

# UNDERGRADUATE ADMISSION

The University invites applications for admission from undergraduate students seeking a quality education and who are interested in an educational experience with a focus on the whole person. Admission depends upon the applicant's aptitude, achievement, and character as determined by a careful review of all credentials presented by the applicant. In addition, the applicant must meet any academic program requirements published in the Undergraduate Catalog at the time of application. Refer to the Undergraduate Catalog for specific academic program admission requirements.

The University reserves the right to request additional information from any applicant.

The University of Providence, mindful of its mission to be a witness to the love of Christ for all, admits students of any age, race, color, disability, national or ethnic origin, religion, sexual orientation, gender, citizenship status, status as a veteran, or any other characteristic that is protected by applicable state or federal law to all rights, privileges, program and activities generally accorded or made available to students at the University.

The Admission Office is located in Argo Central. Hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday. The mailing address for the Admissions Office is:

University of Providence  
1301 20th Street South  
Great Falls, MT 59405

The telephone numbers are (800) 856-9544 or (406) 791-5202. The fax number is (406) 791-5209 and the e-mail address is [admissions@uprovidence.edu](mailto:admissions@uprovidence.edu).

## Deadlines

With the exception of undergraduate students seeking admission to programs having a selective admissions process and specific cohort start dates (see catalog program pages), the University has a rolling admission policy. Students may apply to the University at any time but are encouraged to apply at least one month prior to the first day of classes of the intended start term. All required documents, plus a tuition deposit for students admitted to the School of Liberal Arts and Sciences of \$100.00 must be submitted to the Admissions Office before a student may register for classes. The tuition deposit is non-refundable after May 1.

The deadline to apply for admission to the current semester is 3 weeks prior to the semester start date. The deadline to register for classes for the current semester is 2 weeks prior to semester start date.

## International Students

The University will admit qualified international students as degree seeking students. International students must submit the following documents to be considered for admission to the University:

1. A completed application for admission.
2. A completed Financial Statement certifying the student's ability to meet the cost of attendance each year the applicant is in the United States.

3. Official certified copies, in English, of certificates, diplomas, degrees, and course transcripts from secondary schools through the highest level of education achieved.
4. An official credential evaluation report from a credential evaluation service that is a member of the National Association of Credential Evaluation Services or from InCred through the NAIA.
5. International students whose native or original language is not English are required to submit official results using one of the following English as a Foreign Language assessments (minimum score requirements): TOEFL of 500 (PBT) or of 80 (iBT); ITEP of 4.5; or IELTS of 6.5 or DUOLINGO of 105.

Requests for information about TOEFL may be directed to:  
TOEFL, Education Testing Service  
P.O. Box 899  
Princeton, NJ 08540  
(or to your local education authorities)

6. Results of American College Test (ACT) or Scholastic Achievement Test (SAT) is recommended and may be required based on the review of other application materials. (Not required for students over 21 or those who have been out of high school for more than 3 years.)
7. Adequate documentation of immunization against measles and rubella, typically in the form of two MMR vaccines, as required by the State of Montana Code Annotated 20-5-403.
8. A color photocopy of a valid passport.
9. A tuition deposit of \$100 is required before students may register for classes (Non-refundable after May 1).

International students must enroll in an approved health insurance program before the first day of enrollment.

Additionally, international students must receive a Certificate of Visa Eligibility (Form I-20). This form is issued by the University after the student has submitted proof of his or her ability to meet all educational and living expenses for the entire period of study.

All documents for fall semester admission must be received in the Admissions Office by June 1 for non-Canadian international students and July 1 for Canadian students. All documents for spring semester admission must be received by November 1 for non-Canadian international students and by December 1 for Canadian students.

## Re-Admission

A student returning to the University after an absence of more than one academic year must submit an application for readmission. A student who has attended any other school in the interim period must submit official transcripts from all colleges and/or universities attended before being re-admitted.

If the student applying for readmission was suspended for academic deficiencies or disciplinary action, a written letter must also be submitted with the application. The application and documentation will be reviewed as appropriate. In some cases, a personal interview may be required by the office that initiated the suspension. Moreover, in certain circumstances, a student may be required to submit paperwork completed by a treatment provider addressing his or her readiness to re-enroll. Requests for financial aid must also be resubmitted and are not governed by the student's initial awards.

If a student suspended for academic performance reasons is readmitted to the University, the student will be placed on academic probation and

be required to participate in an individual academic recovery plan upon readmission and will be limited to a maximum of 15 semester credits. See the Undergraduate Academic Standing Policy for additional information.

## Non-Degree Admission

The non-degree admission status is for those students admitted to the School of Liberal Arts & Sciences who are not seeking a degree at the University. This status allows a student to enroll in classes for such non-academic reasons as personal enrichment or job enhancement. A maximum of 30 semester credits earned in non-degree status may be applied to curriculum course requirements in a degree seeking status. Non-degree seeking students must submit the following:

1. A completed application for admission.
2. Non-degree seeking students may be required to obtain instructor approval to register in a class.

## Conversion to Degree Status

A student admitted to the University in a non-degree status may change his/her status to degree seeking by notifying the Registrar's Office. Further documentation may be required.

## Audit

Audit status is for those students who do not want credit for a course but enroll to learn about an academic subject. Approval for auditing a course must be arranged in advance with the class instructor and the student must submit an audit registration form through the Registrar's Office. All class fees connected with the class will be assessed if the auditor is accepted into an activity or laboratory class with fees. Participation by the auditor in class discussions shall be permitted at the discretion of the instructor. After the term's normal deadline for adding a course, students may not convert audit classes to academic credits, nor academic credits to audits. Audit students should follow the application process outlined for non-degree admission.

## Argo Connect

A junior or senior level high school student may be admitted and allowed to register for university level course(s) provided that he/she is academically prepared to take the course(s) and that academic success can be reasonably predicted. Students will pay \$55/credit as well as any class fees associated with the course. Students will be allowed to enroll in no more than six (6) credits in any given semester (through the summer semester following their high school graduation).

Argo Connect students are required to pay tuition at the time of registration and no financial aid will be available. High school students may enroll in courses under the Argo Connect program through the summer semester following their high school graduation. Argo Connect students must submit the following to participate in the program:

1. A completed Argo Connect Application and tuition payment (\$55/credit), including a signature from parent or legal guardian and a high school teacher or counselor.
2. An official, current high school transcript

## Dual Credit

High School juniors and seniors who attend local schools are eligible for the dual credit program through the University of Providence. This program allows students to earn University credit while attending their high school classes. Students should consult with their high school counselor or the University Registrar's Office to obtain a listing of available courses as well as an application. Participating students have a

maximum of 2 years from the time they complete the course at their high school to petition for dual credit acceptance at the University. Students can choose one of two options:

1. They may petition that the applicable UProvidence course be waived. Students do not earn college credit but will have the specific course requirement waived once they attend UProvidence. There is no fee for this option. Students must submit a dual credit application and an official high school transcript demonstrating successful completion of the course ('C' or above.)
2. They may pay \$55/credit to have the applicable UProvidence course transcribed for them. Students can then submit transcripts to other colleges/universities for use toward their degree programs. It is up to the discretion of the receiving college/university as to how they wish to utilize the credit. Students are encouraged to visit with their chosen institution to determine the best use of the dual credit program. Students choosing this option must submit full payment for the course and an official transcript from their high school showing successful completion of the course with their application. Students will have the grade they earned in the classroom as the earned grade on their UProvidence transcript (must be 'C' or above).

**Starting fall 2024**, students participating in Dual Credit or ArgoConnect can take up to three 3-credit courses at no cost. All remaining courses will be \$55 per credit.

## Lifelong Learning

The Lifelong Learning program is open to all University of Providence graduates who have completed a Master's Degree, a Bachelor's Degree or a Two-Year Teaching Certificate. Those graduates with only an Associate's degree or certificate are not eligible for this program. Qualified alumni have the opportunity to attend any undergraduate class(es) offered tuition free. If there is an additional fee attached to an individual course, the alumnus/alumna will be expected to pay that particular class fee. The available courses include all undergraduate campus courses and online courses. All courses have a maximum seat capacity; if a course maximum size has been met the Lifelong Learner will need permission from the instructor to register for the course. If the course is cancelled, it is no longer eligible for enrollment. Lifelong Learning is not available as an independent study or directed study course. **Graduate classes are not available for this program.**

Lifelong Learning applications can be picked up in the Registrar's Office, Alumni Office, or online. Interested individuals will need to mail or hand carry the form to the instructor for approval. Once the form has been approved or denied by the instructor, it should be delivered to the Registrar's Office. **No academic credit will be awarded for completion of these courses.** Lifelong Learning courses will not be posted to the student's transcript and the student will instead receive a certificate verifying completion. Mid-term and final grades will not be established. Therefore, Lifelong Learning participants will not be accountable for homework or classroom assignments. Instructors availability to review student materials will be determined by the instructor of record. Lifelong Learning participants must comply to all policies as established for effective course progression (tardiness and other course distractions).

## Veterans

The University is approved for veterans under Public Law 89-358, and for students under the War Orphans Assistance Act, Public Law 84-634, and the Vocational Rehabilitation Bill, Title 38 of the United States Code,

Chapter 31. Inquiries about the benefits and requirements for veterans attending the University should be addressed to the Financial Aid Office.

### **Applicants with Criminal Backgrounds**

The University of Providence is committed to ensuring that students have the ability to benefit from the education received at the University. Certain affiliates associated with the University require that students placed in their facility for clinical/internship/field placement experiences clear a criminal background check prior to placement. Students whose background check reveals a criminal history may be prevented access to the site, and as a result, the student may not have sufficient clinical or field experience to successfully complete the program. Additionally, licensing boards may deny the individual the opportunity to sit for an examination if an applicant has a criminal history.

### **Falsification or Omission of Relevant Information in the Application Process**

Falsification or omission of relevant information during any application process to the University may result in a student being denied admission, or having their offer of admission revoked. Falsification or omission of relevant information during the application process may also result in a previously admitted student to be thereafter disciplined, or suspended, or dismissed, or expelled from the University. Offers of admission to the University are contingent upon the receipt of the applicant's official final high school, and/or college transcripts, and/or any information that is required from a transferring institution. Following their acceptance to the University, students are responsible for updating the University with all relevant information pertaining to any eligibility requirements or standards. Failure to provide updates of any relevant information pertaining to any eligibility requirements or standards may result in a student being disciplined, or suspended, or dismissed, or expelled from the University.

### **Reservation of Rights**

Students enrolling at the University of Providence do so with the understanding that they are in agreement with, and subject to, the following reservations by the University:

1. The University reserves the right of final decision in accepting candidates for admission. The student is subject to dismissal for submitting false or misleading information.
2. The University reserves the right of final decision regarding course requirements for any degree program offered by the University and the content of individual courses.
3. Enrolled students will abide by all University policies, procedures, regulations, and comply with all local, state, and federal laws. The University reserves the right to suspend or dismiss students for violations of same. In such instances, tuition and fees paid to the University will not be refunded.
4. Attendance at the University of Providence is a privilege granted solely by the University. The University reserves the right to withdraw, dismiss, or suspend at any time a student whose conduct is deemed inconsistent with the standards, policies, procedures, and regulations of the University.

Notice: The University of Providence makes every effort to assure completeness and accuracy in the Catalogs and all other official University publications. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints, or omissions may occur, for which the University shall not be held liable.

The provisions of this Catalog and all other official University publications are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement, including fees, contained in this Catalog, and all other official University publications at any time with or without notice.