendation
6. A tuition desposit of \$150 is required before students may register for classes (non-refundable after May 1)

Students who have completed their secondary education through a Home School program are required to submit the following*:

1. A completed admission application.
2. A parent’s transcript.
3. An official ACT or SAT score.
4. A bibliography of high school literature.
5. A tuition desposit of \$150 is required before students may register for classes (non-refundable after May 1)

**Please note that federal regulations may require a Home School student to submit an official GED transcript to be considered eligible for Federal Financial Aid.*

Transfer Students

An applicant is considered a transfer student if that student has completed one or more terms at another accredited college or university. A completed Admission file must include

1. A completed application for admission.
2. Official transcripts from all colleges and universities attended prior to application to the University of Great Falls.
3. Proof of immunizations for two measles and one rubella vaccination.
4. A tuition desposit of \$150 is required before students may register for classes (non-refundable after May 1).

Transfer of Previous Credit

It is the responsibility of the Registrar's Office to determine whether or not transfer credit is accepted by the University. Students with baccalaureate degrees from an accredited institution pursuing a second bachelor's degree are required to complete the requirements in the major and/or minor only.

International Students

The University will admit qualified international students as degree or non-degree seeking students. International students must submit the following documents to be considered for admission to the University:

1. A completed International Student Admission Packet
2. A completed Financial Statement certifying the student's ability to meet the cost of attendance each year the applicant is in the United States
3. Official certified copies, in English, of certificates, diplomas, degrees, and course transcripts from secondary 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. English-speaking students should submit Results of American College Test (ACT) or Scholastic Achievement Test (SAT) for academic advising purposes.
6. Evidence of enrollment in a health insurance program.
7. Proof of immunization for two measles and one rubella vaccination
8. A copy of a valid passport or birth certificate
9. A tuition deposit of \$150 is required before students may register for classes (non-refundable after May 1)

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

Re-Admission

A student returning to the University after an absence of more than one academic year must re-activate his or her prior application for admission or submit a new application. A student who has attended any other school in the interim period must order official transcripts from all colleges and/or universities attended before being re-admitted.

Non-Degree Admission

The 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 30 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 form.
2. Non-degree seeking students must obtain approval instructor approval to register in a class.

Conversion to Degree Status

A student admitted to the university in a non-degree status may change his/her status to degree seeking by applying for admission as a degree seeking student and by fulfilling those requirements.

Audit

Audit status is for those students who do not want credit for a course but enroll to learn about an academic subject. Approval for auditing a course must be arranged in advance with the class instructor. All class fees connected with the class will be assessed if the auditor is accepted into an activity or laboratory class with fees. Participation by the auditor in class discussions shall be permitted at the discretion of the instructor. Any student enrolling exclusively as an auditor may be admitted to a non-degree status. After the term's normal deadline for adding a course, students may not convert audit classes to academic credits, nor academic credits to audits. Audit students should follow the application process outlined for non-degree admission.

Argo Connect

A junior or senior level high school student may be admitted and allowed to register for university level course(s) provided that he/she is academically prepared to take the course(s) and that academic success can be reasonably predicted. Students will pay \$85/credit as well as any class fees associated with the course. Students will be allowed to enroll in no more than six (6) credits in any given semester (through the summer semester following their high school graduation). Additionally, Argo Connect participants will be restricted to enrollment in 100 and/or 200 level courses and must meet all required pre-requisites for the selected courses.

Students will be required to pay tuition at the time of registration and no Financial Aid will be available. High school students may enroll in courses at the University under the Argo Connect program through the summer semester following their high school graduation. Argo Connect students must submit the following to participate in the program:

1. A completed Argo Connect Application and tuition payment (\$85/credit)
 - a. Must include signature from parent or legal guardian
2. An Official, current high school transcript
3. A letter of recommendation from high school counselor or teacher

Dual Credit

High School juniors and seniors who attend the GFPS are eligible for the dual credit program through the University of Great Falls. This program allows students to earn University credit while attending their high school classes. Students should consult with their high school counselor or the University Registrar's Office to obtain a listing of available courses as well as an application. Participating students have a maximum of 2 years from the time they complete the course at their high school to petition for dual credit acceptance at the University. Students can choose one of two options:

They may petition that the applicable UGF course be waived. Students do not earn college credit but will have the specific course requirement waived once they attend UGF. There is no fee for this option. Students must submit a dual credit application and an official high school transcript demonstrating successful completion of the course ('C' or above).

They may pay \$85/credit to have the applicable UGF course transcribed for them. Students can then submit transcripts to other colleges/universities for use toward their degree programs. It is up to the discretion of the receiving college/university as to how they wish to utilize the credit. Students are encouraged to visit with their chosen institution to determine the best use of the dual credit program. Students choosing this option must submit full payment for the course and an official transcript from their high school showing successful completion of the course with their application. Students will have the grade they earned in the classroom as the earned grade on their UGF transcript (must be 'C' or above).

Lifelong Learning

The Lifelong Learning program is open to all University of Great Falls graduates who have completed a Master's Degree, a Bachelor's Degree, or a Two-Year Teaching Certificate. Those graduates with only an Associate's degree are not eligible for this program. Qualified alumni have the opportunity to attend any undergraduate class(es) offered — tuition free! The Lifelong Learning student will not need to pay the general fee or the technology fee. However, if there is an additional fee attached to an individual course, the alumnus/alumna will be expected to pay that particular class fee. The available courses include all undergraduate campus courses, telecom courses, and Internet courses. **Graduate classes are not available for this program.**

Lifelong Learning applications can be picked up in the Registrar's Office or in the Alumni Office. Interested individuals will need to mail or hand carry the form to the instructor for approval. Once the form has been approved or denied by the instructor, it should be delivered to the Alumni Office. **No academic credit will be awarded for completion of these courses.** Therefore, the course will not be posted to your transcript. You will instead receive a certificate verifying completion.

Veterans

The university is approved for veterans under PLG 358, and for students under the War Orphans Assistance Act, PLG 634, and the Vocational Rehabilitation Bill, PLG 894, and PLG 815. Inquiries about the benefits and requirements for veterans attending the university should be addressed to the Financial Aid Office.

Financial Aid

Financial Aid programs at the University are designed to assist students in paying for their expenses associated with earning a college degree. Financial Aid is available to help pay for tuition, fees, books, supplies, and the student's living expenses while enrolled. Assistance may be provided through some combination of scholarships, grants, work opportunities, and loans. The financial aid year begins with the fall semester, followed by spring and summer semesters.

The Financial Aid Office hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday. The mailing address is **University of Great Falls Financial Aid 1301 20th Street South, Great Falls, MT 59405**. The telephone numbers are (800) 856-9561 or (406) 791-5235. The FAX number is (406) 791-5242 and the web address is www.ugf.edu/financialaid.

Most UGF students receive some type of financial aid to assist in paying their costs of education. Financial Aid is available for full and part-time students. Assistance from state and Federal programs is limited to U.S. citizens and eligible non-citizens.

To receive any financial aid, you must:

1. Possess a high school diploma or equivalent.
2. Be fully admitted to a degree-granting program.
3. Maintain Satisfactory Academic Progress towards your educational goal as defined by the university.
4. Meet the specific eligibility requirements of the program from which you receive assistance.

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.

If selected for verification:

- Students must complete the verification work sheet and provide a signed copy of their federal tax returns to the Financial Aid Office along with all W2's for the year.
- Dependents must also include a signed copy of parents' federal tax return and W2's.

When a student's file is complete in the Financial Aid Office an award letter will be created for the student. Award letters are available electronically on our website. Students should review and reply to awards online within 21 days.

Eligibility for financial need is determined upon a complete review of the student's application. Financial need for assistance is the mathematical difference between the Average Cost of Attendance and the student's Expected Family Contribution. Once financial need is determined, a financial aid package is created combining grants, scholarships, work opportunities, loans, and any other external assistance. An award letter is created explaining the cost of attendance, resources, and the financial aid that UGF is able to offer.

Types of Aid

Grants

Federal Pell Grant is a grant for eligible undergraduate students. Pell Grants can be paid for year round attendance.

Federal Supplemental Educational Opportunity Grant (SEOG) is a grant for exceptionally needy undergraduate students. Funding is limited and Pell eligible students will receive first consideration to the extent that funding is available.

Loans

Loans for college costs are financial aid that must be repaid in the future. Loans may be made to the student or the student's parents to assist in paying college costs. Loans represent the major source of assistance available at the University. Student loan repayment begins after the student ceases half-time attendance. Depending on the total amount borrowed, repayment schedules may extend up to 30 years. The total indebtedness last year for an average graduating student was \$23,878. Certain deferment and forbearance terms may apply for the benefit of the borrower in cases of economic hardship. All students receiving loans are required complete loan entrance counseling prior to the receipt of funds. Students are also required to attend a loan exit counseling session that details the debts incurred at the University and explains student loan repayment rights and responsibilities.

Federal Perkins Loan awards are based on need and made from a limited revolving student loan fund administered by the university. Priority consideration is given to high-need students. Because it is a campus-based aid fund, it is awarded on a first-come, first-served basis until the fund is exhausted. Repayment begins nine months after the student ceases to be enrolled half time, usually after graduation. There are provisions for deferred repayment and cancellation of loans. Details of specific deferments are available from the Financial Aid Office.

Federal Direct Subsidized Stafford Student Loans. The Federal Government provides these loans through the Federal Direct Loan Program. The amount a student may borrow is the lesser of demonstrated need or the yearly loan limit for grade

level. Repayment begins six months after the student ceases half-time enrollment. Students are not responsible for loan interest until entering repayment.

Federal Direct Unsubsidized Stafford Loans are available to students who may not qualify for a Federal Direct Subsidized Stafford Loan or whose needs go beyond Subsidized Stafford Loan Eligibility. The student is responsible for the interest both while in school and in repayment. The student may choose to defer the interest while in school but should understand that the interest costs are added back to the balance owed (this is called capitalization).

Federal Direct Parent Loan for Undergraduate Students (PLUS) is available to parents of dependent students. Eligibility is determined by subtracting all other aid from the cost of attendance. These loans are credit based.

Private or Alternative Loans are available from a number of different sources. They can be used to fill the unmet need between the financial aid package and the Cost of Attendance. See your bank or the Financial Aid Office for more details on banks that may have these types of loans available.

Veteran Benefits (GI Bill)

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. Inquires about the educational benefits for veterans attending the university should be addressed to the Director of Financial Aid. Veterans must inform the Financial Aid Office if they wish to be "certified" for VA benefits before the beginning of the term; they must also inform the Financial Aid Office if they drop or add any credits during the term.

Student Work Opportunities

The University employs student workers for various tasks throughout the year. Employment is administered by individual departments and allows students who are enrolled on at least a half-time basis to work to meet part of their educational expenses. Students may work no more than 20 hours per week during periods of enrollment. For information regarding current employment opportunities students should contact the Student Development Office.

Federal Work-Study is a Federal program, which provides jobs for undergraduate students with financial need. The amount that a student may earn from a Federal Work Study job is limited to the award made for the academic year; however, the student may, at the option of the hiring department continue the student's employment after the total award has been earned. If the department does so it bears 100% of the student's employment cost.

University Student Employment is a university program that makes jobs available on campus for students. International students may work if positions and funding are available. Student employment is not part of a student's financial aid award.

Family Plan Benefits

This program assists families who have the burden of expense for two or more full-time students enrolled concurrently at the University. The university offers a discount to each attending family member of a qualifying household. A graduate student does not receive the family plan discount. However, a graduate student can serve to qualify an undergraduate family member for the discount. A family group is defined as father, mother, son, daughter, brother, sister, husband, or wife. This waiver is restricted to undergraduate degree seeking students.

Eligibility Guidelines For Family Plan Benefits:

- Each student must be registered as a full-time student.
- Applications for Family Plan benefits are available in the Financial Aid Office.

Student Responsibilities to Maintain Eligibility for Financial Aid

Upon acceptance and receipt of financial assistance of any kind, it becomes the student's responsibility to notify the Financial Aid Office in writing of changes in Financial Aid and/or enrollment status. Changes include

- Change in the number of enrolled credits
- Change in name, address, or telephone number
- Change in financial status, including any additional scholarships, grants, or other benefits received
- Withdrawal from the university. A student who withdraws from UGF during the semester may be responsible for repayment of all or a portion of any financial aid received for the semester. Return of Federal Fund procedures are federally regulated. The complete return of Title IV funds policy may be reviewed at www.ugf.edu/financialaid

Satisfactory Academic Progress

All institutions participating in the Federal Student Aid Program must have in place a Satisfactory Academic Progress standard which contains both a qualitative and quantitative measure, defines the maximum timeframe for degree completion which cannot exceed 150% of the credits required for graduation, and which is at least as stringent as the criteria used to measure satisfactory progress for students who are not receiving federal aid.

In accordance with federal regulation, the University of Great Falls has established the following policy regarding Satisfactory Academic Progress:

Qualitative Standard

- Undergraduate Students must maintain a 2.0 GPA
- Graduate Students must maintain a 3.0 GPA
- Students transferring into the University of Great Falls with a GPA of less than 2.0 will be placed immediately on warning.

Quantitative Standard

- Student must successfully complete at least 66% of courses attempted
- Grades of W, WP, WF, I, RD, and F are all included in the computation used to determine completion ratio
- Transfer credits will be factored into completion ratio as both attempted and completed

Maximum Time Frame

- For an associate degree the maximum allowable attempted credits is 96
- For a bachelor degree the maximum allowable attempted credits is 192
- The maximum timeframe for graduate students is 150% of the credits required by program.

SAP is reviewed at the end of each semester. Students who fail to maintain SAP will be placed on financial aid warning for the next semester enrolled. Students on warning may receive financial aid; however, they must bring performance up to acceptance SAP level in the next term enrolled or they will be suspended from further financial aid eligibility at the University.

Financial Aid suspension may be appealed in writing. The appeals should be addressed to the Office of Student Development and will be reviewed by the Vice President of Enrollment Management. 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.

Students who successfully appeal Financial Aid suspension are placed on Financial Aid probation for one term if it is realistic to assume student could return to good standing in that timeframe. At the end of that term students must be meeting SAP or they will be suspended from Financial Aid. Students who successfully appeal suspension but are not realistically able to return to good standing in one

term are placed on a specific academic plan which is monitored each term and that will allow them to return to good standing prior to completion of program.

Students who have appeals that are denied may appeal that decision to the Academic Appeals Committee following the process detailed on page xxi.

Students may regain eligibility for financial aid by reestablishing their GPA and completion ratio using their own resources.

Disbursement Of Funds

Funds are disbursed at the beginning of each semester after registration has been finalized. Grants, scholarships, and student loans will be credited towards tuition and fees first. Any remaining balance after tuition and fees are paid will be refunded to the student for other costs of attendance. Excess university institutional funds will not be calculated into a student refund. Wages earned in the student work program will be paid on a monthly basis.

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.

Scholarships

The university offers institutional scholarships to in-coming students based on academic achievement, financial need, an interest in or demonstrated aptitude. In addition, Continuing Student Gift Scholarships are awarded on the basis of academic criteria and/or any combination of academics, financial need, campus/community activities, leadership positions and work experience. Scholarships reward, encourage, and assist students in pursuing academic excellence and leadership roles.

Tuition and Fees for 2011-2012

Below is the established tuition for the 2011-2012 academic year. A flat rate applies to full-time students enrolled for twelve to eighteen credits. A per-credit rate applies to students taking fewer than 12 or more than 18 credits, distance learning programs, and summer term courses. 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, use of campus health services and wellness facilities, application for graduation, transcripts, independent study, home study and directed reading courses, specific course requirements (i.e. laboratory supplies), and bad checks.

Campus

<i>Undergraduate</i> Full Time (12-18 credits)	Per Semester	\$9240
<i>Undergraduate</i> Part Time (Less than 12 credits or over 18)	Per Credit Rate	\$ 586
<i>Graduate</i> Per Credit for All Credits	Per Credit Rate	\$ 610

Distance Learning

<i>Undergraduate</i> Per Credit for All Credits	Per Credit Rate	\$ 586
<i>Graduate</i> Per Credit for All Credits	Per Credit Rate	\$ 610

RN to BSN Degree Completion

Per Credit for All Credits.....	Per Credit Rate	\$427
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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	Campus Students		1-5	\$65
	Distance & Graduate Students		6 +	\$155 \$65
Independent Study, Homestudy and Directed Reading Fee	Classes not listed in the schedule which required separate application and approval.	Undergraduate and Graduate		\$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		\$50 UG, \$65 GR \$60 UG, \$75 GR \$80 UG, \$95 GR
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
Freshmen Orientation	First Semester and Campus Students Only			\$150
Health Fee	Full Time Undergraduate Campus Only	Undergraduate		\$90/semester \$180/year
Wellness Fee	Full Time Undergraduate Campus Only	Undergraduate		\$85/semester \$170/year
	Part Time Undergraduate Campus Only	Undergraduate		\$42/semester \$84/year

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).

Fall 2011 Refund Schedule

Full Semester Undergraduate and Graduate Courses

****REFUNDS ARE BASED ON COMPLETE WITHDRAWALS—UGF RETAINS ALL FEES****

Prior to the second week of classes (Sept. 5)	100%
From September 6 through September 12	75%
From September 13 through September 19	50%
From September 20 through December 15	0%

Spring 2012 Refund Schedule

Full Semester Undergraduate and Graduate Courses

****REFUNDS ARE BASED ON COMPLETE WITHDRAWALS—UGF RETAINS ALL FEES****

Prior to the second week of classes (Jan. 24)	100%
From January 25 through January 31	75%
From February 1 through February 7	50%
From February 8 through May 10	0%

Weekend Courses

Withdrawals submitted within 5 business days after the first weekend session	100%
Withdrawals submitted after 5 business days	0%

The withdrawals reflect the appropriate grade of W, WP/WF --see academic calendar

Title IV Aid will be refunded according to the Department of Education Federal Refund Policy.
Please visit www.ugf.edu/financialaid for more information about return of Title IV funds.

Student Development

The University provides a wide array of activities and support services for residential and non-residential students. Student Development at the University is designed to meet the many needs of students during their academic career. Active outreach aims at assisting students in fulfilling their personal and career goals while attending the University. Student Development Staff will be able to assist you with information concerning academic, career, or personal counseling services, health services, referral to tutoring services, career testing services, spiritual services, support groups, clubs and associations, work-study and student employment opportunities. The various offices in Student Development are located in the Student Center, Emilie Hall, Lumen Village and the Theater Building.

- Cultural Enrichment: campus sponsored events, community concerts, symphony, museums, Powwow and other events
- Computerized Assessments: ACT Compass Placement Test, Learning Style, and Personality Type Tests
- Workshops: provide study skills tips, test-taking strategies and other academic development
- Disability Services: provides students with a documented disability note-takers, books in audio format, extended test-taking time in a quiet setting, sign language interpreter, and assistive technology
- Other Services: computer assistance, leadership opportunities, and supplement grant aid

TRIO Student Support Services

The Center for Academic Excellence is a Title IV/TRiO Student Support Services Program (SSSP) funded by the US Department of Education. SSSP is strongly committed to the academic success and personal growth and development of students.

The goal of the SSSP is to retain and graduate students whose background or circumstances do not always permit the greatest chance for success. Students in this program are eligible to receive extra hours for tutoring and have access to many workshops, i.e. study skills, time management as well as a host of other support services.

What should students expect?

- Academic Assistance: provides a comprehensive educational support plan
- Professional and Peer Tutoring: tutors that will provide additional instructions for any course
- Mentoring: assistance with transitioning from high school to college and beyond
- Financial Aid Counseling: FASFA application assistance and scholarship information
- Financial Literacy: provides information regarding credit cards, loans, investing, savings, credit scores, and financial planning.
- Career Counseling: provides resume writing and job searching skills

Which students should apply?

- All Upward Bound and Educational Talent Search Students,
- Low income students (according to TRiO Federal Guidelines),
- First Generation College Students (primary care provider did not graduate from a 4-year institution),
- Students with a documented disability.

How can students apply?

Interested students should stop by the Center for Academic Excellence, located on the first floor of Sullivan Hall, call 406-791-5213 or e-mail the center at: caestud@ugf.edu. For more information on the TRiO program please visit www.trioprograms.org



Career Services

Career Services provides a wide range of resources to UGF 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 volunteers positions to interested students. For information about Career Services call 406-791-5216.

Student Life

The Student Life program at the University provides a variety of opportunities and activities that allow students to grow socially and as individuals. The program establishes a venue for students to express themselves and share their talents. Opportunities include leadership in student Government, musical performance, intramural sports, or engaging in a student interest based club. Through these activities and social events students develop life-long relationships with their peers and mentors. Student Life is dedicated to providing a place where every student can be heard and every idea explored. Its goal is to create a setting where students can grow, have fun and relax in a setting inviting to all. For more information about Student Life, call 791-5227 or email lspencer01@ugf.edu.

Campus Ministry

Campus ministry at the University serves an essential role in our university's commitment to developing the whole person. Inspired by the Catholic tradition and led by the tradition of the Sisters of Providence, campus ministry provides opportunities and programs to serve the campus community through liturgy and other opportunities for prayer, faith-sharing, spiritual direction theological reflection and service. The University serves all members of the campus community, regardless of their religion or background. For information about Campus Ministry, call 406-791-5216 or email aamaruma@ugf.edu.

Counseling and Health Services

Professional staff persons are available for personal counseling. Registered nurses provide regularly scheduled basic health services.

Corps of Discovery

The University of Great Falls' Corps of Discovery is a multi-year experiential program, with a single purpose: helping students discover themselves and the wondrous world around them. It is a personal development program, encompassing professional, emotional, spiritual and intellectual growth. For information about Corps of Discovery call 406-791-5229 or email nreiff01@ugf.edu.

Grandma Rice Retention Center

The Grandma Rice Retention Center is strongly committed to the academic success and personal growth of students. The Center offers a wide range of services and activities free of charge to all University students.

The Center is designed to:

- Increase the retention and graduation rates.
- Increase the transfer rate from two-year to four-year institutions.
- Foster an institutional climate supportive of the success of all students.
- An active outreach aims at assisting students in fulfilling their personal and career goals while attending the University of Great Falls.
- Provide information concerning academic, career, or personal counseling services, referral to tutoring resources, career testing services, mentoring and support groups.

The functions of the center:

- Collaborate with the TRiO Student Support Service team to provide workshops.
- Provide access to computers and printers
- Provide peer to peer tutoring. (All students referred by UGF faculty)
- Provide study space for students to study alone or with peers.
- Provide access to career assessment tools.
- Provide an environment for their development, academically, emotionally, socially and physically.
- Provide an open area for students to attend workshops related to academic success.

For more information please call the Student Development Office (406) 791-5308 or email psowers01@ugf.edu.

Campus Facilities

The University is located on a forty-five acre campus, one block south of the major thoroughfare in Great Falls. The campus facilities consist of twelve buildings. In addition, the university manages a several apartment complexes located two blocks from campus for upper-level student housing. The campus buildings and their facilities are:

Administration Complex

Accounting Services
Administration and Finance
Alumni Office
Business Office
Controller
Human Resources
Institutional Advancement
President's Office
President's Conference Room
Provost's Office
Public Relations/Public Information

DiRocco-Peressini Science Building

Biology Laboratory
Chemistry Laboratory
Classrooms
Computer Lab
Faculty Offices
Herbarium & Botany Laboratory
Microbiology Laboratory
Physics Laboratory

Emilie Hall

Residence Hall

Fine Arts Center

Art Building

Ceramics Studio
Faculty Offices
Gallery
Painting & Drawing Studio
Photography Darkroom
Printmaking Studio

Theater Building

Band Room
Dressing Rooms
Faculty Offices
Classroom
Piano Lab
Practice Rooms
Stage Workroom
Theater

IT Services Center

Help Desk
IT Support
Distance Learning/Telecom Office
Distance Learning Classroom

Library

Audio-Visual Collection
Classroom
Curriculum Collection
Faculty Offices
Academic Deans' Offices
Meeting Room
General Collection
Law Library
Library Offices
Periodicals and Serials Collection
Rare Book Collection
University Archives

Lumen Village

Resident Apartments
Tekakwitha Conference

McLaughlin Center

Athletics Department
Classroom
Fitness Center
McLaughlin Cafe
Gymnasium
Meeting Room

Montreal Hall

Resident Apartments

Physical Plant Building

Maintenance

Providence Hall

Galleria Trinitas
Classroom
Residence Hall

Santiago House

Resident Apartments

Sikora Hall

Resident Apartments

Sr. Rita Mudd Hall

Resident Apartments

St. Ignatius Hall

Resident Apartments

Student Center

Administrative Computing
Admissions Office
Argo Cafe
Campus Store (Bookstore)
Campus Ministry
Career Services
Commons/Cafeteria
Counseling Services
Financial Aid
Grandma Rice Retention Center
Health Services
Meeting Rooms
Registrar/Records Office
Service Learning
Student Life/Activities
Student Senate
Student Development

Sullivan Hall

Computer Labs
Center for Academic
Excellence-TRiO/Title IV
Classrooms
Education Resource Center
Faculty Offices

Trinitas Chapel

Worship Space
Prayer and Meditation Loft

Vancouver Hall

Resident Apartments

Wellness House

Resident Apartments