CHECKLIST FOR INDUSTRIAL TECHNOLOGY STUDENTS

*Please note: Financial Aid may not be available to each student depending on your circumstance. Please contact Financial Aid to verify your eligibility: 406-243-5373 or faid@mso.umt.edu

**Students must complete all of the steps in order to be registered and secure their seat in the program along with registration bill payment.**

_If you are a new student registering for the first time in the Industrial Technology Department, please check your student email for a message from My Academics that will guide you through this process._

1. **For transfer students, arrange to have an official, complete transcript sent directly to:**

   University of Montana Office of Admissions  
   Lommasson Center Rm 101  
   Missoula MT 59812  

   (electronically to: admiss@umontana.edu)

2. **Complete the Writing Placement Requirements:**

   Missoula College students WITHOUT an appropriate ACT/SAT writing sub score or course equivalent are required to take the University of Montana Writing Placement Test before enrolling in WRIT 101 or WRIT 121.

   Click the quick access link titled UM Writing Placement on this page: [http://mc.umt.edu/learning-center/](http://mc.umt.edu/learning-center/)

   Students exempt from completing WRIT 101 or WRIT 121 at Missoula College are those that bring in a transfer course equivalent, a specific AP test, or have successfully completed WRIT 101 or WRIT 121 through a high school dual-credit program.

3. **Complete the math Placement Requirements:**

   Students who have NOT transferred in college-level math from another institution, completed an Advanced Placement (AP) mathematics test, or passed a dual-credit math course through Missoula College should complete the Maplesoft Arithmetic Placement Exam prior to enrolling in M 111 “Technical Mathematics” to determine if starting in a developmental math course is more appropriate.

   Students with ACT/SAT scores, math transfer coursework, or AP scores should consult the Missoula College Academic Advising Center for more information regarding specific placement and/or math course needs. [academicadvisingcenter@mso.umt.edu](mailto:academicadvisingcenter@mso.umt.edu)

   Follow the directions below to take the online Maplesoft exam:
1. Go to umonline.umt.edu
2. Click "Moodle NetID Login"
3. Enter your NetID credentials and Sign in
4. Once in Moodle, access the course "Maplesoft Math Placement Exams". This course can be found on the left hand "MY COURSES" bar inside the Moodle home page.
5. Continue following the instructions inside the "Maplesoft Math Placement Exams" Moodle course.
6. * Industrial Technology students take the M01 exam.
7. If you do not have access to the Math Placement shell inside Moodle, please request access by filling out the Math Placement Access Request Form through the Office of Student Success webpage.

For questions about the Math and Writing Placement Tests, contact Betsy Cincoski at: 406-243-7826. or betsy.cincoski@umontana.edu.

4. Clear Registration Holds:

Prior to registration, students must verify that there are no holds on their student account. To check your hold status:

Log into your Cyberbear account, using your NetID login. Click on the top link that says “Student Services.” From there, you can see a “Holds” tab is displayed in the top right hand corner. Click here to display any hold information.

The most common student account hold is a health hold. If you have a health hold, the Curry Health Center needs a completed Medical Requirement Form (found in acceptance packet) as well as verifiable documentation of your immunizations. Students can easily submit all required documents through Curry Health Center’s Health Portal:

To access the Health Portal:

2. Click on the red “Health Portal” button.
3. Log in using your Net ID.
4. Click on the Forms Tab and complete the Tuberculosis Questionnaire form.
   o If you answer yes to any of the questions you must be screened for TB at a United States medical facility. This may be done at Curry Health Center.
   o Acceptable tests are: PPD skin test (if positive include reading in millimeters), QuantiFERON or T-Spot. You can enter these results under the Immunization Tab and upload the scanned TB test via the Upload Tab.
5. The State of Montana also requires students to submit proof of 2 MMR vaccines, or 2 doses rubeola and rubella or IgG titers for both rubeola and rubella.
   o Please enter the dates you received these vaccines or titers under the Immunizations Tab.
   o Upload a copy of your immunizations via the Upload Tab.

Once Curry Health receives your uploaded immunization records and Tuberculosis Questionnaire, your information will be reviewed and Curry Health Center will notify you via the Health Portal of your clearance to register.
If you have any questions, please contact the Curry Health Center directly:
(406) 243-2122 or MedReception@mso.umt.edu

5. Buy or decline health insurance:

Please follow these steps to make your insurance selection:
- Log in to Cyberbear.
- Select "Student Services."
- Select "Registration" from the left-hand navigation.
- Select the appropriate term.
- Make your Health Insurance selection.
- Confirm your Health Insurance selection.

When making your selection, please be sure to read the screens completely. There is a specific state requirement if you are receiving Montana Medicaid/HELP/Healthy Montana Kids PLUS. Failure to comply with the requirement could result in the loss of your state medical coverage. For more information, contact the Student Insurance Advocate at 406-243-2844, studentinsurance@mso.umt.edu or visit the insurance section of the Curry Health Center website.

Prior to Registration

1. Please follow the instructions in your acceptance packet to complete the online orientation in Moodle (umonline.umt.edu).

2. Upon completion of the all the above tasks, contact the Industrial Technology Program Coordinator or your Program Director for registration assistance.

   - Program Coordinator
     Lucy Ruediger  lucy.ruediger@umontana.edu  406-243-7640
   - Diesel Program Director
     Jim Headlee  jim.headlee@umontana.edu  406-243-7648
   - Heavy Equipment Program Director
     Larry Reinholz  larry.reinholz@umontana.edu  406-243-7643
   - Sustainable Construction Program Director
     John Freer  john.freer@umontana.edu  406-243-7668
   - Welding & Machining Programs Director
     Zach Reddig  zachary.reddig@umontana.edu  406-243-7644

There are limited seats in Industrial Technology programs. Registration will be closed when programs are filled for the upcoming term. We encourage students to regularly check their UM email for UM information, and their Cyberbear account to fulfill payment requirements.