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**Transfer Guide for
Montana State University – Great Falls
College of Technology**

Information contained within this guide is taken from the 2006-2007 Montana State University – Great Falls College of Technology catalog and the 2006-2007 Carroll College catalog.

Questions or comments regarding this Transfer Guide can be directed to the Office of Admission, Carroll College, Helena, MT 59625 (800) 992-3648 or (406) 447-5481.

January 2007

Transfer Admission

Carroll welcomes applications from students whose educational interests will be best served by transferring from other two-year or four-year colleges. Students are considered transfer students if they have completed one or more terms at a regionally accredited college or university. Transfer students may enter in either the fall or spring semester.

Accepted candidates are those who, in the view of the admission committee, are likely to become successful members of the Carroll community and demonstrate a strong academic background. For that reason, a selective admission policy is practiced. Transfer students should have a minimum 2.50 cumulative college grade point average (4.0 scale) to be considered for admission.

A transfer student must submit the following materials:

1. The application form, all items completed.
2. Official transcripts from all colleges previously attended, and official transcripts from high school if the student has completed fewer than 30 semester credits, or the equivalent, at the college level.
3. ACT, or SAT test scores if the student has completed less than 30 semester credits, or equivalent, at the college level. ASSET or COMPASS test scores are used for students who have been out of high school for more than three years.
4. Letter of recommendation.
5. Application fee of \$35.00 (non-refundable).

Apply free online at www.carroll.edu/prostudents/.

To facilitate the transition between colleges, each transfer student is assigned to an academic advisor. New students are encouraged to meet with their advisor during the first week of the semester in which they enroll. The academic advisor will discuss and arrange the student's program of study, taking into account previous college work, future goals, and Carroll College's academic requirements. New students are encouraged to attend an Open House program or meet with the transfer admission coordinator to register for their first semester of enrollment.

Carroll College follows a rolling admission policy, whereby applications are reviewed as they are submitted and admission decisions are made at the time the application file is complete.

The application deadline for fall semester is June 1st and all supporting materials (transcripts, test scores, etc.) must be on file no later than July 1st. The admission deadline for spring semester is November 15th and all supporting materials must be on file no later than December 1st.

The offer of admission to transfer students is contingent upon the successful completion of all collegiate course work in progress at the time of acceptance.

Acceptance into a Major Program

Acceptance into the College by the Office of Admission does not guarantee acceptance into a major program of study. Criteria for acceptance into a particular program can be obtained by referring to the appropriate section of the current Carroll College catalog.

Enrollment Reservation (Advance Deposit)

Upon receiving notification of admission, all admitted students must submit an enrollment reservation of \$300 and a completed enrollment reservation form to confirm their intent to enroll at the college. \$200 of the enrollment reservation fee acts as a deposit for miscellaneous charges (i.e. library fines, damage fines) while enrolled at Carroll and will be refunded to the student upon graduation or termination of studies if the student account is clear of all charges. The remaining \$100 is credited towards tuition in the fall or spring semester depending on the intended semester of enrollment.

Students admitted for the fall semester must submit the enrollment reservation fee and form by May 1st or within thirty days of acceptance, thereafter, to confirm their intent to enroll at the college. The fee is non-refundable after May 1st. For spring semester, to confirm intent to enroll, admitted students must submit the enrollment reservation fee and form by December 15th. The fee is non-refundable after that date.

Although the enrollment reservation fee is non-refundable if submitted after May 1st for the fall semester and December 15th for the spring semester, it can be applied to either semester within one full academic year following the original application to enroll if the student chooses to defer enrollment.

Transfer of Credit

The following criteria will be used to determine whether or not a course from MSU Great Falls College of Technology will be accepted for transfer credit at Carroll:

1. The student must have received at least a "C" or 2.00 grade in the course;
2. The course must be academic in nature;
3. A maximum of 60 lower-level credits (100-200 level) may be transferred into Carroll College. Exceptions require the approval of the Vice President for Academic Affairs;
4. At least one-half of the credits required in the major field or the area of concentration must be taken at Carroll;
5. Of the final forty (40) semester credits earned toward the baccalaureate or associate degree, a minimum of thirty (30) semester credits must be earned at Carroll College;
6. Only two (2) semester hours or the equivalent in Physical Education activity courses (e.g., swimming, skiing, etc.) are transferable;
7. Courses taken on a pass/fail basis will not be accepted into the major or area of concentration. No more than four (4) such courses will be allowed toward graduation, whether they are taken at another institution or at Carroll;
8. Students who have taken courses abroad must take a corresponding examination in order to receive credits;
9. No credits will be given for any examination with less than a "C" or a 2.00 grade in a course taken abroad;
10. Students are responsible for sending an original copy of their foreign transcripts directly to the Registrar's Office.

Bachelor of Arts Degree

To earn a Bachelor of Arts degree from Carroll College, the following requirements must be met:

1. Completion of the Carroll College Core Curriculum (CORE) for the Bachelor of Arts degree.
2. Completion of all program requirements in the major and minor (if one is taken).
3. Completion of 122 semester credits, only two (2) of which may be physical education activity courses (HPE 101-102).
4. Achievement of a cumulative 2.0 grade point average in:
 - a. All courses taken
 - b. The requirements in the major taken as a unit
 - c. The requirements in the minor taken as a unit
 - d. The CORE taken as a unit.

Core Curriculum Bachelor of Arts Degree

I. Foundations: 13 credits to be completed in the first 45 semester hours at Carroll College

LAS 101 Alpha Seminar.....	3 credits
(Required of all first-year students in the fall semester)	
TH 101 Theological Foundations.....	3 credits
ENWR 102 College Composition.....	4 credits
CO 101 Basic Communication.....	3 credits

II. Areas of Knowledge: 30-31 credits

Fine Arts.....	3 credits
History.....	3 credits
Literature.....	3 credits
Mathematics.....	3 credits
Natural Science (lab course required).....	3-4 credits
Philosophy.....	6 credits
Social Science.....	6 credits
Theology.....	3 credits
(TH 101 may not be used to fulfill this requirement)	

III. Writing-Intensive Requirement (WI): Two courses

V. Diversity Requirement: Two courses/experiences (one from A and B)

- A. Global Diversity—approved study abroad/course that meets criteria
- B. National Diversity—approved experiential learning opportunity or course that meets criteria

Carroll College Core Curriculum

COT Course	Course Name	Carroll Equivalency
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I. Foundations

LAS 101 Alpha Seminar

(This requirement may be waived if 2 full-time semesters of college level coursework have been completed at the time of transfer)

TH 101 Theological Foundations: No equivalent course available

ENWR 102 College Composition:

ENGL 121	Composition I (3).....	ENWR 102
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OR

ENGL 122	Composition II (3).....	ENWR 102
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CO 101 Basic Communication:

COMM 130	Public Speaking (3).....	CO 101
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OR

COMM 135	Interpersonal Communications (3).....	CO 101
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II. Areas of Knowledge

Fine Arts

ART 101	Introduction to Visual Arts (3)	
ART 110	Two Dimensional Design (3)	
ART 111	Three Dimensional Design (3)	
ART 114	Art Fundamentals (3)	
ART 140	Drawing I (3).....	ART 112
ART 141	Drawing II (3)	
ART 207	Sculpture (4)	
ART 210	Drawing III (4)	
CAE 101	Introduction to Art Entrepreneurship (3)	
CAE 110	Making It I Studio Experience (3)	
CAE 112	Creative Technology (2)	
CAE 120	Making It II Studio Experience (3)	
CAE 201	Capstone Project (2)	
CAE 250	Creative Entrepreneurship (3)	
DE 161	Introduction to Design (3)	
DE 163	Presentation Drawing (3)	
DE 164	Historic Interiors (3)	
DE 165	Contemporary Interiors (3)	
MUS 102	Fundamentals of Music (3).....	MU 109
MUS 153	Guitar in Class 1 (1)	
MUS 210	Music Appreciation (3).....	MU 261

COT Course	Course Name	Carroll Equivalency
MUS 212	American Music (3).....	MU 165
MUS 214	World Music (3)	
MUS 216	Popular Music in America (3)	

THEA 101	Intro to Theater and the Performing Arts (3)	THT 118
THEA 103	Fundamentals of Acting (3)	THT 111
THEA 110	Theater Production Workshop (1-3)	

History

HIST 103	History of the United States I (3).....	HI 221
HIST 104	History of the United States II (3).....	HI 222
HIST 106	History of Western Civilization I (3).....	HI 101
HIST 107	History of Western Civilization II (3).....	HI 102
HIST 170	History of Western United States (3).....	HI 424
HIST 210	Montana History (3).....	HI 231
HIST 215	The Civil War and Reconstruction (3).....	HI 322
HIST 274	History of China (3)	
HIST 284	History of the Middle East (3)	
HIST 288	Historiography (3)	

Literature

ENGL 114	Intro to Literature (3)	
ENGL 210	World Literature I (3)	
ENGL 211	World Literature II (3)	
ENGL 214	Literature of the West (3)	
ENGL 220	Introduction to Nature Literature (3)	

Mathematics

MATH 108	Algebra for College Students (4).....	MA 117
MATH 120	Math for Elementary Teachers I (3).....	MA 201
MATH 121	Math for Elementary Teachers II (3).....	MA 202
MATH 130	Precalculus Algebra (4)	
MATH 131	Precalculus Trigonometry (3).....	MA 112
MATH 150	Math for Liberal Arts (3).....	MA 105
MATH 161	College Algebra with Science Applications (3)	
MATH 181	Calculus I (4).....	MA 121
MATH 182	Calculus II (4).....	MA 122
MATH 216	Basic Statistics (4).....	MA 207
MATH 217	Intermediate Statistics (3)	
MATH 260	Linear Algebra (4).....	MA 232

Natural Science

BIO 103	Biology of Organisms & Lab (4).....	BI 101
BIO 107	Fundamentals of Human Biology & Lab (4).....	BI 102
BIO 127	Anatomy & Physiology I for Non-Clinical Majors (4)	
BIO 128	Anatomy & Physiology II for Non-Clinical Majors (4)	
BIO 151	Molecular and Cellular Biology & Lab (4).....	BI 171
BIO 152	Organismal Biology & Lab (4)	BI 172
BIO 213	Anatomy & Physiology I & Lab (4).....	BI 201

COT Course	Course Name	Carroll Equivalency
BIO 214	Anatomy & Physiology II & Lab (4).....	BI 202
BIO 255	Principles of Genetics (3)	
BIO 280	Microbiology and Communicable Diseases (4).....	BI 214
CHM 111	Principles of Inorganic Chemistry & Lab (4).....	CH 111
CHM 112	Essentials of Organic Chemistry & Lab (4).....	CH 112
CHM 131	General Chemistry & Lab (4)	CH 101
CHM 132	General Chemistry II & Lab (4)	CH 102
GEOL 101	Introduction to Geology/Lab (4)	
PHYS 110	Survey of Natural Sciences (4)	
PHYS 130	Fundamentals of Physical Science & Lab (4)	
PHYS 180	Natural History of the Western United States (3)	

Social Science

ANT 101	Introduction to Anthropology (3).....	AN/SO 204
ECON 102	Economics I (3).....	EC 202
ECON 201	Economics II (3).....	EC 201
GEOG 105	General Geography (3).....	GEOG 201
HUM 242	Gender & Equality (3)	
HUM 244	American Cultural Values (3)	
HUM 246	Montana Ways (3)	
NAS 201	Montana's American Indians (3).....	AN/SO 218
POLS 206	U.S. Government (3).....	PO 104
POLS 208	State & Local Government (3)	PO 230
PSY 101	General Psychology (3).....	PSY 105
PSY 109	Lifespan Development (3).....	PSY 203
SOC 111	Introduction to Sociology (3).....	SO 101
SOC 115	Survey of Criminal Justice (3)	

Philosophy

PHIL 132	Problems in 20 th Century Thinking (3)	
PHIL 201	History and Philosophy of Science (4)	PHIL 252
PHIL 232	Basic Ethics (3).....	PHIL 107
PHIL 238	Medical Ethics (3).....	PHIL 208

Theology

HUM 250	Comparative World Religions (3)	
NAS 215	Native American Religious Traditions (3)	

COT Course	Course Name	Carroll Equivalency
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III. Writing-Intensive Requirement (WI): Two Courses Required

ENGL 124	Business and Professional Communications (3)	
ENGL 127	Technical Report Writing (3).....	ENWR 305
ENGL 217	Creative Writing (3)	ENWR 264
ENGL 228	Strategies of Business Communications (3).....	ENWR 301

IV. Diversity Requirement: Two courses/experiences required (one from A & B)

A. Global Diversity: Approved study abroad or course

B. National Diversity: Approved experiential learning opportunity or course

Transferable Courses (Do not fulfill Core Curriculum)

NOTE: Although the following courses will transfer to Carroll College, fulfillment of departmental requirements are at the discretion of the individual department.

ACCT 101	Accounting Procedures I (3)	
ACCT 102	Accounting Procedures II (3)	
ACCT 190	Payroll Accounting (3)	
ACCT 221	Financial Accounting (3).....	BA 203
ACCT 222	Managerial Accounting (3).....	BA 204
ACCT 224	Computerized Accounting (3)	
ACCT 230	IRS Volunteer Income Tax Assistance (2)	
ACCT 231	Income Tax Fundamentals (3)	
AH 101	Healthcare Delivery in the U.S. (3)	
AH 102	First Aid & CPR (1).....	HPE 150
AH 103	Fundamental of Health Occupations (2)	
AH 108	Disease Concepts (2)	
AH 110	Exploring Complementary and Alternative Medicines (2)	
AH 115	Health Care Personnel and Supervision (2)	
AH 125	Fundamentals of Forensic Science (2)	
AH 140	Pharmacology (2)	
AH 145	Introduction to Medical Terminology (1)	
AH 150	Fitness for Life (2).....	HPE 135
AH 185	Basic Medical Terminology (3)	
AH 194	Basic Pharmaceuticals (1)	
AH 201	Medical Science (3)	
AH 212	Fundamentals of Neurology (3)	
AH 217/218	Motion & Human Body's Response & Lab (4).....	HPE 325
AH 219	Nutrition and Diet Therapy For Nurses (2)	
AH 221	Human Nutrition (3).....	NU 208
BIO 205	Personal Nutrition (3)	
BST 101	Introduction to Biotechnology (3)	
BUS 106	Introduction to Business (3).....	BA 100
BUS 145	Fundamentals of Investing (1)	
BUS 220	Sales (3)	

COT Course	Course Name	Carroll Equivalency
BUS 225	Risk Management (3)	
BUS 230	Management (3).....	BA 375
BUS 235	Marketing (3).....	BA 306
BUS 240	Advertising (3)	
BUS 249	Global Marketing (3)	
BUS 255	Legal Environment (3).....	BA 301
BUS 260	Entrepreneurship (3)	
CAE 140	Communication for Marketing (3)	
CAE 235	Arts Marketing (3)	
CET 173	Architectural Construction and Materials (3)	

NOTE: For CS courses listed below please contact Carroll College's Computer Science Department for current equivalent courses

CIT 110	Introduction to Computers (3).....	CS 101
CIT 111	Introduction to Computers for Technology Majors (3)	
CIT 120	Internet Essentials (2)	
CIT 125	Fundamentals of Voice and Data Cabling (3)	
CIT 126	Networking Basics (3)	
CIT 140	Presentation Fundamentals (1)	
CIT 160	Introduction to Programming (3)	
CIT 166	Computer Operating Systems (4)	
CIT 176	Routers and Routing Basics (3)	
CIT 205	Database Management (3)	
CIT 206	Database Management II (3)	
CIT 208	Fundamentals of UNIX/LINUX (4)	
CIT 210	Network Operating Systems I (2)	
CIT 211	Network Operating Systems II (2)	
CIT 212	Network Operating Systems III (2)	
CIT 213	Network Operating Systems IV (2)	
CIT 215	Network Operating Systems V (2)	
CIT 216	Network Operating Systems VI (2)	
CIT 217	Computer Graphic Design (4)	
CIT 220	Electronic Spreadsheets (3)	
CIT 226	Switching Basics and Intermediate Routing (4)	
CIT 229	Web Page Construction (3)	
CIT 231	Web Page Design (3)	
CIT 250	Web Page Programming (3)	
CIT 255	Fundamentals of Network Security (3)	
CIT 256	Fundamentals of Network Security II (3)	
CIT 272	PC Troubleshooting/Maintenance I (4)	
CIT 271	PC Troubleshooting/Maintenance II (3)	
CIT 275	Computer End-User Support (3)	
CIT 276	WAN Technologies (4)	
CIT 278	Advanced Routing (4)	
CIT 279	Remote Access (4)	
CIT 280	Desktop Publishing (3).....	CO 108
CIT 281	Multilayer Switching (4)	
CIT 282	Networking Troubleshooting (4)	
CIT 283	Fundamentals of Wireless LANS (3)	
CIT 287	IP Telephony (3)	
CIT 295	Current Topics in Network Operating Systems (Variable)	

COT Course	Course Name	Carroll Equivalency
COLS 100	Introduction to College (3)	
COLS 101	Freshman Seminar (3)	
DA /DH 118	Head, Neck and Oral Anatomy (3)	
DE 267	Architectural CAD (3)	
DRFT 131	Technical Graphics I (4)	
DRFT 132	Descriptive Geometry (3)	
DRFT 156	Introduction to CAD (3)	
DRFT 244	Topographical Mapping and GIS Applications (3)	
DRFT 256	3D CAD (3)	
EDUC 201	Introduction to the Education Experience (3).....	ED 102
EDUC 240	Instructional Technology (3).....	CS 103
EDUC 260	Multicultural Education (3)	
EDPY 215	Designing Learning Environments (3).....	ED 205
EDPY 220	Educational Psychology (3).....	ED/PSY 229
EMS 130	First Responder (3).....	HPE 150
ENGL 175	Student Newspaper (1-3)	
HHD 106	Drug & Health Issues for Educators (3)	
HHD 128	Dance, Social (1)	
HHD 130	Reading for Recreation (1)	
HHD 145	Fly Fishing (1).....	HPE 101
HHD 147	Golf Fundamentals (1)	HPE 101
HHD 151	Outdoor Winter Skills and Safety (1)	HPE 101
HHD 152	Outdoor Summer/Early Fall Recreation and Safety Skills (1).....	HPE 101
LIB 121	Introduction to Information Resources (1)	
MATH 104	Business Mathematics (4)	
ML 101	Elementary Spanish I (4).....	SP 101
ML 102	Elementary Spanish II (4).....	SP 102
ML 121	Intro to American Sign Language (3)	
ML 219	Intermediate Spanish (3).....	SP 203
ML 220	Spanish Language and Culture (3)	
ML 221	American Sign Language Intermediate (3)	
NURS 100	Introduction to nursing (1)	
OO 180	Legal Studies I (4)	
OO 181	Legal Studies II (4)	
OO 220	Preparing Resumes (1)	
OO 221	Interviewing for Jobs (1)	

COT Course**Course Name****Carroll Equivalency**

For PN courses listed below please contact Carroll College's Nursing Department for case by case course equivalence.

PN 131	Medical/Surgical Nursing (13)	
PN 141	Perspectives of Nursing (1)	
PN 155	Nursing Fundamentals I (6)	
PN 156	Nursing Fundamentals II (4)	
PN 236	Mental Health (2)	
PN 243	Maternal Child Nursing (7)	
PN 246	Nursing Issues & Trends (1)	
PTA 100/110	Introduction to Physical Therapy & Lab (4)	
RC 155	Respiratory Physiology (3)	