



ADMISSIONS CHECKLIST

The items listed below are required for all **degree-seeking applicants**, prior to registering for classes. **Non-Degree** seeking students are required to submit the application only; however, may need additional items (see below).

Steps after Completing Application for Admission:

Step 1: Submit High School Transcript, Diploma, or High School Equivalency

- Submit a copy of high school transcript, diploma or high school equivalency scores showing completion date.

Step 2: Submit Immunization Records

- Submit proof of 2 separate doses of the MMR vaccination (measles, mumps, and rubella) or proof of immunity through a Titer Test.
 - Not required for Non-Degree seeking students unless wishing to take more than 6 credits in a term

Step 3: Math and Writing Placement

- Submit ACT, SAT, or Compass Scores (must have been taken within the last 3 years)
 - Schedule your Compass Test at <http://students.gfcmsu.edu/testing/>. If known, use Student ID number when registering for test (located on acceptance letter). This is not a pass/fail exam – it is for placement into math and writing courses only.

OR

- Students who have successfully completed math and writing at another college, must submit official transcripts from each institution previously attended. General coursework (math and writing) must have been completed within the past 15 years.

Step 4: Financial Aid

- FAFSA (Free Application for Federal Student Aid) should be started simultaneously with admissions application. Go to www.fafsa.ed.gov and use school code 009314.
 - For financial aid application assistance please contact:
 - New and Returning Students - Marty Foxman @ 406-771-4326
 - Continuing and Transfer Students – Financial Aid @ 406-771-4334

Once Checklist is complete - sign up for Registration. [Call 406-268-3700 for Registration Session Information.](http://www.gfcmsu.edu/registration)

Important Information

Banner Web.....

As a member of the Great Falls College MSU student body, you have online access to your student records, financial aid information and billing and payments. The following information is necessary to obtain this access. Protect this information as you would your ATM bank account information.

- **GO TO** www.gfcmsu.edu
- Click on the **My Info** link at the top left of the page and click on **Enter Secure Area**
- User ID Number: Student ID (be sure to type in the dash before the number)
- PIN Number: Date of Birth (ddmmyyyy – Ex 05jul2011)

Important Dates (Academic Calendar).....

- These are dates and deadlines that are important to know as a student
- These dates are available online at: <http://students.gfcmsu.edu/academiccalendar.html>
- You will also receive these dates during your registration appointment

Financial Aid.....

- The Financial Aid staff encourages all students seeking a degree and enrolling in at least 6 credits to apply for financial aid by completing the Free Application for Federal Student Aid at www.fafsa.ed.gov. A variety of grants, loans, work study employment and scholarships are available to GFC MSU students.
- Once a financial aid package is determined, students may accept all or part of the offered funding. Applying for aid does not obligate a student to accept student loans.
 - Students are encouraged to review their educational costs and carefully consider the amount of student loans to borrow, keeping their loan balance as low as possible. A Financial Wellness Coordinator is available to assist you in your financial education.
- Contact the Financial Aid Staff at 406-771-4334 or finaid@gfcmsu.edu for questions.

Health Insurance.....

- All students enrolled in 6 or more credits at GFC MSU are required to have health insurance. If you don't have other insurance Student Health Insurance is available.
- Students who accept the student health insurance plan during registration will pay a premium once in the fall semester and once in the spring semester for a full year of coverage.
- Specific plan information can be found online at <http://students.gfcmsu.edu/insurance.html>
- Additional questions ~ contact Julie Freshly at 406-771-4304 or julie.freshly@gfcmsu.edu

Bill Payment.....

- Every semester you will receive a new bill for tuition and fees
- **Review payment deadlines on Academic Calendar. If there is no payment arrangements made by deadline, students are dropped from all courses.**
- Payment arrangements options:
 - | financial aid being in place | setting up a payment plan | making a payment in full |

Class Schedule and Academic Catalog.....

- The Class Schedule and Academic Catalog are not printed documents; they are available online.
- You can start to research your program requirements and the days and times that classes are available.
- Catalog: catalog.gfcmsu.edu
- Class Schedule: https://atlas.montana.edu:9001/pls/gfagent/bzskcrse.PW_SelSchClass

Any Question, Any Time!

- Contact Student Central at any time! 406-268-3700 or 800-446-2698 or admissions@gfcmsu.edu