CHECKLIST FOR INDUSTRIAL TECHNOLOGY STUDENTS

*Please note: Financial Aid may not be available to each student depending on your circumstance. Please contact Financial Aid (406-243-5373) to verify your eligibility.

1. For transfer students, arrange to have an official, complete transcript sent to:
   Missoula College Admissions Office
   909 South Avenue West
   Missoula, MT 59801

2. Complete the Math Placement Requirements:
   
The ALEKS math placement exam will help students determine the most appropriate math course for them. All students without math transfer work, a specific AP test, or a completed dual-credit math course which meets program requirements, are required to take the placement test before enrolling in a math course.

   **Follow the directions below to take the exam:**
   1. Go to http://www.aleks.com/sign_up
   2. In the “Using ALEKS with a class?” box, enter the following course code: K4VET    DGGQ3
   3. On the second screen, confirm that you want to take a math placement exam for UM.
   4. Enter your personal information on the third screen. You will be asked for your name, email address, and student ID number (790-XX-XXXX).
   5. Continue following the instruction screens. You will need to complete a short tutorial (5 minutes) to teach you how to enter responses in ALEKS using the keyboard. The exam itself will consist of no more than 25-28 questions. You will receive your score right away.
   6. **IMPORTANT:** Save your score report as a PDF or print out a hard copy for your records.

3. Complete the Writing Placement Requirements:
   
   Students exempt from completing WRIT 101 or WRIT 121 are those that bring in equivalent transfer courses, a specific AP test, or have completed WRIT 101 or WRIT 121 through a high school dual-credit program. Unlike math, there are multiple types of tests that may be used to place students into the appropriate English composition course.

   **Types of tests used for placement:** Students who have taken specific SAT or ACT sections, or attended a Montana high school that participated in the Montana University System Writing Assessment program (MUSWA) may use those scores to place into writing.

   If a Missoula College student does not have any of those scores, he/she is required to take the Compass eWrite placement test. Students may also opt, after visiting with their advisors, to take WRIT 095 without taking any placement tests. Students who pass WRIT 095 must then complete WRIT 101 or WRIT 121.

   Students must take the eWrite in-person at the Learning Center (LC). Students may use the eWrite scheduler webpage to sign up for a time to take it at Missoula College, or call the
Learning Center at (406) 243-7826. The eWrite test costs $15. Students also have the option to remote-register to take the Compass eWrite from a designated distance location.

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” followed by “Student Records” and then “View Holds.”

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. If you have any questions please contact the Curry Health Center directly at medreception@mso.umt.edu or (406) 243-4330.

**Prior to Registration:**

Once a student is accepted to their program of choice, the student must change their major to move from pre-program status to accepted status:

- Program Directors will provide each accepted student with an ADMISSIONS CHANGE SHEET
- The student must sign and submit to Debbie Breneman, Missoula College West Campus, 909 South Ave. West, Missoula, MT 59801
- Program Director’s will initial the Admissions Change Sheet and submit it to Admissions.

*There are limited seats in Industrial Technology programs. Students must complete all of these steps, along with completing registration and payment, to secure their seat in the program. 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 Cyberbear account to fulfill payment requirements.*