



MONTANA
STATE UNIVERSITY
BILLINGS

College of Technology

**Application For
Undergraduate
Admission**



**Apply online at www.msubillings.edu/cot
800-565-MSUB ext. 3000**

Admission Procedures



1 Application for Admission and \$30 Application Fee

Complete and submit the attached application for admission along with a \$30 non-refundable application fee to the Office of Admissions and Records. You may also complete and submit the Application for Admission online at www.msubillings.edu/cot

2 High School transcript, GED, or ACT Ability to Benefit COMPASS Scores

If you are a first-time student, submit a copy of your current high school transcript and a final high school transcript when you graduate, GED scores, or ACT Ability to Benefit COMPASS scores. *College of Technology students are not required to submit ACT or SAT scores.*

3 All Previous College Transcripts

If you are a transfer student, request official, complete transcripts from all previous colleges to be sent directly to the Office of Admissions and Records.

4 Immunization Records

If you were born after December 31, 1956, submit proof of immunization that was administered after December 31, 1967. The immunization dates must also be after your first birthday. Requirements include proof of two (2) doses of immunization against measles (Rubeola) and (2) doses of immunization against Rubella given at least 30 days apart. Include month/day/year. Any immunizations administered after June 11, 1993, must be an MMR. The record must be signed by a physician, health agency, or school official.

Apply for Scholarships Online!

Freshmen and transfer student scholarships will be awarded on an on-going basis beginning **December 1**. Priority will be given to those who apply before **February 1**.

To apply for scholarships, apply for admission and complete the scholarship application at: www.msubillings.edu/scholarships



to be considered for scholarships!

*Must have applied for admission to be eligible for scholarships.

College of Technology

	Assoc. Degree	Cert.
Accounting Technology Online	•	
Accounting Assistant Online		•
Administrative Assistant	•	
Assistant Drafter		•
Automobile Collision Repair	•	
Automobile Refinishing		•
Automobile Collision Repair and Refinishing	•	
Automotive Technology	•	•
Business Administration Online	•	
Computer Desktop/Network Support	•	
Computer Programming & Application Development	•	
Computer Systems Technology	•	
Construction Technology-Carpentry	•	•
Diesel Technology	•	•
Drafting and Design Technology	•	
Fire Science	•	
General Studies Online	•	
Human Resources Online	•	•
Medical Administrative Assistant	•	
Medical Coding and Insurance Billing Online		•
Networking Technology		•
Office Assistant		•
Paramedic	•	
Practical Nursing	•	
Power Plant Technology	•	
Process Plant Technology	•	
Radiologic Technology	•	
Registered Nurse	•	
Surgical Technology (partnership with UM COT)	•	
Sustainable Energy	•	•
Welding/Metal Fabrication Technology	•	•
Welding for Energy Technology		•

For a listing of all the degree options including Associate's, Bachelor's and Master Degree's please visit: www.msubillings.edu.

Send application for admission to:

Jacket Student Central
MSU Billings College of Technology
3803 Central Ave.
Billings, MT 59102

For additional information:

Jacket Student Central
406-247-3000 or
800-565-MSUB ext. 3000
cotadmissions@msubillings.edu
www.msubillings.edu/cot

For complete information on admission requirements please go to www.msubillings.edu/future/apply

Application For Admission



Please type or print all information. A non-refundable application fee of \$30 must accompany this application.

Institutional Information

Desired term of enrollment: Fall term 20____ Spring term 20____ Summer term 20____

Were you previously enrolled at Montana State University Billings? Yes No

Dates of attendance: _____

and/or Dates of continuing education or extension enrollment: _____

Personal Information

Full Legal Name

Last First Middle

Previous Name(s) _____

Social Security Number _____ - _____ - _____

We ask that you voluntarily provide this number, which permits the school to distinguish between individuals of the same or similar names. This is especially important should you request a transcript at a later date or wish to be considered for financial aid. You will not be penalized should you decline to provide your social security number.

Permanent address _____

City _____ State _____ Zip _____ Phone number () _____

If Montana, indicate county _____

Mailing address _____

City _____ State _____ Zip _____ Phone number () _____

Cell Phone Number () _____ E-mail address _____ @ _____

Birthdate ____/____/____ Birthplace _____

Parent(s) / Guardian(s) Names *(if you are a dependent)* _____

Country of citizenship _____ If not U.S., are you a permanent resident alien of the U.S.? Yes No

Emergency Contact Information:

Contact Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home phone number () _____

Work phone number () _____

Cell phone number () _____

Statistical Information

Providing this information is voluntary.

Montana State University Billings does not discriminate in admission, or the provision of services nor employment policies on the basis of race, gender, national origin, marital status, creed, religion, color, age, or physical or mental handicap. Providing the following information requested by this section is voluntary and the information provided will not be used in a discriminatory manner.

1. Gender Male Female

2. Has either of your parents or guardian(s) COMPLETED a bachelor's degree? Yes No Unsure

SSN _____

Middle Name _____

First Name _____

Last Name _____

3. Ethnic Identity

This information is for statistical analysis only. It is not used in the admission process and will have no bearing on your admission status.

a. Indicate your ethnic identity by checking the appropriate boxes:

- Hispanic / Latino Not Hispanic or Latino (check category below)

b. If not Hispanic or Latino, indicate which of one or more racial categories should be used to classify you:

- American Indian or Alaska Native Specify primary tribal affiliation or reservation _____
- Asian Specify country of origin _____
- African American
- Native Hawaiian or Other Pacific Islander Specify country of origin _____
- White

Students with Disabilities

If you have a disability that you wish to bring to the attention of the institution to which you seek admittance you may do so, before or after admission, by submitting a request for accommodation to either the Disability Support Services office or the Office of Admissions and Records. Applicants who need an alternative accessible format of this application may request it from either of the above noted offices. All requests regarding disability will be confidential and will not be used as a factor in granting or denying admission.



Educational Goal

Please indicate your educational goal:

- Associate Degree or Certificate (indicate program) _____
- Bachelor Degree (indicate field of study or undecided) _____
- Second Bachelor Degree (indicate field of study) _____
- Non-Degree Seeking Undergraduate (not pursuing a degree or certificate at this institution)
- For personal/professional development For subsequent use toward an undergraduate or program at this school
- For transfer to another institution (specify plans) _____
- Other _____
- Non-Degree Seeking Graduate (bachelor degree earned; not pursuing a degree or certificate at this institution)
- For personal/professional development To satisfy graduate school deficiencies
- For teacher certification
- For transfer to another institution (specify plans) _____
- Other _____
- Post-Baccalaureate (bachelor degree earned)
- For graduate school (Contact the Office of Graduate Studies and Research for additional requirements.)
- For teacher certification
- To satisfy graduate school deficiencies
- Other _____



Academic History

If you are or will be a high school graduate, please indicate:

Graduation date: ____/____/____

Complete name of high school _____

City _____

State _____

Is this high school accredited by its state department/office of education? Yes No

If you have or will receive a GED, please indicate date and location _____

If you have attended or are attending a college or university, degree seeking students must provide the following information for each institution, whether or not credit was earned.

Complete School Name	Location	Attendance period (term/year - term/year)	Degrees/credits earned

Were you ever suspended/dismissed for academic reasons from any of the institutions listed above? Yes No

If yes, please describe _____

Residency Classification

The information you provide will be used to assess your residency status for tuition and fee purposes only and has no effect on admission.

Are you claiming in-state tuition classification as a Montana resident? Yes No What state are you a resident of? _____
(Skip to the Safety and Security section of this application.)

If Yes, please carefully complete all of the following items. Failure to complete the information may result in your being misclassified. If any of the information is not applicable (NA) you may be asked to complete a Residency Questionnaire. Month and year are sufficient for dates more than two years past. In addition to your own information, if your parents claim you as a tax exemption, provide information on your parent or court appointed guardian.

	You	NA	Parents/Guardian/Spouse	NA
1. a. Dates of continuous physical residence in Montana (mo/day/yr).	___/___/___ to ___/___/___	<input type="checkbox"/>	___/___/___ to ___/___/___	<input type="checkbox"/>
b. Dates of employment in Montana (mo/day/yr).	___/___/___ to ___/___/___	<input type="checkbox"/>	___/___/___ to ___/___/___	<input type="checkbox"/>
	<input type="checkbox"/> Full-time		<input type="checkbox"/> Full-time	
	<input type="checkbox"/> Part-time		<input type="checkbox"/> Part-time	
	<input type="checkbox"/> Other		<input type="checkbox"/> Other	
	Employer _____ City _____			
	Employer _____ City _____			
c. List the last two years Montana Income tax returns have been filed.	_____ and _____	<input type="checkbox"/>	_____ and _____	<input type="checkbox"/>
d. Date current Montana Driver's License was issued.	_____ mo/yr	<input type="checkbox"/>	_____ mo/yr	<input type="checkbox"/>
e. List the last two years of Montana Motor Vehicle Registration.	_____ and _____	<input type="checkbox"/>	_____ and _____	<input type="checkbox"/>
f. Date of Montana voter registration.	_____ mo/yr	<input type="checkbox"/>	_____ mo/yr	<input type="checkbox"/>
g. Dates of extended absences from Montana during the last two years.	___/___/___ to ___/___/___	<input type="checkbox"/>	___/___/___ to ___/___/___	<input type="checkbox"/>
	Reason for absence: _____			
h. Names of Parents / Guardian / Spouse (if including their residency info)	_____			
	Parent / Guardian / Spouse state of residence _____			
2. a. I am a member of the armed forces of the United States assigned to active duty in Montana.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
b. Have you served as a member of the armed forces of the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	If yes, dates of active duty: ___/___/___ to ___/___/___			
	City and state from which you entered the service: _____			
	City		State	

- c. I am the spouse or dependent child of an individual who is a member of the armed forces of the United States assigned to active duty in Montana. Yes No
3. I am or will be a graduate of a Montana high school after attending that school for my entire senior year, and I have or will be registering at a unit of the Montana University System within four fall terms of my high school graduation. Yes No

Response to the following question is voluntary. However, if you choose not to provide the information, we will determine your residency status strictly on the basis of the information provided. Failure to provide the information will not affect admission decision.

4. a. Are you relying on the employment status of a parent, guardian or spouse to qualify for resident tuition? If no skip to question 5. Yes No
- b. If yes, _____ Date of start of employment: _____
 Employer State mo/yr

c. Parents'/Guardians'/Spouse's Name(s) (if applicable) _____

5. Please fill in the table below with information about yourself for the past two years.

Dates		Place of Residence	Employment	Schools Attended
From	To			

Safety and Security

This section must be completed by all applicants.

A felony in Montana State law is defined as a crime for which more than one year in prison may be imposed.

1. Have you ever been convicted of a felony (please include instances of deferred sentencing)?
 Yes No
2. Have you ever been subjected to court-ordered confinement for threatening or causing physical or emotional injury to persons or property?
 Yes No

Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior.

3. Have you ever been disciplined, suspended from, or placed on probation at any educational institution for non-academic reasons?
 Yes No
4. Have you ever been required to register as a sexual or violent offender?
 Yes No

An affirmative response to any of these questions will not automatically prevent admission, but you will be asked by the college to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

Reasons for Applying

1. Who was the most influential in your decision to apply to Montana State University Billings College of Technology?
 Parents or relatives Guidance counselor Admissions personnel Athletics personnel University Faculty
2. Which of the following factors influenced your decision the most to apply to Montana State University Billings College of Technology? (select up to three)
 Location Size of student population Cost Academics
 Overall reputation Financial Aid/Scholarship Athletics/Extracurricular activities
3. Why are you applying to Montana State University Billings College of Technology?
 For educational fulfillment To learn specific skills for a new job To complete general education classes before transferring elsewhere
4. Which of the following did you find most helpful in learning about Montana State University Billings College of Technology?
 Campus visit Publications Web page Visit with Admissions / New Student Services personnel

Signature

I hereby certify that to the best of my knowledge the foregoing information is true and complete without evasion or misrepresentation. I understand that if it is later found otherwise, it is sufficient cause for rejection or dismissal. If my application for admission is approved, I agree to abide by the present and future rules and regulations, both academic and nonacademic, and the scholastic standards of the appropriate institution, its colleges, schools, departments and institutes, including but not limited to those rules, regulations and standards stated in both the undergraduate and graduate catalogs. I further acknowledge that if I fail to adhere to these regulations or meet these requirements, my registration may be canceled.

Applicant's complete legal signature _____

Date _____

Pursuant to title VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, Executive Order 11246 as amended, Vietnam era and Disabled Veterans Act, as amended, and the Montana State Human Rights Act—Montana State University Billings has a policy of nondiscrimination in employment practices and in admissions, access to and conduct of educational programs and activities. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, disability, or marital status. Any student, employee, applicant for admission or employment may file a discrimination grievance. Inquiries or grievances should be directed to the Human Resources/EEO-AA Director in McMullen Hall Room 310, phone (406)657-2278. For more detailed information, please refer to: <http://www.msbillings.edu/geninfo/upolicies.htm>

Montana State University Billings is an ADA/AA/EEO employer. Any person with disabilities concerned about accessibility and/or accommodation issues should contact Disability Support Services (406) 657-2283

Campus Phone Numbers Area Code (406)



Jacket Student Central (406) 247-3000 or 800-565-MSUB ext. 3000

Admissions & Records	www.msubillings.edu/future
Advising Center	www.msubillings.edu/advise
Career Services	www.msubillings.edu/careers
Financial Aid	www.msubillings.edu/finaid
New Student Services	www.msubillings.edu/future
Orientation	www.msubillings.edu/future/Orientation.htm

Bookstore	247-3031	www.jackets-and-company.com
College of Allied Health	896-5830	www.msubillings.edu/cahp
College of Arts & Sciences	657-2177	www.msubillings.edu/cas
College of Business	657-2296	www.msubillings.edu/cob
College of Education	657-2285	www.msubillings.edu/coe
College of Technology	247-3000	www.msubillings.edu/cot
Community Involvement	896-5815	www.msubillings.edu/community
Dining Services	657-2383	www.msubillings.edu/dining
Diversity Center	896-5902	www.msubillings.edu/diversity
Graduate Studies	657-2238	www.msubillings.edu/grad
Housing & Residential Life	657-2333	www.msubillings.edu/reslife
Information Technology	247-5700	www.msubillings.edu/technology
Library	247-3025	www.msubillings.edu/library
Recreational Activities	657-2881	www.msubillings.edu/recactivities
Student Accounts/Cashier	247-3002	www.msubillings.edu/boffice/students.htm
Student Affairs	657-2307	www.msubillings.edu/VCSA
Student Health Services	657-2153	www.msubillings.edu/StudentHealth
Student Union	657-2387	www.msubillings.edu/sub
University Police	657-2147	www.msubillings.edu/security
Veterans Benefits	657-1782	www.msubillings.edu/future/Student_Services/AdultVUB.htm
Veterans Upward Bound	657-2075	www.vubmt.com



MONTANA STATE UNIVERSITY BILLINGS

College of Technology

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College of Technology
3803 Central Ave.
Billings, MT 59102

800-565-MSUB, ext. 3000
406-247-3000
www.msubillings.edu/cot
admissions@msubillings.edu

To access the annual campus
crime report, please visit
www.msubillings.edu/security.

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Find us on:

