

Montana State University Billings' Consumer Information Directory

The Montana State University Billings Consumer Information Directory is a quick reference tool for current and prospective school personnel, current & prospective students, their families, and other consumers. The Financial Aid Office updates the directory on an annual basis.

Contact us by phone, email or fax:

Toll Free: 1-800-565-MSUB

Direct: (406) 657-2011

Fax: (406) 657-1789

Email: finaid@msubillings.edu

Office Hours M, W-F 8:00am - 5:00pm, T 5:00pm

Summer Hours: M, W-F 8:00am - 5:00pm, T 5:00pm

Financial Aid: (406) 657-2188

Registrar: (406) 657-2158

Admissions: (406) 657-2888

**The first six digits of all phone numbers provided below are "406-657" unless indicated otherwise.*

General Institutional Information

Disclosure Requirement	Disclosure Recipient	When	Location of Disclosure	Office Contact	Last Updated
Admissions & Recruitment					
Admission/Readmission policies and procedures	Enrolled student, prospective students, & public	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/future/apply/ http://www.msubillings.edu/catalogs/ <ul style="list-style-type: none"> University 2024-2025: https://catalog.msubillings.edu/undergraduate/admissions-registration/ City College 2024-2025: https://catalog.msubillings.edu/cc/admissions/ Graduate 2024-2025: https://catalog.msubillings.edu/graduate/graduate-programs-admissions/ 	Admissions & New Student Services x2888 Registrar x2158 Jacket Student Central x3000 Graduate Studies x2238	2024

<p>Attendance policies and procedures (e.g. administrative withdrawals, tardiness)</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>	<p>http://www.msubillings.edu/catalogs/</p> <ul style="list-style-type: none"> • University 2024-2025:https://catalog.msubillings.edu/undergraduate/admissions-registration/ • City College 2024-2025: https://catalog.msubillings.edu/cc/admissions/ • Graduate 2023-2024: https://catalog.msubillings.edu/graduate/graduate-programs-admissions/ 	<p>Registrar x2158 Jacket Student Central x3000 Graduate Studies x2238</p>	<p>2024</p>
<p>Availability of a GED program, if the school admits students who do not have a high school diploma or equivalent 34 C.F.R. § 668.14(b)(13)</p>	<p>NA</p>	<p>NA</p>	<p>MSU Billings and MSU Billings City College admit students who have a high school diploma or equivalent. In Montana, the HiSet is now the standard in addition to GED and/or TASC. http://www.msubillings.edu/catalogs/</p> <ul style="list-style-type: none"> • University 2024-2025:https://catalog.msubillings.edu/undergraduate/admissions-registration/ • City College 2024-2025:https://catalog.msubillings.edu/cc/admissions/ <p>Montana Board of Regents Policy 301 Admission Requirements: http://www.mus.edu/borpol/bor300/301.pdf</p>	<p>Admissions & New Student Services x2888 Registrar x2158 Jacket Student Central x3000</p>	<p>2024</p>
<p>Recruiter Compensation/incentive programs policies and procedures</p>	<p>NA</p>	<p>NA</p>	<p>There is no incentive program for the recruiters, whose employment is covered under the Board of Regent’s Policy 711.1 – Employment Contracts: http://mus.edu/borpol/bor700/711-1.pdf</p>	<p>NA</p>	<p>2024</p>

Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid

<p>Requirements and procedures for officially withdrawing 34 C.F.R. § 668.43(a) (2)-(3) 34 C.F.R. § 668.41(a)-(d)</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>	<p>http://www.msubillings.edu/catalogs/</p> <ul style="list-style-type: none"> University 2023-2024:https://catalog.msubillings.edu/undergraduate/admissions-registration/ City College 2023-2024:https://catalog.msubillings.edu/cc/admissions/ Graduate 2023-2024: https://catalog.msubillings.edu/graduate/graduate-programs-admissions/ <p>Online Form: https://www.msubillings.edu/reg/forms/WithdrawalForm.pdf</p> <p>Business Office Withdrawal & Refund Policy: http://www.msubillings.edu/boffice/refund_withdraw_policy.htm</p>	<p>Admissions & New Student Services x2888</p> <p>Registrar x2158</p> <p>Jacket Student Central x3000</p> <p>Graduate Studies x2238</p> <p>Business Services x2140</p>	<p>2024</p>
<p>Refund Policies 34 C.F.R. § 668.43(a) (2)-(3) 34 C.F.R. § 668.41(a)-(d)</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate mailings, publications and electronic media</p>	<p>Credit Balances – Important dates list the timing of refunds. Refunds are run daily as aid becomes available.</p> <p>http://www.msubillings.edu/boffice/refund_withdraw_policy.htm</p> <p>http://www.msubillings.edu/boffice/important_dates.htm</p>	<p>Business Services x2140</p>	<p>2024</p>
<p>Return of Title IV funds Requirement 34 C.F.R. § 668.41(a)-(d) 34 C.F.R. § 668.43</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate publications, mailings & electronic media</p>	<p>http://www.msubillings.edu/finaid/pdf/Return_of_Title_IV.pdf</p> <p>PDF of policy is available for printing on the above URL.</p>	<p>Financial Aid x2188</p>	<p>2024</p>

Campus Security Policies, Crime Statistics and Crime Log

<p>Annual Fire Safety & Security Report 34 CFR § 668.41(a) 34 CFR § 668.41(e) 34 CFR § 668.46 34 CFR § Part 668 Subpart D, Appendix A</p>	<p>Enrolled students, prospective students, current and prospective employees.</p>	<p>Enrolled students and current employees: Annually by October 1</p> <p>Prospective students and employees via website and printed copy available upon request.</p>	<p>2023 Annual Security Report: http://www.msubillings.edu/police/pdf/annual-security-and-fire-safety-report.pdf</p> <p>MSUB sends annual notices to both employees and enrolled students. For proof of distribution, contact one of the 3 offices listed.</p>	<p>University Police x2147</p> <p>Admissions & New Student Services x2888</p> <p>Human Resources x2278</p>	<p>2024</p>
<p>Crime log 34 C.F.R. § 668.41(a) 34 C.F.R. § 668.41(e) 34 C.F.R. § 668.46 34 C.F.R. § Part 668 Subpart D, Appendix A</p>	<p>Anyone, regardless of whether associated with the institution</p>	<p>Portion of log for most recent 60-day period: Upon request during normal business hours.</p> <p>Portion of log older than 60 days: Within 2 business days of request.</p>	<p>University Police http://www.msubillings.edu/police/default.htm</p>	<p>University Police x2147</p>	<p>2024</p>
<p>Emergency response and evacuation procedures 34 CFR § 668.41(a) 34 CFR § 668.41(e) 34 CFR § 668.46 34 CFR § Part 668 Subpart D, Appendix A</p>	<p>Enrolled and prospective students, current and prospective employees</p>	<p>Enrolled students and current employees: Annually by October 1</p> <p>Prospective students and employees via the website, and printed copies available upon request</p>	<p>Emergency Preparedness: http://www.msubillings.edu/police/emergency_prep_aredness.htm</p> <p>Emergency Procedures: http://www.msubillings.edu/police/emergency_procedures.htm</p> <p>Active Shooter Response: https://www.msubillings.edu/police/procedures-shooter.htm</p>	<p>University Police x2147</p>	<p>2024</p>

<p>Emergency notification 34 CFR § 668.41(a) 34 CFR § 668.41(e) 34 CFR § 668.46 34 CFR § Part 668 Subpart D, Appendix A</p>	<p>Campus community (students and employees)</p>	<p>If immediate threat to the health or safety of students or employees occurring on campus Must provide adequate follow-up information as needed</p>	<p>Emergency Notifications: http://www.msubillings.edu/police/emergency_notifications.htm</p>	<p>University Police x2147</p>	<p>2024</p>
<p>Fire log 34 CFR § 668.49(d)</p>	<p>Anyone, regardless of whether associated with the institution</p>	<p>Portion of log for most recent 60-day period: Upon request during normal business hours. Portion of log older than 60 days: Within 2 business days of request</p>	<p>University Police http://www.msubillings.edu/police/default.htm</p>	<p>University Police x2147</p>	<p>2024</p>
<p>Fire safety report 34 CFR § 668.41(a) 34 CFR § 668.41(e) 34 CFR § 668.46 34 CFR § Part 668 Subpart D, Appendix A</p>	<p>Enrolled and prospective students, current and prospective employees</p>	<p>Enrolled students and current employees: Annually by October 1 Prospective students and employees via the website, and printed copies available upon request</p>	<p>Annual Security and Fire Safety Report 2023: http://www.msubillings.edu/police/pdf/annual-security-and-fire-safety-report.pdf</p>	<p>University Police x2147</p>	<p>2024</p>

<p>Missing student notification policies and procedures 34 CFR § 668.41(a) 34 CFR § 668.46(b)(14) 34 CFR § 668.46(h)</p>	<p>Enrolled and prospective students, current and prospective employees</p>	<p>Enrolled students and current employees: Annually by October 1 Prospective students and employees via the website, and printed copies available upon request</p>	<p>University Police http://www.msubillings.edu/police/default.htm</p>	<p>University Police x2147</p>	<p>2024</p>
<p>Timely warning 34 CFR § 668.41(a) 34 CFR § 668.41(e) 34 CFR § 668.46 34 CFR § Part 668 Subpart D, Appendix A</p>	<p>Campus community (students and employees)</p>	<p>Occurrence of crime reported to campus security authorities or local police agencies that institution considers to represent a threat to students and employees</p>	<p>University Police http://www.msubillings.edu/police/default.htm</p>	<p>University Police x2147</p>	<p>2024</p>
<p>Registered sex offenders information</p>	<p>Enrolled and prospective students, current and prospective employees</p>	<p>Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request</p>	<p>http://www.msubillings.edu/police/clery.htm Yellowstone County Sex & Violent Offender Registry: https://www.yellowstonecountymt.gov/sheriff/offender/newoffender.asp</p>	<p>University Police x2147</p>	<p>2024</p>
<p>Outcome of institutional disciplinary proceedings against alleged perpetrator of a crime of violence or non-forcible sex offense 34 CFR § 668.46(k)</p>	<p>Alleged victim or next of kin if alleged victim is deceased</p>	<p>Upon written request</p>	<p>Vice Chancellor for Student Access & Success</p>	<p>Vice Chancellor for Student Access & Success x2307</p>	<p>2024</p>

Health and Safety					
Vaccinations Policies [HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1)] 20 U.S.C. § 1092(a)(1)	Enrolled and prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/studenthealth/immunizations.htm	Student Health Services x2153 Admissions & New Student Services x2888	2024
Drug and Alcohol Prevention Program Disclosures and evidence of distribution to all students and employees 34 CFR § 86	Enrolled students, employees	Distributed to enrolled students and current employees annually. Public- available online or printed copies upon request	http://www.msubillings.edu/studenthealth/alcohol_policy.htm Students: https://www.msubillings.edu/everfi/ Employees: https://www.msubillings.edu/humres/policies/406-5-drug-alcohol-and-tobacco-free-workplace.pdf Evidence of distribution is available from the two offices listed.	Student Health Services x2153 Human Resources x2278	2024
Drug & Alcohol Prevention Program Biennial Review	Enrolled & Prospective students	Available online or printed copies upon request	2020-2022 Report: http://www.msubillings.edu/vcsa/pdf/Biennial_Review_Efforts.pdf	Vice Chancellor of Student Access & Success X2307	2024
Programs to prevent dating violence, domestic violence, sexual assault and stalking 34 CFR § 668.46(b)(11) 34 CFR § 668.46(j)	Enrolled students, employees	Distributed to enrolled students and current employees annually.	Information distributed in annual security report – <i>see section above</i> EverFi Haven Program: https://www.msubillings.edu/everfi/	University Police x2147 Student Health Services x2153	2024

Educational Programs, Instructional Facilities & Faculty

<p>Catalog(s) of the Institution (e.g. Undergraduate, Graduate, program specific)</p> <ul style="list-style-type: none"> • Current degree programs and other educational and training programs • Instructional, laboratory, and other physical plant facilities that relate to the academic program • Faculty and other instructional personnel • Any plans by the school for improving the academic program [upon determination by the school that such a plan exists] <p>34 CFR § 668.41(a)-(d) 34 CFR § 668.43</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>	<p>Undergraduate Degrees & Programs: https://www.msubillings.edu/future/degrees/index.htm</p> <p>Graduate Degrees & Programs: http://www.msubillings.edu/grad/programs.htm</p> <p>http://www.msubillings.edu/catalogs/ Undergraduate 2023-24:</p> <ul style="list-style-type: none"> • https://catalog.msubillings.edu/undergraduate/ <p>City College 2023-24:</p> <ul style="list-style-type: none"> • https://catalog.msubillings.edu/cc/ <p>Graduate 2023-24:</p> <ul style="list-style-type: none"> • https://catalog.msubillings.edu/graduate/ <p>Academic Master Plan: http://www.msubillings.edu/provost/Academic%20Affairs%20Master%20Plan.htm</p>	<p>Calendars: Registrar x2158</p> <p>Programs & Faculty: Provost & Vice Chancellor for Academic Affairs x2367</p>	<p>2024</p>
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Student Financial Assistance Information & Policies

<p>Verification</p>	<p>Applicants selected for verification</p>	<p>Timely so applicant can complete verification by deadline</p>	<p>http://www.msubillings.edu/financial/Definitions.htm</p>	<p>Financial Aid x2188</p>	<p>2024</p>
<p>Satisfactory Academic Progress policies and procedures</p>	<p>Enrolled & prospective students</p>	<p>Made available through appropriate publications, mailings, or electronic media</p>	<p>http://www.msubillings.edu/financial/SAP.htm</p> <p>PDF of policy is available for printing on the above URL.</p>	<p>Financial Aid x2188</p>	<p>2024</p>

Cost of Attendance Including estimates of: tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with the program in which the student is enrolled or expressed an interest 34 CFR § 668.41(a)-(d) 34 CFR § 668.43	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/financial/CostOfAttendance.htm	Financial Aid x2188	2024
Eligibility requirements and applying for aid	Enrolled & prospective students	Made available through electronic media	http://www.msubillings.edu/financial/Apply_for_Aid.htm http://www.msubillings.edu/financial/Rights-Resp.htm	Financial Aid x2188	2024
Awarding of Title IV funds	Enrolled & prospective students	Made available through electronic media	http://www.msubillings.edu/financial/Types_of_Aid.htm	Financial Aid x2188	2024
Academic Year Definition	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/financial/Definitions.htm	Financial Aid x2188	2024
Professional Judgment	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/financial/Definitions.htm Professional Judgement Form: http://www.msubillings.edu/financial/forms.htm	Financial Aid x2188	2024
Dependency Overrides	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/financial/Definitions.htm Independent Appeal Form: http://www.msubillings.edu/financial/forms.htm	Financial Aid x2188	2024

Repeat Coursework	Enrolled & prospective students	Made available through appropriate mailings, publications and electronic media	http://www.msubillings.edu/financial/Definitions.htm http://www.msubillings.edu/catalogs/ <ul style="list-style-type: none"> • University 2023-24: https://catalog.msubillings.edu/undergraduate/admissions-registration/ • City College 2023-24: https://catalog.msubillings.edu/cc/admissions/ • Graduate 2023-24: https://catalog.msubillings.edu/graduate/graduate-programs-admissions/ 	Financial Aid x2188 Registrar x2158 Jacket Student Central x3000	2024
Financial Aid Forms & Worksheets	Enrolled & prospective students	Made available through appropriate mailings and electronic media	http://www.msubillings.edu/financial/forms.htm	Financial Aid x2188	2024
Types of Aid A description of all the Federal, State, local, private and institutional student financial assistance programs (need based and non-need based) available to students who enroll at the institution. 34 CFR § 668.41 (a)-(d) 34 CFR § 668.42 34 CFR § 668.43	Enrolled & prospective students	Made available through appropriate mailings, publications and electronic media	http://www.msubillings.edu/financial/Types_of_Aid.htm http://www.msubillings.edu/catalogs/	Financial Aid x2188	2024
Notice of Federal Student Financial Aid Penalties for Drug Law Violations 34 CFR § 668.40	Enrolled students	Notice mailed each term after the census date (also available on the website)	http://www.msubillings.edu/stuaff/loss.htm	Financial Aid X2188	2024

Rights and responsibilities of students receiving financial assistance 34 CFR § 668.42(c) 34 CFR § 685.304(a) 34 CFR § 685.304(b) 34 CFR § 668.42 34 CFR § 674.42(b)	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/financial/Rights-Resp.htm http://www.msubillings.edu/catalogs/ <ul style="list-style-type: none"> University 2023-24: https://catalog.msubillings.edu/undergraduate/financial-aid-scholarships/ City College 2023-24:https://catalog.msubillings.edu/cc/financial-aid-scholarships/ Graduate 2023-24: https://catalog.msubillings.edu/graduate/financial-aid-scholarships/ 	Financial Aid x2188	2024
Study Abroad Financial Aid Eligibility Students enrollment in a program of study abroad approved for credit by MSUB may be considered enrollment at MSUB for the purpose of applying for assistance under Title IV 34 CFR § 668.43(a)(9)	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/internationalstudies/admissions/index.htm http://www.msubillings.edu/catalogs/ <ul style="list-style-type: none"> University 2023-24: https://catalog.msubillings.edu/undergraduate/financial-aid-scholarships/ City College 2023-24: https://catalog.msubillings.edu/cc/financial-aid-scholarships/ Graduate 2023-24:https://catalog.msubillings.edu/graduate/financial-aid-scholarships/ 	International Studies x1705 Financial Aid x2188	2024
Net Price Calculator					
Net Price Calculator 20 USC § 1015a(a) 20 USC § 1015a(h)	Enrolled and prospective students, their families, and other consumers	Annually	MSU Billings: https://tcc.ruffalonl.com/Montana%20State%20University%20-%20Billings/University-Campus-Calculator City College: https://tcc.ruffalonl.com/Montana%20State%20University%20-%20Billings/City-College-Calculator	Financial Aid x2188 Institutional Research: 406-247-5752	2024

Student Loan Information					
Terms and Conditions for Federal Loans A description of the terms and conditions of the Title IV, HEA loans students can receive [HEOA Sec. 488(c) amended HEA Sec. 485(d)] 34 CFR § 668.42(a)(4)	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/financial/Loans.htm http://www.msubillings.edu/bemoneysmart/studentloans.htm	Financial Aid x2188	2024
Loan submission and accessibility disclosure Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions [HEOA 489 amended HEA Sec. 485B]	Enrolled & prospective students	Made available through appropriate electronic media	http://www.msubillings.edu/financial/Loans.htm	Financial Aid x2188	2024
Perkins Loan Disclosure	Enrolled & prospective students	Made available on the website for enrolled and prospective students. Borrowers also receive a printed copy in their Perkins Loan Borrower Packet.	http://www.msubillings.edu/financial/Loans.htm http://www.msubillings.edu/financial/forms/2016-2017/FEDERAL%20PERKINS%20LOAN%20PROGRAM%20Disclosure.pdf	Financial Aid x2188	2024
Entrance Counseling – Title IV loan programs 34 CFR § 685.304(a)	All “first-time” borrowers of Direct Loans complete counseling each academic year.	Prior to first disbursement of a loan	http://www.msubillings.edu/financial/Loans.htm	Financial Aid x2188	2024

Exit Counseling – Title IV loan programs 34 CFR § 685.304(b) 34 CFR § 668.42(c)(6) 34 CFR § 674.42(b)	All student borrowers of a loan made under the Federal Perkins Loan, Direct Loan, or Federal Family Education Loan (FFEL) programs	Shortly before the borrower ceases at least half-time enrollment, or within 30 days of the borrower leaving school or completing study abroad program	http://www.msubillings.edu/finaid/Loans.htm	Financial Aid x2188	2024
Loan Repayment Calculator	Enrolled & Prospective students	Made available through appropriate mailings & electronic media	https://studentaid.gov/loan-simulator/	Financial Aid x2188	2024
Preferred Lender List and Private Education Loan Disclosures 34 CFR § 601.2 34 CFR § 601.10 34 CFR § 668.14(b)(28)	NA	NA	MSU Billings does not have a preferred lender list.	Financial Aid x2188	2024
Self-Certification Form 34 CFR § 601.2 34 CFR § 601.11(d) 34 CFR § 601.30 34 CFR § 668.14(b)(29)	Prospective private education loan borrower	Form and information provided upon request to loan applicant	http://www.msubillings.edu/finaid/Loans.htm https://www.msubillings.edu/finaid/forms.htm	Financial Aid x2188	2024
Institutional Code of Conduct Information regarding private education loans, including the institution’s code of conduct. 34 CFR § 601.10 34 CFR § 601.11 34 CFR § 601.30 34 CFR § 668.14(b)(27)	Prospective private education loan borrower	When providing private education loan information.	https://www.msubillings.edu/finaid/Principles.htm	Financial Aid x2188	2024

Accreditation, Approval, and Licensure of Institution and Programs					
Accreditor and Licensure Information: names of associations, agencies, and/or governmental bodies that accredit, approve, or license the institution and its programs; and procedures for obtaining or reviewing documents describing accreditation, approval, or licensing 34 CFR § 668.41(a)-(d) 34 CFR § 668.43(a)(6)	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/assessment/	Director of Assessment & Accreditation x2204	2024
Facilities and Services for Students with Disabilities					
Services and facilities available to students with disabilities, including students with intellectual disabilities [HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))] 34 CFR § 668.41 (a)-(d) 34 CFR § 668.43 34 CFR § 668.231 34 CFR § 668.43(a)(7)	Enrolled & prospective students	Made available through appropriate publications, mailing, or electronic media	http://www.msubillings.edu/dss/	Disability Support Services x2283 DSS at City College 406-247-3029	2024
Copyright Infringement Policies and Sanctions/Computer Use and File Sharing					
Policies and sanctions related to copyright infringement , including a statement that unauthorized distribution of copyrighted materials, such as peer-to-peer file sharing. 34 CFR § 668.43(a)(10)	Enrolled & prospective students	Made available through appropriate publications, mailings, or electronic media	Information Technology: http://www.msubillings.edu/it/network/	Information Technology 406-247-5700	2024

Transfer Credit Policies and Articulation Agreements					
<p>Transfer of credits policies, including established criteria on transfer of credit earned at another institution, and a list of institution articulation agreements</p> <p>HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V)) 34 CFR § 668.43 34 CFR § 668.43(a)(11)</p>	Enrolled and prospective students	Made available through appropriate publications, mailings, or electronic media	<p>https://www.msubillings.edu/future/apply/transferapply.htm</p> <p>https://www.msubillings.edu/future/apply/cctransferapply-1.htm</p> <p>http://www.msubillings.edu/catalogs/</p> <ul style="list-style-type: none"> University 2023-24: https://catalog.msubillings.edu/undergraduate/admissions-registration/ City College 2023-24: https://catalog.msubillings.edu/cc/admissions/ 	Registrar x2158 Provost & Vice Chancellor of Academic Affairs x2367	2024
<p>Required Written Arrangement Disclosures A description of any written arrangements that the institution has entered into under which another eligible institution provides part of an educational program. 34 CFR § 668.43(a)(12)</p>	Enrolled and prospective students	Upon Request	<p>MSUB currently has the following MOUs:</p> <ol style="list-style-type: none"> 1) Medical Laboratory Science Degree with University of North Dakota 2) 3+2 Athletic Training Degree with Rocky Mountain College 3) Surgical Technology degree with Great Falls College MSU 4) Respiratory Therapy degree with Great Falls College MSU 	Registrar x2158 Jacket Student Central x3000	2024

Diversity of Student Body					
<p>Information on diversity of the student body, including percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients</p> <p>[HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1), (20 U.S.C. 1092 (a)(1)): added HEA Section 485(a)(1)(Q)]</p>	Enrolled and prospective students	Annually within time frame specified by Integrated Postsecondary Education Data System (IPEDS)	<p>See MSUB specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana%2bstate%2buniversity%2bbillings&s=all&i;d=180179&id=180179</p> <p>See City College specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana%2bstate%2buniversity%2bbillings&s=all&i;d=180179&id=18017901</p>	Institutional Research 406-247-5752	2024
Student Outcomes					
Total current enrollment and percentage receiving Title IV, HEA program aid	Enrolled students, employees, ED, and the public	Annually via Integrated Postsecondary Education Data System (IPEDS)	<p>See MSUB specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana%2bstate%2buniversity%2bbillings&s=all&i;d=180179&id=180179</p> <p>See City College specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana%2bstate%2buniversity%2bbillings&s=all&i;d=180179&id=18017901</p>	Institutional Research 406-247-5752	2024

<p>Student Right-to-Know Act Disclosures: Completion or graduation rates and, if applicable, transfer-out rates for a specific cohort of the general student body (as reported to IPEDS), and job placement rates of graduates, provided to current and prospective students; if to a prospective student, provided prior to the student's enrolling or entering into a financial obligation to the institution</p> <p>34 CFR § 668.45 34 CFR § 668.8(b)(1)(ii) 34 CFR § 668.41(a)-(d)</p>	<p>Enrolled and prospective students</p>	<p>Annually within time frame specified by Integrated Postsecondary Education Data System (IPEDS) for reporting completion or graduation rate data</p>	<p>See MSUB specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana%2bstate%2buniversity%2bbillings&s=all&id=180179&id=180179</p> <p>See City College specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana%2bstate%2buniversity%2bbillings&s=all&id=180179&id=18017901</p> <p>Graduate Survey (employment and/or continuing education): http://www.msubillings.edu/careers/graddata.htm</p>	<p>Institutional Research 406-247-5752</p> <p>Career & Employment Services x2168</p>	<p>2024</p>
<p>Retention Rate Report to IPEDS 34 CFR § 668.41</p>	<p>Enrolled and prospective students</p>	<p>Enrolled students: Information must be readily available</p> <p>Prospective students: Must make information available prior to enrolling or entering into any financial obligation with the institution</p>	<p>See MSUB specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana%2bstate%2buniversity%2bbillings&s=all&id=180179&id=180179</p> <p>See City College specific information on IPEDS Data Center College Navigator: https://nces.ed.gov/collegenavigator/?q=montana%2bstate%2buniversity%2bbillings&s=all&id=180179&id=18017901</p>	<p>Institutional Research 406-247-5752</p>	<p>2024</p>
<p>Gainful Employment Program Disclosures 34 CFR § 668.403</p>	<p>Enrolled and prospective students, current and prospective employee, the public, etc.</p>	<p>Annually</p> <p>MSUB opted for early implementation of the rescission of the Gainful Employment Rule.</p>	<p>https://www.msubillings.edu/citycollege/programs/gedt2019/</p>	<p>Financial Aid x2188</p> <p>Institutional Research x247- 5752</p> <p>Jacket student Central x3000</p>	<p>2024</p>

Privacy of Student Records					
FERPA Rights: Annual notice to eligible students currently in attendance, of their rights under Family Educational Rights and Privacy Act (FERPA). 34 CFR § 99 34 CFR § 668.41(c)	Eligible students currently in attendance	Made available annually through appropriate publications, mailings, or electronic media	http://www.msubillings.edu/stuaf/ferpastudents.htm	Registrar x2158	2024
Gramm-Leach-Bliley Act: The institution's comprehensive information security program regarding establishing and maintaining the nonpublic personal information and/or Personally Identifiable Information (PII) pertaining to students, parents, or other individuals that the institution has in its possession. [FTC regulations: 16 CFR 313.3(n) and 16 CFR 314.1-5, Gramm-Leach-Bliley Act: Sections 501 and 505(b)(2), and U.S. Code: 15 USC 6801(b), 6805(b)(2)]	Enrolled and prospective students, current and prospective employee, and the public.	Made available through appropriate publications, mailings, or electronic media	Information Technology Policies: http://www.msubillings.edu/it/is/policies/enterprise/index.htm Infrastructure & Services Policy for Safeguarding Customer Information: http://www.msubillings.edu/it/policies/msub/privacy_policy.htm	Information Technology 406-247-5700	2024
Textbook Information					
Textbook cost savings programs	Enrolled students	Made available through appropriate publications, mailings, or electronic media	Used and Rental options may be available. Contact the Campus Store for more information: https://msubillings.bnccollege.com/?utm_campaign=ss_topTab&utm_source=fanatics&utm_medium=site_referral	Jackets & Company x2121	2024
Textbook Pricing Information	Enrolled students	Each academic period	Textbook pricing is available online through the Campus Store webpage: https://msubillings.bnccollege.com/?utm_campaign=ss_topTab&utm_source=fanatics&utm_medium=site_referral	Jackets & Company x2121	2024

Teacher Preparation Program Report					
<p>Teacher Preparation Report If the institution prepares teachers for initial state certification or licensure, the annual Teacher Preparation Report.</p> <p>[HEOA Sec. 201 amended HEA Title II, Part A: new HEA Sec. 205-208;</p>	Title II Report Card	Provide Report to general public	http://www.msubillings.edu/coe/accreditation.htm	College of Education Assessment & Accreditation Coordinator x2319	2024
Athletics Information					
<p>For an institution that offers athletically related aid, report of completion and graduation rates for student athletes</p> <p>34 CFR § 668.41(a) 34 CFR § 668.41(f) 34 CFR § 668.45 34 CFR § 668.48</p>	Enrolled and prospective students	Made available through appropriate publications, mailings, or electronic media	https://msubsports.com/documents/2016/9/21/2022_EADA_Completed_Survey.pdf https://ope.ed.gov/athletics/#/institution/search	Office of Intercollegiate Athletics x2369	2024
<p>For coeducational institutions with intercollegiate athletic programs, an <i>Equity in Athletics Report</i> notice provided at least once per year to all students and prospective students of a summary of the report and their right to request a full report</p> <p>34 C.F.R. § 668.41(g) 34 C.F.R. § 668.47</p>	Enrolled and prospective students	Annually	https://ope.ed.gov/athletics/#/institution/search	Office of Intercollegiate Athletics x2369	2018

Facilities and Services for Veteran Students					
<p>Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and Other Family Members</p> <ol style="list-style-type: none"> 1. Shopping Sheet 2. TIV Loans Benefits & Private Education Loans 3. Veterans Educational Benefits 4. Transfer Credit Evaluations – also see “Transfer Credit Policies” section above 5. Degree Requirements (educational plans) – see “Catalog(s) of the Institution” section above 6. Leave of Absence for Veterans <p>Executive Order 13607; Education Secretary Duncan’s July 24, 2012 Letter; Annotated Shopping Sheet</p>	<p>Enrolled and prospective students</p>	<p>1) Shopping Sheets are provided to all students in the financial aid section of their secure student online portal “myInfo”.</p> <p>2) Loan information available online and all students only pursuing a non-TIV education loan must complete the Alternative Loan Acknowledgement form</p> <p>#3-6 Available online</p>	<ol style="list-style-type: none"> 1) https://prodmyinfo.montana.edu/pls/blagent/twbkwbis.P_GenMenu?name=homepage 2) http://www.msubillings.edu/finaid/Loans.htm 3) https://www.msubillings.edu/vets/index.htm 4) http://www.msubillings.edu/future/student_services/adultvub.htm 5) https://libguides.msubillings.edu/c.php?g=242183&p=1610191 6) http://www.msubillings.edu/reg/MilitaryTranscripts.htm 7) http://www.msubillings.edu/vets/Cur_Vet_Reg.htm 	<p>#1 & 2: Financial Aid X2188</p> <p># 3: Military & Veterans Success Center x2968 & Library x2262</p> <p>#4 & #5 & #6: Registrar x2158</p>	<p>2023</p>
Additional Required Disclosures					
<p>Constitution and Citizenship Day: Documentation of the educational program offered by the institution pertaining to the United States Constitution</p> <p>[Division J of Pub. L. 108-447, the "Consolidated Appropriations Act, 2005," Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111)]</p>	<p>Enrolled students</p>	<p>Annually on September 17th</p>	<p>Documentation of the required educational program can be requested from the office listed.</p>	<p>Center for Engagement x2320</p>	<p>2023</p>

<p>Voter Registration: Documentation of the institution’s effort to distribute voter registration forms</p> <p>[HEOA Sec. 493(a)(1) amended HEA Sec. 487(a)(23) 20 USC § 1094(a)(23)]</p>	NA	NA	<p>Per below website: “Visit your county election office Monday through Friday between the hours of 8 a.m. and 5 p.m. and complete a registration form. Late registration closes at noon on the day before an election.</p> <p>Fill out and sign a voter registration application and drop it off at your county election office, or mail it to the county election administrator.”</p> <p>https://sosmt.gov/elections/vote/#where-do-i-register-to-vote</p>	NA	2023
<p>Foreign gifts or contracts worth more than \$250,000 within a calendar year</p>	Department of Education (ED) and the public	Report to ED by the earlier of 1/31 or 7/31, after the receipt of the gift(s) or the contract date; must make report available for public inspection and copying during business hours.	MSUB has never received foreign gifts or contracts worth \$250,000 and does not expect to in the future.	Montana State University Billings Foundation x2244	2023
<p>Campus Office Hours: Information about the availability upon reasonable notice throughout normal administrative working hours of employees for information dissemination purposes, to prospective and enrolled students.</p> <p>34 CFR § 668.44</p>	Current and prospective students and employees, & the public.	Available on the department and office websites and the directory.	All offices/departments have the hours of operation and contact information posted their websites.	Each department or office.	2023
<p>Student Activities Information</p> <p>[HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))]</p>	Enrolled and prospective students	Made available through appropriate publications, mailings, or electronic media	<p>http://www.msubillings.edu/engagement/index.htm</p> <p>https://www.msubillings.edu/engagement/engage-studentlife/index.htm</p> <p>https://ems.msubillings.edu/mastercalendar/</p>	Housing & Residence Life x2320	2023