Finding Enrollment Assistance

The University of Montana Western

Admissions Office **J Short Admin Bldg** **406.683.7331** (toll free) **1.877.683.7331**

- Answers questions about admission & general enrollment
- Compiles information needed for new student admission
- Notifies new students (new freshmen and new transfers) of their admission status
- Sends enrollment acceptance packets to new students

Advising Office **Main Hall** **406.683.7325**

- Assists students with selecting classes appropriate to student ability, aptitudes and academic goals
- Assigns students to faculty advisors & helps students update education goals information

Business Services Office **J Short Admin Bldg** **406.683.7101**

- Answers questions about student enrollment costs, parking, payment methods, student health insurance, refunds, bookstore authorizations, etc
- Collects payment for tuition and fees

Career Services Office **L Carson Library** **406.683.7146**

- Provides career guidance information and conducts post-graduation employment research
- Assists students with finding employment during the academic year and between terms
- Assists graduates with securing career-related employment following completion of their programs of study

Financial Aid Office **J Short Admin Bldg** **406.683.7511** (toll free) **1.866.869.6668**

- Answers questions about financial aid
- Provides financial aid award letters
- Distributes all financial aid
- Processes student loans and consortium agreements (for students enrolled at two or more institutions)

Registrar's Office **J Short Admin Bldg** **406.683.7215** (toll free) **1.866.869.6668**

- Answers enrollment-related questions (registration, adding or dropping classes, withdrawal from all classes, etc), including questions concerning web-registration and the on-line student enrollment system (DAWGS)
- Answers questions about residency status, performs graduation audits, processes student requests to change their electronic records, maintains student enrollment files, answers questions about athletic eligibility, processes appeals to academic issues and policy waiver requests
- Compiles and provides enrollment-related statistical information

School of Outreach **Main Hall** **406.683.7537** (toll free) **1.866.799.9140**

- Answers questions about evening, weekend, on-line (internet) and Summer classes as well as many of the off-campus programs offered through Western
- Assists interested Outreach program students with enrollment in program courses (prospective students should review UM Western admission procedures and registration procedures before enrolling)

Student Life & Orientation Office **Davis Hall** **406-683-7565**

- Organizes & conducts new student orientation sessions
- Answers questions about student housing, dining services, student health insurance and student life
- Organizes services for students with special needs
- Produces student ID cards

TRIO Student Support Services **Main Hall** **406-683-7322**

- Helps TRIO-eligible new students select classes appropriate to each student's ability and academic goal
- Helps students succeed by providing tutoring, career choices, enrollment counseling workshops, grants and scholarships
- All new students are encouraged to contact TRIO-SSS to review eligibility criteria and to apply for program benefits