

Admission Procedures

1. High School transcript, GED, HiSET or MSUB Readiness Test scores.

If you are a first-time student with fewer than 12 college credits, submit a copy of your current high school transcript and a final high school transcript when you graduate, or GED, HiSET or MSUB Readiness Test scores for review. *City College students are not required to submit ACT or SAT scores, however these scores will help with class placement.*

2. All Previous College Transcripts

If you are a transfer student, request official, complete transcripts from all previous colleges to be sent directly to Jacket Student Central. An evaluation of your transfer credits will be completed after you apply for admission. If you have sealed official transcripts, please submit them unopened.

3. Immunization Records

If you were born after December 31, 1956, submit proof of immunization. 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 continually beginning in **December**. Priority will be given to those who apply before **February 1**.

To apply for scholarships, apply for admission first at: msubillings.edu/future/apply. Once accepted complete the scholarship application at:

msubillings.edu/scholarships

(You will also need your student ID number to apply for scholarships.)

Apply Early to be considered for scholarships!

Must have applied for admission to be eligible for scholarships.

Send or Submit application for admission to:

Jacket Student Central
City College at MSU Billings
3803 Central Ave.
Billings, MT 59102

For additional information

Jacket Student Central
City College at MSU Billings
406-247-3007 or
800-565-MSUB ext. 3007
admissions@msubillings.edu
citycollege.msubillings.edu

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

For more information on the City College gainful employment programs, such as cost, financial assistance and placement rates, please go to: msubillings.edu/citycollege/Gainful_Employment.htm

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

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 City College or 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.

City College at 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. Have you served in the military for a period of *active duty* longer than 180 days? Yes No

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

4. 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. **Disability Support Services is located in the College of Education building, room 135 and can be contacted at 657-2283/406-545-2518 (VP) or tcarey@msubillings.edu.**

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. Student is not eligible for financial aid at MSU Billings)
- For personal/professional development For subsequent use toward an undergraduate degree 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 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

What is your cumulative grade point average at this time? _____

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

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

If you have attended or are attending a college or university or have military or dual credits, 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	Cumulative G.P.A.

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

If yes, please describe _____

Residency Information

Are you claiming in-state tuition classification as a Montana resident? Yes No (If yes, complete the following questions. If no, skip to the Safety & Security questions on pg. 5)

A. If your parent or legal guardian does **NOT** claim you as an income tax exemption, please complete the following. If they do claim you, then go to **ITEM D.**

1. Date you began living in Montana (mo/day/yr) _____

2. Dates of extended absences from Montana (mo/day/yr) _____ to _____

Reason for absence _____

3. Have you filed a Montana state income tax return? Yes No

as a part-year resident as a full-year resident

List the last three years Montana income taxes have been filed: _____, _____, _____

4. Date of your Montana voter registration (mo/day/yr) _____

5. Do you have a current Montana driver's license? Yes No Issue date (mo/day/yr) _____

Is this a renewal? Yes No

6. Date of your current Montana vehicle registration (mo/day/yr) _____

7. What is your employment status? (check all that apply)

full-time part-time retired unemployed seasonal permanent

Name and address of employer _____

Date of start of employment _____

8. What is your spouse's employment status? (check all that apply)

full-time part-time retired unemployed seasonal permanent

Name and address of employer _____

Date of start of employment _____

B. Dates of military service, if applicable (mo/day/yr) _____ to _____

City and state from which you entered the service _____

C. 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 State University System within four fall terms of my high school graduation. Yes No

Montana residents, please carefully complete all of the following items. Failure to complete the information may result in you 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.

D. Does your parent or legal guardian claim you as a federal income tax exemption? Yes No If no, go to question E.

If yes, please complete the following about your parent/guardian.

1. Who claims you as a federal tax exemption?

Name _____ Relationship _____

2. Date he/she began living in Montana (mo/day/yr) _____

3. Dates of extended absences from Montana (mo/day/yr) _____ to _____

Reason for absence _____

4. Has he/she filed a Montana state income tax return? Yes No
 as a part-year resident as a full-year resident
 List the last three years Montana income taxes have been filed: _____, _____, _____
5. Date of his/her Montana voter registration (mo/day/yr) _____
6. Does he/she have a current Montana driver's license? Yes No
 Current Issue date (mo/day/yr) _____ Is this a renewal? Yes No
7. Date of his/her current Montana vehicle registration (mo/day/yr) _____
8. What is his/her employment status? (check all that apply) _____
 full-time part-time retired unemployed seasonal permanent
 Name and address of employer _____
 Date of start of employment _____

E. Please fill in 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. 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.
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
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 City College at Montana State University Billings?
 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 City College at Montana State University Billings? (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 City College at Montana State University Billings?
 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 City College at Montana State University Billings?
 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 _____

Montana State University Billings has a policy of nondiscrimination in employment practices and in admissions, access to and conduct of educational programs and activities 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. 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.msubitings.edu/geninfo/upolicies.htm>



**City College at
Montana State University Billings
3803 Central Ave.
Billings, MT 59102**

**800-565-MSUB, ext. 3007
406-247-3007
citycollege.msubillings.edu
ccadmissions@msubillings.edu**

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

To access consumer information, please visit:
msubillings.edu/finaid/Consumer_Information.htm

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Annual Security & Fire Safety Report Notice of Availability: <http://www.msubillings.edu/future/asfsr/index.htm>

**Sign up for information, apply for admission or schedule your
campus visit today!
msubillings.edu/future • (406) 247-3007**