

# Consumer Information Directory

The Montana State University – Northern Information Directory is designed as a quick reference tool for school personnel, prospective students and their families and other consumers. It is updated annually by the Financial Aid Office.

Contact us by phone, email or fax:

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Office Hours: M-F 8:00 AM - 5:00 PM (excluding holidays)

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Director: Lourdes Caven

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*\*The first six digits of all phone numbers provided below are "406-265" unless indicated otherwise.*

## General Institutional Information

Disclosure	Disclosure Recipient	When disclosure must be made	Location of Disclosure	Office Contact	Last Updated
<b>Academic Programs/Facilities and Instructional Personnel</b>					
Catalog	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/registrar/catalogs.aspx">https://www.msun.edu/registrar/catalogs.aspx</a>	Registrar x 3703 Admissions x 3704	2025
Enrollment Data	Enrolled and prospective students	Upon Request	<a href="https://www.msun.edu/registrar/reports/Summary.aspx">https://www.msun.edu/registrar/reports/Summary.aspx</a>	Registrar x 3703	2025
Schedule of Classes with Instructors	Enrolled and prospective students	Information must be readily available	<a href="https://prodmyinfo.montana.edu/pls/hvagent/bzskcrse.PW_SelSchClass">https://prodmyinfo.montana.edu/pls/hvagent/bzskcrse.PW_SelSchClass</a>	Registrar x 3703	2025
Campus Map	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/aboutmsu/n/maps.aspx">https://www.msun.edu/aboutmsu/n/maps.aspx</a>	Communications & Marketing x 3727	2025
<b>Accreditation, Approval and Licensure of Institution and Programs</b>					
Accreditation Information	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/provost/accreditation.aspx">https://www.msun.edu/provost/accreditation.aspx</a>	Provost Office x 3726	2025
Teacher Education Preparation Program Report	Title II Report Card	Provide report to the general public	<a href="https://title2.ed.gov/Public/Home.aspx">https://title2.ed.gov/Public/Home.aspx</a>	Education Department x 3735	2025
<b>State Authorization &amp; Licensure Disclosure</b>					
State Authorization	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/provost/state-authorization/index.aspx">https://www.msun.edu/provost/state-authorization/index.aspx</a>	Provost Office x 3726	2025
<b>Intercollegiate Athletic Program Participation Rates &amp; Financial Support Data (EADA)</b>					

Report on athletic program participation rates and financial support data - EADA Information for 2024	Enrolled students, employees, ED, the public	Report must be made available annually no later than 10/15 Enrolled and prospective students and the public: Upon request ED: Within 15 days	<a href="https://ope.ed.gov/athletics/#/">https://ope.ed.gov/athletics/#/</a>	Athletics x 3761	2024
<b>Selected Academic Policies</b>					
Adding or Dropping a Course	Enrolled and prospective students	Information must be readily available	<a href="https://catalog.msun.edu/academic-information/">https://catalog.msun.edu/academic-information/</a>	Registrar x 3703	2025
Official withdrawal Procedures	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/registrar/forms/UniversityWithdrawal2-web.pdf">https://www.msun.edu/registrar/forms/UniversityWithdrawal2-web.pdf</a>  <a href="https://www.msun.edu/finaid/policies.aspx">https://www.msun.edu/finaid/policies.aspx</a>	Registrar x 3703 Financial Aid x 3787 Business Services x 3733	2025
Refund policies	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/busserv/dates.aspx">https://www.msun.edu/busserv/dates.aspx</a> *See important dates	Business Services x 3733	2025
Return of Title IV requirements	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/finaid/policies.aspx">https://www.msun.edu/finaid/policies.aspx</a>	Financial Aid x 3787 Business Office x 3703	2025
<b>Textbook &amp; Course Material Information</b>					
Textbook & Course Materials	Enrolled students	Each academic period	Textbook pricing is available online through the Northern website. Student may access the link at <a href="http://bookstore.msun.edu/">http://bookstore.msun.edu/</a>	Bookstore x 3728	2025
<b>Transfer of Credit &amp; Prior Learning</b>					
Articulation Agreements	Enrolled and prospective students	Information must be readily available	<a href="http://msun.edu/registrar/transfer_agreements.aspx">http://msun.edu/registrar/transfer_agreements.aspx</a>	Provost x 3726	2025

Graduate Student Admissions	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/admissions/graduate.aspx">https://www.msun.edu/admissions/graduate.aspx</a>	Admissions 3704	2025
Prior Learning Assessments	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/registrar/priorlearning.aspx">https://www.msun.edu/registrar/priorlearning.aspx</a>	Registrar x 3703	2025
Transfer credit policies	Enrolled and prospective students	Information must be readily available	<a href="http://www.msun.edu/admissions/transfer.aspx">http://www.msun.edu/admissions/transfer.aspx</a> <a href="http://www.msun.edu/registrar/transfer_agreements.aspx">http://www.msun.edu/registrar/transfer_agreements.aspx</a>	Registrar x 3703 Admissions 3704	2025
<b>Concerns &amp; Complaints</b>					
Students Concerns & Complaints Report Forms	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/provost/state-authorization/complaints.aspx">https://www.msun.edu/provost/state-authorization/complaints.aspx</a>	Provost x 3726	2025
Title IX Information	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/hr/titleix/index.aspx">https://www.msun.edu/hr/titleix/index.aspx</a>	Human Resources x 3568	2025
Research Compliance	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/admin/policies/1100/1140.aspx">https://www.msun.edu/admin/policies/1100/1140.aspx</a>	Provost x 3726	2025
MUS Anonymous Compliance Reporting Hotline	Enrolled and prospective students	Information must be readily available	<a href="https://secure.ethicspoint.com/domain/media/en/gui/74116/index.html">https://secure.ethicspoint.com/domain/media/en/gui/74116/index.html</a>	MUS Legal Counsel	2025
<b>General Information</b>					
Institutional Code of Conduct	All institutional employees and officers with Title IV loan responsibilities	Annually	<a href="http://msun.edu/financialaid/CodeofConduct.aspx">http://msun.edu/financialaid/CodeofConduct.aspx</a>	Financial Aid x 3787	2025
Code of Conduct if Participate in Title IV Loan Program	All institutional employees and officers with Title IV loan responsibilities	Annually	<a href="http://msun.edu/financialaid/CodeofConduct.aspx">http://msun.edu/financialaid/CodeofConduct.aspx</a>	Financial Aid x 3787	2025

MSU Copyright and Infringement Disclosure	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/admin/policies/1300/1320.aspx">https://www.msun.edu/admin/policies/1300/1320.aspx</a>	Information Technology Services x3765	2025
Computer Use	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/admin/policies/1300/1320.aspx">https://www.msun.edu/admin/policies/1300/1320.aspx</a>	Information Technology Services x3765	2025
Accessibility Services	Enrolled and prospective students	Information must be readily available	<a href="http://www.msun.edu/stuaffairs/accessibilityserv/">http://www.msun.edu/stuaffairs/accessibilityserv/</a>	Student Support x 3783 Johnna Antonich x 3533	2025
Family and Educational Rights and Privacy Act at MSU	Parents of students currently in attendance or eligible students currently in attendance	Annually	<a href="https://www.msun.edu/parents/ferpa.aspx">https://www.msun.edu/parents/ferpa.aspx</a>	Registrar x 3703 Financial Aid x 3787	2025
Student Activities	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/stuactivities/">https://www.msun.edu/stuactivities/</a>	Activities & Events Office x 3732	2025
Student Demographics	Enrolled and prospective students	Information must be readily available	<a href="https://www.montana.edu/data/facts/current-year.html#Demo">https://www.montana.edu/data/facts/current-year.html#Demo</a>	Institutional Research	2025
Student Demographics for Pell Grant recipients	Enrolled and prospective students	Information must be readily available	<a href="https://irvm.msun.edu/Reports/index.jsp">https://irvm.msun.edu/Reports/index.jsp</a>	Institutional Research	2025
Register to Vote	Registrar	Registration cards are available in the Registrar's Office and voter registration information emails are sent out each semester after census.	<a href="https://votesmart.org/elections/voter-registration/MT#.W0-omarvX4">https://votesmart.org/elections/voter-registration/MT#.W0-omarvX4</a>		2025
<b>Tuition &amp; Financial Aid</b>					
Tuition and Fees	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/financialaid/tuitionfees.aspx">https://www.msun.edu/financialaid/tuitionfees.aspx</a>	Financial Aid x 3787	2025

Available Financial Aid	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/finaid/aid.aspx">https://www.msun.edu/finaid/aid.aspx</a>	Financial Aid x 3787	2025
Rights and Responsibilities of Financial Aid Recipients	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/finaid/policies.aspx">https://www.msun.edu/finaid/policies.aspx</a>	Financial Aid x 3787	2025
State grant assistance *if available*	Enrolled and prospective students	Timely so borrower can apply for available state aid	<a href="https://www.msun.edu/finaid/aid.aspx">https://www.msun.edu/finaid/aid.aspx</a>	Financial Aid x 3787	2025
Tuition and Financial Aid Estimate Calculator	Enrolled and prospective students, their families, and other consumers	On-going	<a href="http://www.msun.edu/finaid/tuitcalc.aspx">http://www.msun.edu/finaid/tuitcalc.aspx</a>	Financial Aid Office x 3787	2025
Entrance Counseling - Direct Loans	All "first-time" graduate PLUS borrowers and all "first-time" borrowers of Direct Subsidized Loan or Direct Unsubsidized Loan	Prior to first disbursement of loan proceeds	<a href="https://www.msun.edu/finaid/myaward.aspx">https://www.msun.edu/finaid/myaward.aspx</a>	Financial Aid x 3787	2025
Exit Counseling-Title IV Loan Programs	All student borrowers of a Federal Direct Loan	Shortly before the borrower ceases at least half-time enrollment, or within 30 days of the borrower leaving school or completing correspondence or study abroad program	<a href="http://www.msun.edu/finaid/exitcounseling.aspx">http://www.msun.edu/finaid/exitcounseling.aspx</a>	Financial Aid x 3787	2025
Student Refund Schedule	Enrolled and prospective students	Information must be readily available	<a href="http://www.msun.edu/busserv/dates.aspx">http://www.msun.edu/busserv/dates.aspx</a> *See important dates	Business Services x 3733	2025
Financial Aid Information Guide	Enrolled and prospective students	Information must be readily available	<a href="https://catalog.msun.edu/financial-aid/">https://catalog.msun.edu/financial-aid/</a>	Registrar's Office x 3798	2025

Veteran Services	Enrolled and prospective students	Information must be readily available	<a href="https://www.msun.edu/stuaffairs/vets/">https://www.msun.edu/stuaffairs/vets/</a>	Registrar's Office x 3798	2025
<b>Health &amp; Safety</b>					
Annual Security and Fire Safety Reports <ul style="list-style-type: none"> <li>Emergency Response &amp; Evacuation Procedures</li> <li>Emergency Notifications</li> <li>Timely Warning</li> <li>Registered Sex Offender Information</li> <li>Outcome of institutional disciplinary proceedings against alleged perpetrator of dating violence, domestic violence, sexual assault, or stalking</li> <li>Fire Log</li> <li>Fire Safety Report</li> <li>Missing Student Notification Policies &amp; Procedures</li> <li>Missing Student Notification</li> <li>Drug &amp; Alcohol Abuse Prevention Program Information</li> <li>Penalties for Drug Violations</li> </ul>	Enrolled and prospective students	Enrolled students and current employees: Annually by October 1 Prospective students and employees: Upon request	<a href="https://www.msun.edu/stuaffairs/campussafety/">https://www.msun.edu/stuaffairs/campussafety/</a>	Vice Chancellor of Student Success X 3566	2025
MSU-Northern Emergency Notification System (MSU Alert)	Campus community	If immediate threat to the health or safety of students or employees occurring on campus Must provide adequate follow-up information as needed	<a href="https://www.msun.edu/stuaffairs/campussafety/">https://www.msun.edu/stuaffairs/campussafety/</a>	Vice Chancellor of Student Success X 3566	2025

Drug-Free Schools & Communities Act	Enrolled students, employees, ED, the public	Distributed to enrolled students and employees: Annually ED and public: Upon request	<a href="https://www.msun.edu/stuaffairs/campussafety/drugalc.aspx">https://www.msun.edu/stuaffairs/campussafety/drugalc.aspx</a>	Student Health x 3599 Human Resources x 4147	2025
Drug Free Workplace Policy	Employees	Annually	<a href="https://www.msun.edu/admin/policies/1000/1003-2.aspx">https://www.msun.edu/admin/policies/1000/1003-2.aspx</a>	Student Health x 3599 Human Resources x 4147	2025
Rights and Reporting Options - Institutional Equity	Enrolled & prospective students, employees, ED, the public	Information must be readily available	<a href="https://www.msun.edu/hr/titleix/index.aspx">https://www.msun.edu/hr/titleix/index.aspx</a>	Human Resources x 4147	2025
Immunization Requirements	Enrolled and prospective students	Upon request	<a href="http://msun.edu/admissions/genera.aspx">http://msun.edu/admissions/genera.aspx</a>	Student Health x 3599  Admissions x 3704	2025
<b>Student Outcomes</b>					
Career and Job Placement Services	Enrolled and prospective students	Information must be readily available	<a href="http://www.msun.edu/career/">http://www.msun.edu/career/</a>	Career Center x 4198	2025
Graduate Surveys	Prospective students	Before or at time of application for enrollment	<a href="http://msun.edu/career/gradsurvey.aspx">http://msun.edu/career/gradsurvey.aspx</a>	Career Center x 4198	2025
Completion or Graduation Rates	Enrolled and prospective students and ED	Enrolled students: Information must be readily available Prospective students: Must have information prior to enrolling ED: Annually	<a href="https://www.msun.edu/ir/ipeds.aspx">https://www.msun.edu/ir/ipeds.aspx</a>  <a href="https://irvm.msun.edu/MSUNMetrics/msun/grRateIndex.jsp">https://irvm.msun.edu/MSUNMetrics/msun/grRateIndex.jsp</a>	Career Center x 4198  Institutional Research	2025
Notice to enrolled students of the availability consumer information	Enrolled students	Annually	<a href="https://www.msun.edu/financialaid/ConsumerInformation.aspx">https://www.msun.edu/financialaid/ConsumerInformation.aspx</a>	Financial Aid x 3787	2025
Placement rate information if rate used to attract students	Prospective students	Before or at time of application for enrollment	<a href="http://www.msun.edu/admissions/">http://www.msun.edu/admissions/</a>	Career Center x 4198	2025

Retention rate reported to IPEDS	Enrolled and prospective students	Enrolled students: Information must be readily available Prospective students: Must have information prior to enrolling	<a href="https://nces.ed.gov/collegenavigator/?q=montana+state+university+northern&amp;s=all&amp;id=180522">https://nces.ed.gov/collegenavigator/?q=montana+state+university+northern&amp;s=all&amp;id=180522</a>	Institutional Research	2025
<b>General Institutional Information that Does Not Apply to MSUN</b>					
Title IV Eligibility for study abroad	Enrolled and prospective students	N/A	N/A	N/A	
Foreign gifts or contracts with more than \$250,000 with a calendar year	Department of Education and the public	Report to ED by the earlier of 1/31 or 7/31, after the receipt of the gift(s) or the contract date; must make the report available for public inspection and copying during business hours	N/A	N/A	
Teacher Education for College and Higher Education (TEACH Grant) Exit Counseling	TEACH Grant recipients	Shortly before student ceases attendance, or within 30 days of leaving school. Withdrawing from a TEACH Grant eligible programs, or completing correspondence, or study abroad program	Does not apply to MSUN		
TEACH Grant Initial Counseling	First-time TEACH Grant recipients	Prior to first disbursement of first TEACH Grant	Does not apply to MSUN		
TEACH Grant Subsequent Counseling	Prior Teach GRANT recipients	Prior to first disbursement of each subsequent TEACH Grant	Does not apply to MSUN		
Preferred lender list and disclosures	Enrolled students and their families	N/A	N/A		
Lender assistance in preparing educational counseling, financial	Education loan borrowers	N/A	N/A		

literacy, or debt management materials					
Code of Conduct if preferred lender arrangement	All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities with respect to private education loans	N/A	N/A		
Education loan disclosures if preferred lender arrangement exists	Enrolled and prospective students and their families	N/A	N/A		
Private education loan disclosures if preferred lender arrangement exists	Enrolled and prospective students and their families	N/A	N/A		
Private education loan disclosures if provide information about a private education loan from a lender to a prospective borrower	Prospective private education loan borrower	N/A	N/A		
Preferred lender arrangement annual report	ED, enrolled and prospective students and their families, and the public	N/A	N/A		
Code of conduct if preferred lender agreement	All employees and officers of the institution and of institution-affiliated organization(s) with responsibilities	N/A	N/A		

	with respect to private education loans				
Preferred lender arrangements annual report	ED, Enrolled and prospective students and their families	N/A	N/A		
Direct Loan model disclosure form	Enrolled and prospective students and their families	N/A	N/A		
Crime log	Enrolled and prospective students	Portion of log for most recent 60-day period: Upon request during normal business hours Portion of log older than 60 days: Within 2 business days of request	No campus police or security; therefore, not required to have a crime log.	Vice Chancellor of Student Success X 3566	
Reimbursements for service on advisory boards	ED	Annually	N/A	N/A	
Gainful Employment	ED and prospective students	Annually	N/A	N/A	