REGISTRATION HANDBOOK

Spring
2019

MONTANA STATE UNIVERSITY

Office of the Registrar

Spring 2019
REGISTRATION HANDBOOK

Welcome to the Registration Handbook.

If you need more information or assistance,
please contact the Registrar's Office at
Email: registrar@montana.edu or phone: (406) 994-6650.

For the most current and up-to-date information, please refer to our website:
www.montana.edu/registrar

IMPORTANT SEMESTER DEADLINES

January 9	Classes begin at 8:00 a.m.
January 15	Last day to add classes online using MyInfo
January 23	Last day to add classes with an Add/Drop form
January 23	Last day to drop classes online using MyInfo
January 30	Last day to drop classes without a grade
January 30	Students who have not confirmed their bill (paid fees) will be dropped from their classes at 4:30p.m.
Jan. 31-April 11	Dropped classes are graded "W"
April 12-May 3	No drops are allowed
April 29-May 3	Final Examinations
May 4	Spring Commencement
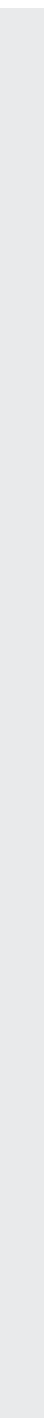
TABLE OF CONTENTS

ACADEMIC CALENDAR • Spring Semester 2019

Any deadlines occurring on a weekend will be extended to the next business day.

Nov. 5– Jan. 2	Undergraduate Residency Petitions for Spring 2019 are accepted. Submit Graduate Residency Petitions to the Graduate School.
Dec. 14, Fri.	Priority confirmation date for students expecting a Financial Aid refund check on their first day of class for Spring 2019 (provided all financial aid requirements have been satisfied).
Jan. 4, Fri.	$40 Late Fee assessed at 4:30 p.m. for all students registered on or before January 1st who have not confirmed their bill (paid fees) by January 4th, 2019.
Jan. 4, Fri.	Bill Confirmation (Fee Payment) with the Student Accounts Office by 4:30 p.m. for students registered on or before January 1st. Mail (Box 172640), Fax (406-994-1954), E-Mail (studentaccounts@ montana. edu) confirm your bill on the Web in "MyInfo," or pay by credit card/e-check.
Jan. 7, Mon.	New Freshmen and Transfer Student Orientation and registration for classes.
Jan. 7, Mon.	Mandatory New Graduate Student Training & Orientation. Sign up online through offer letter link.
Jan. 8, Tues.	Graduate Teaching Assistants Training. For GTA's who have not previously attended a GTA Training. Sign up online through offer letter link.
Jan. 9, Wed.	Classes begin at 8:00 a.m.
Jan. 9, Wed.	Spring 2019 One-credit Extension deadline.
Jan. 15, Tues.	Last day to add courses using "MyInfo". After this day, students must submit an Add/Drop form with instructor and advisor signatures; last day to add courses is Wednesday, January 23.
Jan. 15, Tues.	Bill Confirmation (Fee Payment) with the Student Accounts Office by 4:30 p.m. for students registered on or after January 2nd. Mail (Box 172640), Fax (406-994-1954), E-Mail (studentaccounts@ montana.edu) confirm your bill on the Web in "MyInfo," or pay by credit card/e-check.
Jan. 15, Tues.	$40 Late Fee assessed at 4:30 p.m. for all students registered on or after January 2nd who have not confirmed their bill (paid fees).
Jan. 21, Mon.	Martin Luther King Holiday; No classes; Offices closed.
Jan. 23, Wed.	Last day to drop courses using "MyInfo". After this day, students must submit an Add/Drop form with instructor and advisor signatures; last day to drop courses without a grade is Wednesday, January 30.
Jan. 23, Wed.	After this date, Adds are permitted for extraordinary reasons only. Requests for auditing courses will not be accepted. Requests for Pass/ Fail grading will not be accepted.
Jan. 30, Wed.	Last day to request Health Insurance refund from Student Health Insurance Office.

Jan. 30, Wed.	Students who have not confirmed their bill (paid fees) will be dropped from their classes at 4:30 p.m.
Jan. 30, Wed.	No refunds for classes dropped after this date. Payment for classes added after this date is required.
Jan. 30, Wed.	Last day to drop a class without a grade.
Jan. 30, Wed.	$80 Late Fee assessed at 4:30 p.m. for all registered students who have not confirmed their bill (paid fees).
Jan.31-April 11	Dropped courses are graded "W". Students must submit an Add/ Drop form with instructor-reported "Last Date of Attendance" and instructor and advisor signatures.
Feb. 5, Tues.	Last day for graduate students to file a Graduation Application for Spring 2019 graduation.
Feb. 18, Mon.	President's Day Holiday; No classes, Offices closed.
March 1, Fri.	Last day to submit an Application for Baccalaureate Degree for Summer 2019 and Fall 2019 graduation.
March 11, Mon.	Advising begins for continuing students for Summer 2019 and Fall 2019
March 18-22	Spring Break: No classes; Offices open.
March 25, Mon.	Priority Registration opens for Summer 2019 and Fall 2019 (March 25th – April 9th, see Registration Timetable.)
April 1 - 26	Undergraduate Residency Petitions for Summer 2019 are accepted. Submit Graduate Residency Petitions to the Graduate School.
April 12-May 3	No drops are allowed.
April 16, Tues.	Last day for master's comprehensive or doctoral examination; thesis/ dissertation defense if student plans to graduate Spring 2019.
April 16, Tues.	Last day for approval of thesis, dissertation, or professional paper (if professional paper is submitted to the library) by Formatting Advisor.
April 19, Fri.	University Day Holiday: No classes, Offices open.
April 29-May 3	Final Examinations
May 3, Fri.	Last day for graduate students to withdraw Spring 2019 Graduation Application and file for Summer 2019 One-credit Extension.
May 4, Sat.	Spring 2019 Commencement
May 13, Mon.	Summer 2019 Semester begins
June 10 – Aug. 9	Undergraduate Residency Petitions for Fall 2019 are accepted. Submit Graduate Residency Petitions to the Graduate School.
August 9, Fri.	Bill Confirmation (Fee Payment) for Fall 2019 in the Student Accounts Office or on the Web.
August 26, Mon.	Fall 2019 Semester begins

WEB LINKS

For Registration Information, go to:
http://www.montana.edu/registrar/registration.html

My Passwords: To view your accounts, change your passwords, and more, go to:
http://password.montana.edu

For a current Schedule of Classes with timelines and procedures, go to:
http://www.montana.edu/students/ select *"MyInfo,"* then
"Schedule of Classes - find CRN here."

General education requirements, CORE 2.0 are located at:
catalog.montana.edu/core-general-curricular-requirements/

Questions regarding eligibility for Math courses, use the Math Placement Flow Chart at:
www.math.montana.edu/undergrad/policies.html, then click on the link for *ACT, SAT and Math Hierarchy Flowchart.*

Information on Spanish courses, and placement for previous course work in Spanish, go to:
www.montana.edu/mll

Undergraduate students who need help with choosing a degree program, or completing CORE requirements, try the Academic Advising Center at: **www.montana.edu/universitystudies/advising/**

Minimum grade requirements effective Fall Semester 2005, established by the Montana University System Board of Regents, go to: **http://mus.edu/borpol/bor300/301-5-3.pdf** and select *"Minimum Competency Requirements"*

For questions on the Student Conduct Guidelines and Grievance Procedures, go to:
www.montana.edu/deanofstudents/

For information about disability services or accommodations, veteran's affairs and nontraditional age student services, contact: **www.montana.edu/drv/**

The Graduate School: **catalog.montana.edu/graduate/**

Brightspace LE: **http://ecat.montana.edu**
Not all instructors choose to use Brightspace (D2L); those who do must activate the course in order for students to see it. If you don't see your course as of the start date, please contact your instructor.

DEGREEWORKS

DegreeWorks is a web-based degree audit and tracking system for students and academic advisors to monitor progress toward degree completion. It also allows for advising notes and provides a place to create semester plans. DegreeWorks provides an accessible, convenient, and organized way for students to know their academic standing, and how best to plan the rest of their college careers. The "What-If" allows students to view how their progress would change with a new major, which classes can still be applied towards the new major or minor, and which new classes need to be taken.

The "Plans" tab allows students to plot their courses through graduation. Some departments require that students complete a plan prior to attending their advising session.

Students should review their DegreeWorks worksheet and create their next semester plan before meeting with their advisor.

To review your DegreeWorks worksheet, log into MyInfo > Student Services > DegreeWorks.

For more information about DegreeWorks including instructions, Frequently Asked Questions, and an introductory video, check out www.montana.edu/degreeworks.

If you have questions about your progress toward your degree, please consult your academic advisor.

If you have questions about the accuracy of the courses as they appear on your DegreeWorks worksheet, please check out the Frequently Asked Questions section on the DegreeWorks website www.montana.edu/degreeworks. There, you can contact the DegreeWorks technical team if you do not find an answer to your question.

GENERAL PROCEDURE REMINDERS

Students are responsible for knowing regulations governing registration, Add/Drops, withdrawals, and other procedures and regulations outlined in this publication, the University Catalog, and any special registration instructions which may be issued on a semester basis.

Registration Checklist
1. All outstanding fees/charges must be paid before registration.
2. Refer to the University Catalog at **catalog.montana.edu** for information about courses offered.
3. Review your Degree Works worksheet (see page 7) and use Plans to plan your next semester's course selections.
4. Meet with an advisor during the advising period to receive your registration PIN.
5. Use CatCourse or MyInfo to register for classes. If MyInfo indicates you are NOT allowed to register, see the appropriate office. Go to page 14 for detailed registration instructions.
6. Make sure you pay your bill to confirm your registration and hold your classes.

Classification of Students
Students are classified as follows:
- **Freshman:** a student who has earned less than 30 semester credits and who is entitled to regular or conditional admission.
- **Sophomore:** a student who has earned 30-59 credits.
- **Junior:** a student who has earned 60-89 credits.
- **Senior:** a student who has earned 90 or more credits.
- **Second bachelor's degree candidate:** a student seeking a bachelor's degree who has already earned one bachelor's degree (Post Baccalaureate status).
- **Non-degree graduate student:** a student with at least a bachelor's degree but not seeking another degree.
- **Graduate degree student:** a student who has at least a bachelor's degree and has been accepted into the Graduate School.
- **Non-degree undergraduate:** undergraduate taking self-interest courses.

Add Procedure
Students may add courses using CatCourse or MyInfo through the 5th class day of the semester. After the 5th day, all adds require signatures from the instructor and advisor on the Add/Drop form. After the 10th day of the semester, adds are permitted for extraordinary reasons only and require the additional signature of the Academic College Dean on the Add/Drop form.

Drop Procedure

Students may drop courses using MyInfo through the 10th day of the semester. After the 10th day of the semester, all drops require signatures from the instructor and the advisor on the Add/Drop form. Although no refund will be given after the 15th day of the semester, students may continue to drop one or more courses with a grade of "W" up through the last day of the official registration period, with the approval of the academic advisor and the course instructor.

1. Obtain an Add/Drop form from your advisor, department, the Registrar's Office, or online: **www.montana.edu/registrar**.
2. Seek your instructor's approval. If your instructor signs and records your last day of attendance, go to your advisor.
3. Discuss with your advisor the reason for the change. If your advisor approves and signs the form, return the completed Add/Drop form to the Registrar's Office with a picture ID.

Semester Withdrawal

If a student must withdraw from all classes after he or she has confirmed attendance or paid fees, he or she must initiate the withdrawal through the Office of the Registrar. Graduate students must initiate the withdrawal through The Graduate School.

A student who withdraws before the end of the 15th day of the semester will not receive grades for any of their courses. Thereafter, through the last day of instruction, a grade of "W" will be assigned on all courses for which the student is registered unless the Office of the Registrar indicates otherwise. The date of withdrawal is the date the student completes the request to withdrawal form with a staff member in the Office of the Registrar. For extraordinary circumstances, the student could appeal to the Dean of Student's Office for an earlier official withdrawal date.

While the registration fee ($30), tuition payment plan processing fee, orientation fee, ID fee, late fees, social fee, foreign student fee and dorm deposit are not refundable, all other tuition and fees will be refunded based upon the following schedule. The Office of the Registrar record will determine the date used for refunding.

A student who stops attending class without withdrawing his or her registration through regular channels will receive "F" grades in all courses for which he or she was registered.

Semester Withdrawal Refund Schedule Spring 2019

Part of Term	Term Start Date	Term End Date	100 % Refund Through	90% Refund	75% Refund	50% Refund	0 % Refund From
Full Semester	Jan. 9	May 3	Jan. 8	Jan. 9-15	Jan. 16-23	Jan. 24-30	Jan. 31
Early Start	Jan. 2	Mar. 1	Jan. 1	Jan. 2-4	Jan. 5-9	Jan. 10-14	Jan. 15
Late Start	Jan. 22	May 3	Jan. 21	Jan. 22-28	Jan. 29-Feb. 4	Feb. 5-11	Feb. 12
First Session	Jan. 9	Mar. 8	Jan. 8	Jan. 9-11	Jan. 12-16	Jan. 17-22	Jan. 23
Second Session	Mar. 11	May 3	Mar. 10	Mar. 11-13	Mar. 14-18	Mar. 19-21	Mar. 22
Intersession	Mar. 4	May 3	Mar. 3	Mar. 4-6	Mar. 7-11	Mar. 12-14	Mar. 15
OTD	Jan. 9	May 3	Jan. 8	Jan. 9-15	Jan. 16-23	Jan. 24-30	Jan. 31
Combined	Jan. 9	May 3	Jan. 8	Jan. 9-15	Jan. 16-23	Jan. 24-30	Jan. 31

No refund of health or dental fees are given if medical services have been provided.

Cancellation of a Course Section in a Semester Schedule
A course may be cancelled for lack of sufficient enrollment or other appropriate reason up to the end of the 10th day of university instruction.

Registered Students Who Fail to Attend Class
During the third day of university instruction and thereafter, those students who have registered but have not attended class may be required by the instructor to drop the course when space or equipment is limited and other students want to add that class. Students are not automatically dropped. This requires a student-initiated Add/Drop form.

Registered Students Who Fail to Pay Fees
Students are personally responsible for paying all fees at the time designated for each semester. Failure to pay fees or to confirm attendance by the due date may result in the loss of all classes. (Refer to pages 4-5 for deadline dates and explanations.) Any student who continues to attend class after the 15th semester day, even though attendance confirmation or payment has not occurred, is responsible for all charges related to that semester.

Make-Up of "I" Grades
An "I" grade make-up is reported by the department to the Registrar's Office on a Grade Change form. Make-up of "I" grades must be accomplished by the end of the next semester of the student's enrollment or the completion date indicated on the "I" Grade Authorization form. If the grade is not reported to the Registrar's Office,

the "I" reverts to an "F" grade, unless the instructor submits a written request for an extension of time or alternative reversion grade.

Pass/Fail Elective Courses

Undergraduate students may elect to take some of their university courses on a "pass/fail" basis subject to the following restrictions:

1. Students can elect the pass/fail option only for courses that are outside their requirements for graduation. Pass/fail courses may not be applied toward completion of Core requirements. These restrictions do not apply to ACT activity courses.
2. A student may not register for more than one pass/fail elective course per semester, excluding one-credit ACT activity courses. Pass/fail requests cannot be accepted after the 10th day of university instruction.
3. Undergraduate students may take a maximum of 12 credits of pass/fail elective courses. This maximum does not include courses which are offered only on a pass/fail basis.
4. Students may register for pass/fail grading with written permission from their advisors, college deans, and the instructors of the course. The Registrar's Office has forms for this purpose.
5. Students may change a pass/fail registration to a regular registration, or a regular registration to a pass/fail registration, prior to the end of the 10th day of university instruction. Students will follow the regular Add/Drop procedures, except that students changing to a pass/fail registration must also secure the written permission of the instructor and advisor (see 4 above).
6. Prerequisites will apply for all courses taken on a pass/fail basis.
7. The instructor's requirement to obtain a grade of "P" in the course must be submitted with the Request for Pass/Fail form.
8. The Graduation and Admission Requirements Committee will review petitions for exceptions to the pass/fail policy.

Graduate students should consult the online Graduate catalog (catalog.montana.edu/graduate) concerning pass/fail courses.

Deficiencies and "I" Grade Makeups for Graduating Seniors

All make-up grades, correspondence work, and transcripts must be completed and filed in the Registrar's Office at least one month before the end of the semester of expected graduation. Students must be registered at Montana State University the semester they complete their degree requirements.

Grade Reports

Grades will be processed at the end of the semester after all grade rosters have been submitted. Students wishing to receive their grades can access them via MyInfo.

Notification of Degree Candidacy

For students graduating in the Spring, applications must be filed with the Registrar's office by October 1. Students graduating in the Summer or the Fall must file their application with the Registrar's office by March 1. Former students, who are graduating the semester of their return, must submit this form by the 15th semester day.

Applications for a Baccalaureate Degree and Associate Degree are available online.

Late Fee

Students who have registered on or before January 1, 2019 and who have not paid fees or confirmed their bill by 4:30 p.m. on January 4, 2019, will be assessed a $40 late fee.

Students who registered on or after January 2, 2019, and who have not paid fees, confirmed their bill, or registered for classes by 4:30 p.m. on January 15, 2019, will be assessed a $40 late fee.

An additional $40 will be charged to anyone paying fees, confirming their bill, or registering for classes after the 15th class day.

Suspended Students

Suspended students who are reinstated or whose suspension is rescinded must file an "Intent to Register" form with the Registrar's Office.

Transcript Requests

For every transcript request, a fee of $3 per copy will be charged. Fees and a signature must accompany the request for transcripts. Outstanding university bill(s) must be paid before transcripts will be issued to students with holds on their accounts.

Under normal conditions, requests for transcripts will be processed four to six working days after they are received in the Registrar's Office. Transcript requests for registered students during Finals Week will not be honored until that semester's grades are posted.

There are several options available for ordering transcripts. The first option is to send in a paper request form with check or money order to the Office of the Registrar. You can also order transcripts in person at the Office of the Registrar if paying by cash, credit/debit card, check or Cat Card. Another option available to you is to order a transcript through the National Student Clearinghouse by linking to their website through your MyInfo account on the MSU homepage. By following the link, this will serve as an authorization to release your information. Please be advised that there are fees associated

with online ordering, as well as with rush delivery. To proceed with the online ordering option, please follow the steps below:

Go to MyInfo (http://www.montana.edu/students/), click on "Log into MyInfo" and enter your User ID and PIN. Once logged in, click on the "Student Services" tab. Follow the red link at the top of the page entitled "Official Transcripts." On the next page click on "Go to Clearinghouse Site." This link will connect you to National Student Clearinghouse's website where you may order a transcript and pay with a credit/debit card. There, you will have the options to choose method of delivery and the speed at which you want the transcript sent. If you choose to have your transcript Rush mailed, the Office of the Registrar will process the transcript within one business day, but you still must account for mailing time through US Postal Service, or choose an alternative delivery method. If you do not wish to access the site through your MyInfo account, you may do so directly by visiting www.studentclearinghouse.org.

Telephoned, emailed, or faxed requests will not be processed. For more information, go to www.montana.edu/registrar/transcript/.

Student Electronic Communications Policy
All students currently enrolled at Montana State University are assigned an email address. Email is a mechanism for official communication within Montana State University. Official email communications are intended only to meet the academic and administrative needs of the campus community. Official university email accounts will be created automatically for all enrolled students. Log on from the link for Student E-mail on the MSU home page (http://www.montana.edu/students) with your NetID and password. You can set your NetID password by visiting http://password.montana.edu. Students are expected to check their e-mail in order to stay current with university related communications. Students have the responsibility to recognize that certain communications may be time-sensitive. Faculty will determine how electronic forms of communication will be used in their classes and will specify their requirements in the course syllabus. Therefore, faculty can make the assumption that students' official e-mail is being accessed and they can use email, chats and message boards for their classes accordingly.

Refund Checks
Any refund due to a student as a result of financial aid, dropping credits, etc. will be dispersed via Direct Deposit or mailed to the student if the student has not signed up for Direct Deposit. To sign up for Direct Deposit, choose Electronic Billing & Payment from your MyInfo page, and click on Quik Pay. Note: Please be sure your addresses are kept current.

REGISTERING FOR COURSES

1. Consult with your advisor and review your DegreeWorks plans to identify the courses that you will register for in the upcoming term(s).

2. Go to the MSU student homepage at www.montana.edu/students/.

3. Click on the link to "MyInfo."

4. Click on "Log into MyInfo."

5. Enter your MyInfo user ID. This is either your student ID number with a dash in front of the first number (example: -01234567) or your Social Security number without any dashes (example: 123456789).

6. Enter your MyInfo PIN.

   a. If you have never entered the secure area before, or if your PIN has been reset, your PIN is your birthdate. For example, if you were born on April 9, 1992, your PIN would be 09apr1992. Please note that this format is case sensitive, and must be entered without any spaces or dashes.

   b. If you have entered the secure area before, then your PIN is whatever you have previously designated.

   c. If you have forgotten your PIN, proceed to step 7.

7. If you have forgotten your PIN, enter your user ID as listed in step 5, then click "Forgot Pin?" The system will prompt you to answer the security questions that you had previously established.

8. For course registration, click on "Student Services," then "Registration."

9. You will be asked to verify or add a preferred email address and update your contact information; please do so.

10. You will be asked to either waive your Health Insurance (choose this option if you are currently covered by your own policy or your parents' policy) or elect the school's insurance.

Registration Option 1 Using CatCourse:

For additional CatCourse help and video series, please see our website **http://www.montana.edu/registrar/CatCourse.html**.

11. Click on "CatCourse."

12. Select the term for which you intend to register.

13. Click on "Add Course" to select your courses. Note: you can search and select courses by subject, CORE category, or from a DegreeWorks Plan that has been locked and activated by an advisor.

   a. When searching by subject or CORE, when a course is selected the course description, including any prerequisites, appears. Click "Add Course" to add this course to your list, which appears on the right side of the screen.

b. After all courses are listed, click "Save and Close."

14. Click on "Add Break" to enter times during the day that you do not wish to take classes.

15. Back on the CatCourse homepage, if a blue bar appears under one of the courses on your list, this is an indication that this course has section-specific notes related to it. Click on "Options" to see the section-specific note and de-select or select certain sections of this course based on the notes.

16. Back on the CatCourse homepage, if a gold bar appears under one of the courses on your list or a purple bar appears under one of the courses on your list, this is an indication that this course has a prerequisite and/or co-requisite. Click on the information button to see what the prerequisite(s) and/or co-requisite(s) are. If you have not fulfilled the pre or co-requisite, you will not be able to register for this course.

17. After viewing any section-specific notes and pre or co-requisites, you are ready to generate schedules. Click on "Generate Schedules." This provides all the possible schedule options from your list of courses and breaks.

    a. Note: if any courses conflict, the specific courses and/or sections which conflict will be described at the bottom of the page.

18. To view schedules that are generated, you can:

    a. Hover over the magnifying glass to see a color-coded view of schedules.

    b. Check up to four boxes to "Compare" schedules side by side.

    c. Click on "View" to see your detailed schedule options. Note: you must open a "View" of a schedule in order to "Send to Registration Cart."

19. "Shuffle" allows you to shuffle your schedule results after generating schedules. Clicking the shuffle button will randomize the order that the schedule results are shown. Clicking the shuffle button again will revert the schedules back to their original order.

20. Tips to narrow the number of possible schedules:

    a. De-select or select a specific section(s) of a course by clicking on "Options." "Options" is available on the list of courses on the CatCourse homepage.

    b. Lock a specific section of a course using the padlock icon. To lock a course, you must view a schedule. Once a course is locked the schedule results are automatically changed to be compatible with the locked selection(s).

21. "Send to Registration Cart" when you have selected a schedule. Then click "Register." Note: you must have your registration ("Alternate") PIN to register for courses, and you may not register before your designated registration time (see Registration Timetable on page18).

Registration Option 2 Using MyInfo:

11. Click on "Add/Drop Classes."

12. Select the appropriate term and click "Submit."

13. The next window to open will be the "Advisor Verification Number" page. Enter your "Alternate PIN" (often referred to as the "Advisor PIN") and click "Submit."

    If you receive an error message indicating that registration is not allowed, check the **registration timetable** (page 18) to verify that you are indeed eligible to register at this time. If you should be able to register based on the timetable and registration status, but you are receiving a message stating that you are not, call the Registrar's Office (406-994-6650).

14. If it is your time to register and you have no holds on your account, the next page to open will be the "Add Classes Worksheet." If you know the CRN's (Course Reference Numbers—see glossary for more information) of the courses you want, simply enter them into the boxes and click on "Submit Changes." The system may be a bit slow as it has to gather data from many different areas, so please be patient.

15. To find a class while in the "Add/Drop Classes" area, click on the "Class Search" button. You can choose to search classes by subject, instructor, or time.

If there is a class in the class search that you want, check the box next to the course and click on "Register" at the bottom of the page. If there is no check-box, then the class is either closed, designated "Restricted Entry," or requires "Consent of Instructor."

In MyInfo, the classes you have registered for will show under the "Current Schedule" section of the Add/Drop page. If you want to drop a course from the schedule, simply use the drop-down menu under "action" so that "Drop on the web" shows, and click "Submit Changes."

To see your schedule by day and time, use the "Student Schedule by Day and Time" link from the "Registration" page on the "Student Services" tab. If the week shown has holidays, not all your classes will show; just click on the "Next Week" link above the schedule to see a full week. You may also print this schedule

Once you have registered for classes, your bill will be automatically generated and will be viewable from the "Student Records" portion of MyInfo.

Common Registration Add Errors:

- If the system indicates that you have a **hold** on your account that prevents registration, go to MyInfo and click on "Log into MyInfo." Following log-in, click the "Student Services" tab, then "Student Records," and finally "View Holds."

- Courses offered with **variable credits** (credits appear as a range, i.e. 1-12) will default to the minimum credit. To change the number of credits in MyInfo, click on the

underlined credits, make the change in the box that opens, and select "Submit changes." Credits may also be changed via an Add/Drop form.

- **"Link" errors** indicate you have not registered for a lecture/lab (ex: A1, A2) or a recitation/studio combination at the same time; that is, you need to register for the for-credit portion of the course and the additional, non-credit component at the same time (CHMY 121-001 at 4.00 credits and CHMY 121-018 at 0.00 credits). Please be advised that some courses have more than two components: a lecture, lab and recitation.

- **Time conflict errors** indicate that two or more of your classes overlap in time. You will either need to adjust your courses so there are no time conflicts, or bring a signed Add/Drop form to the Registrar's Office for manual entry into the course.

- **Consent of Instructor** and **Restricted Entry** designations indicate that an instructor or department administrator is required to either register you for the course, or sign an Add/Drop form to be brought to the Registrar's Office for manual entry into the course.

- **Closed sections** of a course indicate that all of the seats for the class are full or the Instructor is only allowing students in with an Add/Drop form.

- **Prerequisites** are courses which must be successfully completed before a student may register in a more advanced course (see course description for specifics). Test scores may also satisfy prerequisites. You must either have successfully completed (or be currently enrolled in) a prerequisite in order to register for the more advanced course. Be advised that if you are currently enrolled in the prerequisite and do not successfully complete it, you may be dropped from the advanced course. Courses taken in high school do not satisfy prerequisites.

INSTRUCTIONS FOR ADDING/DROPPING A COURSE AFTER YOU HAVE REGISTERED

1. To drop a course you have already registered for, select "Add/Drop Classes" from the Registration menu in MyInfo.

2. From the Add/Drop Classes menu, select the course under Current Schedule that you wish to drop. Select "Drop on the Web" from the pull down menu, then select "Submit Changes".

   a. Note the Last Day to Add courses using MyInfo and CatCourse is the 5th day of the semester. The Last Day to Drop courses using MyInfo is the 10th day of the semester. After these dates, students must submit an Add/Drop form with Instructor and Advisor signatures.

3. To Add additional courses after registering via CatCourse, return to CatCourse.

4. In CatCourse, notice the original courses you added are still listed and checked under Courses. To generate new schedules incorporating what you've already registered for, you must uncheck courses from this list that you wish to not be included in new schedule generations. You may add new courses as well.

5. The courses that you've already enrolled in appear under Current Schedule. You may uncheck these to generate new schedule options, but you still must drop courses under the Add/Drop menu in MyInfo.

6. Any courses remaining in your Registration Cart that have not been registered appear under Registration Cart. Uncheck these courses if you wish to generate new schedule options.

7. When ready, click "Generate Schedules", click "View" on your preferred schedule, then "Send to Registration Cart". Refer to CatCourse Instructions for further details.

WEB REGISTRATION TIMETABLE

UNDERGRADUATE REGISTRATION SCHEDULE FOR SPRING 2019

Registration time is based on current total earned credits: in-progress coursework is not included.
Each registration day begins at 6:00 a.m.
Graduates and Post-Baccs begin registration on October 29th at 6:00 am.

Meet with your Advisor Prior to Registration Opening				
MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
October 29 Seniors 109 and above earned credits	**October 30** Seniors 100 to 108 earned credits	**October 31** Seniors 90 to 99 earned credits	**November 1** Juniors 76 to 89 earned credits	**November 2** Juniors 70 to 75 earned credits
November 5 Juniors 60 to 69 earned credits	**November 6** *Election Day No classes Offices closed*	**November 7** Sophomores 47 to 59 earned credits	**November 8** Sophomores 40 to 46 earned credits	**November 9** Sophomores 30 to 39 earned credits
November 12 *Veterans'Day No classes Offices closed*	**November 13** Freshmen 16 to 29 earned credits	**November 14** Freshmen 0 to 15 earned credits	**November 15** Freshmen Open Registration	

UNDERGRADUATE REGISTRATION SCHEDULE FOR SUMMER/FALL 2019

Registration time is based on current total earned credits: in-progress coursework is not included.
Each registration day begins at 6:00am.
Graduates and Post-Baccs begin registration on March 25th at 6:00am.

Meet with your Advisor Prior to Registration Opening				
MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
March 25 Seniors 109 and above earned credits	**March 26** Seniors 100 to 108 earned credits	**March 27** Seniors 90 to 99 earned credits	**March 28** Juniors 76 to 89 earned credits	**March 29** Juniors 70 to 75 earned credits
April 1 Juniors 60 to 69 earned credits	**April 2** Sophomores 47 to 59 earned credits	**April 3** Sophomores 40 to 46 earned credits	**April 4** Sophomores 30 to 39 earned credits	**April 5** Freshmen 22 to 29 earned credits
April 8 Freshmen 12 to 21 earned credits	**April 9** Freshmen 0 to 11 earned credits	**April 10** Freshmen Open Registration		

Student Registration Schedule Spring 2019

Part of Term	Term Start Date	Last Day to Add Online	Last day to add †	Last day to drop online	Last day to drop w/o a W Grade †	Last day to drop with a W Grade †	Term End Date
Full Semester*	Jan. 9	Jan. 15	Jan. 23	Jan. 23	Jan. 30	Apr. 11	May 3
Early Start*	Jan. 2	Jan. 4	Jan. 9	Jan. 9	Jan. 14	Feb. 19	Mar. 1
Late Start	Jan. 22	Jan. 28	Feb. 4	Feb. 4	Feb. 11	Apr. 24	May 3
First Session*	Jan. 9	Jan. 11	Jan. 16	Jan. 16	Jan. 22	Feb. 26	Mar. 8
Second Session**	Mar. 11	Mar. 13	Mar. 18	Mar. 18	Mar. 21	Apr. 25	May 3
Intersession	Mar. 4	Mar. 6	Mar. 11	Mar. 11	Mar. 14	Apr. 25	May 3
OTD*	Jan. 9	Jan. 15	Jan. 23	Jan. 23	Jan. 30	Apr. 11	May 3
Combined*	Jan. 9	Jan. 15	Jan. 23	Jan. 23	Jan. 30	Apr. 11	May 3

† 2 signatures required
* Wednesday start dates
** Meets during spring break

FINAL EXAMINATIONS

SCHEDULES FOR FINAL EXAMINATION

Regular classrooms will be used for the examinations unless instructors make special arrangements through the Registrar's Office. Examinations in courses must be scheduled according to the class sequence. Announcements of time and room should be made by the instructor for all examinations. Rooms must be reserved with the Registrar's Office for "Common Final" examinations in order to avoid conflicts. Instructors will announce to their classes the rooms to be used for all common final examinations. Final examinations in one-credit courses are to be given during the last regular class period. For classes beginning 5:00 p.m. or later, please see the breakdown on our Exams & Finals Schedules web page for the current Final Exam Schedule: **http://www.montana.edu/registrar/Schedules.html** .

Exception: No formal laboratory classes are held during final examination days.

Final examinations for all other courses are scheduled by the Registrar, and published online.

It is the policy of the university to consider the examination period as instructional time, and it is expected that some instructional use is made of this period even if a final examination is not given.

When a final examination is given, it must be given at the time shown in the examination schedule. The Dean of Students may authorize an "I" grade in cases of true medical or family emergencies which require the student to be absent during the Final Exam.

Final exams are listed by course number online. These times will replace the meeting times that are determined by the regularly scheduled class meeting.

A student who has three (3) or more final examinations on any one day should first work with the instructors of the courses to see if one exam could be rescheduled. If this rescheduling cannot be resolved, then the student should contact the assistant dean of his or her college at least one week before the beginning of final examination week for assistance in resolving the conflict.

COMMON HOUR EXAMS

Departments may request common examinations in multi-section courses throughout the semester. The following is the Common Hour Exam policy.

Common Hour Examination Policies:
1. The nominal examination time may be from one to two hours.
2. For each Common Hour Examination, students will be excused from an equivalent period of instruction.
3. Requests regarding the date, duration, and room assignments for Common Hour

Examinations must be submitted to the Registrar's Office by the 10th class day of the prior semester.

4. Departments must provide for make-up examinations or other equivalent means of evaluating the student who are absent from the scheduled examination for legitimate reasons.

   4.1. Make-up examinations for conflicts are to be given only to those students who, at the same hour:

      a. Have another Common Hour Examination
      b. Have a regularly scheduled class
      c. Are engaged in an activity or event sanctioned in paragraph 310.01 of the Student Conduct Code. (Official student representatives with a regularly scheduled practice or meeting that conflicts with a Common Hour Exam see point 5 below.)
      d. Sustained a personal emergency that prevented participation in the scheduled examination.

   4.2. During the third week of classes, the Registrar's Office will generate a list of the students who have conflicts among scheduled Common Hour Examinations (cf 4.1.a.). This list will be updated regularly after that date and made available to all instructors. A priority list for resolving conflicts between Common Hour Examinations (cf 4.4.) will also be published during the third week of classes.

   4.3. Students are responsible for identifying all conflicts. Apart from unforeseeable, personal emergencies (4.1.d.), students are required to confirm the need for make-up examinations with the instructor as early as possible, but no later than ten days before the schedule examination.

   4.4. In the event of a conflict between scheduled Common Hour Examinations (cf 4.1.a.), the priority of scheduled versus make-up examinations will be determined by the priority list published by the Registrar's office. The order of priority will vary from semester to semester.

   4.5. Dates for make-up examinations will be arranged by the instructor. The examinations are to be equivalent to the original examinations as a means of evaluating the student. These examinations and their scheduling are to be non-punitive.

5. All faculty should consider the Common Hour Examination schedule when planning their own evening examinations and other activities. Common Hour Examinations take precedence over all activities that occur outside of scheduled class hours.

IMPORTANT CHANGE: COMMON HOUR EVENING EXAMS

For an up-to-date listing of the Common Hour Evening/Final Exams, please refer to the web under MyInfo.

SCHEDULE OF EXAMS

Please refer to the web at: www.montana.edu/registrar/Schedules.php

EXPLANATION OF THE TIME SCHEDULE OF CLASSES

All courses are scheduled, generally, between the hours of 8 a.m. and 5 p.m., Monday through Friday.

The following abbreviations are used in the Time Schedule of Classes:

Rct—Recitation/Discussion	M—Monday
Lab —Laboratory	T—Tuesday
Stu—Studio	W—Wednesday
Ind —Independent Study	R—Thursday
Lec —Lecture	F—Friday
Sem—Seminar	S—Saturday
	U—Sunday

Class Hours

M, W, F classes

8:00 to 8:50 a.m.	11:00 to 11:50 a.m.	2:10 to 3:00 p.m.
9:00 to 9:50 a.m.	12:00 to 12:50 p.m.	3:10 to 4:00 p.m.
10:00 to 10:50 a.m.	1:10 to 2:00 p.m.	4:10 to 5:00 p.m.

T, R classes

8:00 to 9:15 a.m.	10:50am to 12:05 p.m.	1:40 to 2:55 p.m.
9:25 to 10:40 a.m.	12:15 to 1:30 p.m.	3:05 to 4:20 p.m.
		4:30 to 5:45 p.m.

University Core 2.0 Course Descriptions

The letter following the course number denotes core courses.

Foundation Courses

US - University Seminar   W - College Writing
Q - Quantitative Reasoning   D - Diversity
CS - Contemporary Issues in Science

Ways of Knowing Courses

IA - Inquiry Arts   R - Research
IH - Inquiry Humanities   RA - Research Arts
IN - Inquiry Natural Science   RH - Research Humanities
IS - Inquiry Social Science   RN - Research Natural Science
    RS - Research Social Science

Example: CLS 101**US** Knowledge & Community, 3 cr., designates that this course is in the University Seminar Core 2.0 group.

The mission of **CORE 2.0** is to enhance students' use of multiple perspectives in making informed critical and ethical judgments in their personal, public, and professional lives.

Foundation: Students learn to think, speak, and write effectively; evaluate the oral and written expression of others; and use complex knowledge in making decisions and judgments.

Inquiry: Students are introduced to the methods used to discover and create the factual and theoretical knowledge of the discipline.

Research: Students experience the process of research or creative activity as a unique intellectual practice leading to a scholarly or artistic product.

The mission of CORE 2.0 is to enhance students' use of multiple perspectives in making informed critical and ethical judgments in their personal, public, and professional lives.

Foundation Courses: Students learn to think, speak, and write effectively; evaluate the oral and written expression of others; and use complex knowledge in making decisions and judgments.	FOUNDATION COURSES	COURSE NUMBER
	University Seminar (US) (at least 3 credits)	
	College Writing* (W) (at least 3 credits)	
	Quantitative Reasoning (Q) (at least 3 credits)	
	Diversity (D) (at least 3 credits)	
	Contemporary Issues in Science (CS) (at least 3 credits)	
Inquiry Courses: Students are introduced to the methods used to discover and create the factual and theoretical knowledge of the discipline.	WAYS OF KNOWING: INQUIRY AND RESEARCH & CREATIVE EXPERIENCE	
	Arts (IA or RA) (at least 3 credits)	
	Humanities (IH or RH) (at least 3 credits)	
	Social Sciences (IS or RS) (at least 3 credits)	
	Natural Science (IN or RN) (at least 3 credits)	
Research Courses: Students experience the process of research or creative activity as a unique intellectual practice leading to a scholarly or artistic product.	Research & Creative Experience (R, RA, RH, RN, or RS) (at least 3 credits) *Courses designated RA, RH, RN, or RS fulfill two Core 2.0 requirements. For example, a course designated as RA will satisfy both the Inquiry Arts and the Research & Creative Experience Core 2.0 requirements.*	

Notes:

1. A grade of C- or better is required in all Core 2.0 courses.

2. Completion of at least two of the following courses with a grade of C- or better satisfies both the Contemporary Issues in Science and the Inquiry Natural Science requirements: BIOB 110; BIOB 160; BIOB 170; BIOB 260; BIOH 201; BIOH 211; BIOM 210; BIOM 250; BIOO 220; CHMY 121; CHMY 123; CHMY 141; CHMY 143; CHMY 151; CHMY 153; CHMY 211; ERTH 101; ERTH 201; GEO 103; GEO 211; ENSC 245; NRSM 240; PHSX 205; PHSX 207; PHSX 220; PHSX 222; PHSX 224; PHSX 240; PHSX 242. Individual substitutions for one requirement or the other are not permitted.

3. Total number of courses: If the Research and Creative Experience requirement is completed as part of the requirements in Arts, Humanities, Natural Sciences or Social Sciences, 27 credits; otherwise, 30 credits.

4. Certain ACT/SAT scores may exempt a student from the College Writing Core 2.0 requirement. Please refer to your academic advisor for more information..

Where can I find answers to my questions about Core 2.0?

- Visit www.montana.edu/core2
- See your departmental advisor
- Contact the Academic Advising Center, 130 Gaines Hall, 994-3532, advising@montana.edu

SPRING 2019 MATHEMATICS PREREQUISITE FLOWCHART
Department of Mathematical Sciences

STEM, Business, Health and some Soc. Sciences

Level 1
MPLEX – 10

Level 2H
MPLEX – 20
ACT – 21
†SAT – 500
SAT 530 or 26.5

Level 3H
MPLEX – 30
ACT – 23
†SAT – 540
SAT 570 or 28.5

Level 4
MPLEX – 40
ACT – 25
†SAT – 580
SAT 600 or 30

Level 5
MPLEX – 50
ACT – 27
†SAT – 620
SAT 640 or 32

M 065*/ M 085*
Prealgebra 4 cr.

M 096* or M 097*
Survey of Algebra 4 cr.

M 121Q
College Algebra 3 cr.

M 161Q
Survey of Calculus 4 cr.

M 171Q
Calculus I 4 cr.

M 132***
Number & Operation for K-8 Teachers 3 cr.

M 151Q
Precalculus 4 cr.

M 165Q
Calculus For Technology I 3 cr.

Stat 216Q**
Introduction to Statistics 3 cr.

Art, Humanities, and some Soc. Sciences

M 088*
Mathematical Literacy 4 cr.

M005*/ M105Q
Contemporary Math, Co-req. 4 cr.

M 105Q
Contemporary Mathematics 3 cr.

Level 1
MPLEX – 10

Level 2L
MPLEX – 20
ACT – 17
†SAT – 420
SAT 460 or 23

Level 3L
MPLEX – 30
ACT – 22
†SAT – 520
SAT 550 or 27.5

This side of chart does not prepare students who require calculus, physics, or chemistry. Those students should use the right side of chart to determine placement.

† indicates SAT score prior to March 2016
* Indicates the class is being taught through Gallatin College.
M 096 / M 097 meet the prerequisite for M 105Q and M 121Q.
** Entrance to Stat 216 is by Level 3H, a B or better in M 096, or a C- or better in in any 100 level M course
*** Entrance to M 132 is by level 3H, a B or better in M 096 , a C- or better in M 121
"Q" Indicates the class satisfies the Core Quantitative Reasoning requirement.

BUILDING ABBREVIATIONS

Montana State University adopted standard building abbreviation protocols across campus. During the current transition some systems may be using previous abbreviations. The following shows both the "old" and the "new" abbreviations.

Old code	New code	Title
ABB	**ABB**	Animal BioScience Building
AJM	**AJMJH**	Arthur J.M. Johnson Hall
SHER	**APSHER**	Anna Pearl Sherrick Hall
BARNAH	**BARNAR**	Barnard Hall (Formerly EPS–Engineering Physical Science Building)
BB	**BB**	Bridger Bowl
BFH	**BBFH**	"Brick" Breeden Fieldhouse
BBX	**BBX**	Black Box Theater
BZNOTB	**BZNOTB**	Old Terminal Building, Bozeman Yellowstone International Airport
BZNSUM	**BZNSUM**	Summit Aviation (490 Wings Way, Belgrade, MT 59714)
CHBCH	**CBB**	Chemistry/Biochemistry Building.
CHVR	**CHEEVE**	Cheever Hall
COBH	**COBLEI**	Cobleigh Hall
COOLEY	**COOLEY**	Cooley Laboratory
CULB	**CULBER**	Culbertson Hall
GH	**GAINES**	Gaines Hall
GCE	**GCE**	Gallatin College East Campus (705 Osterman Drive, Bozeman)
GCN	**GCN**	Gallatin College North Campus (Bozeman High School)
HAM	**HAMILT**	Hamilton Hall
HAYN	**HAYNES**	Haynes Hall
HH	**HERRIC**	Herrick Hall
HORT	**HOR**	Horticulture Farm
HOWH	**HOWARD**	Howard Hall
HP5L2	**HP5L2**	Highland Park 5 Level 2 (WWAMI)
JABS	**JABS**	Jabs Hall
LEWH	**LEWIS**	Lewis Hall
LINH	**LIN**	Linfield Hall
JONH	**LJH**	Leon H. Johnson Hall
MARL	**MARSH**	Marsh Research Laboratory
MO	**MBB**	Molecular Bioscience Building
MCH	**MCCALL**	McCall Hall
MHFC	**MHFC**	Hosaeus Health & Physical Education Complex
MSP	**MILPAV**	Miller Livestock Pavilion
MOR	**MOR**	Museum of the Rockies

MH	**MTHALL**	Montana Hall
NAIC	**NAH**	Norm Asbjornson Hall
OUTREC	**OUTREC**	ASMSU Outdoor Rec Building
PBS	**PBB**	Plant Bioscience Building
PLGR	**PGC**	Plant Growth Center
REID	**REID**	Reid Hall
RLIB	**RENNE**	Renne Library
ROBH	**ROBERT**	Roberts Hall
ROM	**ROMNEY**	Romney Gymnasium
SHC	**SHC**	Swingle Student Health Center
SUB	**SUB**	Strand Union Building
TAYH	**TAYLOR**	Taylor Hall
TIETZ	**TIETZ**	Tietz Hall
TRAP	**TRAPHA**	Traphagen Hall
VCB	**VCB**	Visual Communications Building
WIL	**WILSON**	Wilson Hall
WL	**WOOL**	Wool Laboratory

RESIDENCE HALLS		
QUAD F	**AQUAD**	Atkinson Quadrangle Residence Halls
COLTER	**COLTER**	Johnstone Center, Colter Wing
GALLAT	**GALLAT**	Gallatin Hall
HANNON	**HANNON**	Hannon Hall
HAPNR	**HAPNER**	Hapner Hall
JEFFER	**JEFFER**	Jefferson Hall
LANGFO	**LANGFO**	Langford Hall
MADISO	**MADISO**	Madison Hall
MULLAN	**MULLAN**	Johnstone Center, Mullan Wing
NHEDGE	**NHEDGE**	North Hedges Hall
PRYOR	**PRYOR**	Johnstone Center, Pryor Wing
ROSKIE	**ROSKIE**	Roskie Hall
SHEDGE	**SHEDGE**	South Hedges Hall
YRH	**YELLOW**	Yellowstone Residence Hall

Thank you for your patience. Please pardon any confusion during the transition.
To view the abbreviation protocols please visit
https://www.montana.edu/us/buildingPlans/MSUPlans/

COMPUTER ACCESS

MSU provides computer access for all students via student computer labs. The labs managed by University Information Technology (UIT) are located in: Roberts Hall, Reid Hall, Linfield Hall, SUB, PE Center, Animal Bioscience Building, AJM, Renne Library, Barnard Hall and Jabs Hall.

In addition to the labs managed by the University Information Technology (UIT), there are other labs provided by MSU academic departments and Residence Life. Most of these labs are supported by the Student Computer Fee.

MSU NetID accounts are automatically created for every registered student. These accounts are used to log on to the global lab computers as well as access wireless (non-public) on campus.

The link to get more information about the global labs is
http://studentlabs.montana.edu/

Tech help is available during normal business hours at the IT Services Desk in the 1st floor Library Commons area, and some extended hours at the Reid and Roberts student labs. You can also visit **www.montana.edu/uit-** for complete campus IT information or you may submit a question to the IT Services Desk by emailing **helpdesk@montana.edu** or calling 994-1777.

BILL CONFIRMATION (FEE PAYMENT)

You can confirm your bill (pay fees) through the mail (Box 172640) or e-mail (studentaccounts@montana.edu) without having to stand in line. You can also confirm your bill on the Web in "MyInfo" and pay your bill online via credit card or e-check.

Procedure: In mid July we will assess fees for all registered students and continue assessing daily. You must go online in "MyInfo" to view your Web bill. Student Accounts does not mail copies of bills to students. It is the students' responsibility to view their balance online and confirm their bill (pay fees) by the deadline date.

It will be necessary to have your bill confirmed by January 4, 2019, for Spring Semester, **even if your balance is zero.** This can be accomplished in several ways:

1. **If all costs are paid by you,** send your check and/or money order in the mail with a copy of your Web bill. DO NOT SEND CASH IN THE MAIL! Your payment MUST be **received** by January 4, 2019.
2. **If all costs are paid by you** and you wish to pay by credit card (Visa, Master Card, AmEx, or Discover), you can view your bill on-line and pay on-line by credit card or e-check no later than January 4, 2019. Note: no cost to pay online!
3. **If part or all of your costs are paid by other sources** (i.e. financial aid, athletics, vocational rehabilitation) and there is a remaining balance, you MUST pay that balance in one of the two ways listed above by January 4, 2019.
4. **If all your costs are paid by other sources** (i.e. financial aid, athletics, vocational rehabilitation) and you owe nothing (zero), you MUST still **"confirm your bill"** on the Web in "MyInfo" by the deadline of January 4, 2019.
   • If you are NOT planning to return and have not paid fees for Spring Semester 2019, please call the Registrar's Office at 406-994-6650 to drop all of your classes.
   • **Tuition Payment Plan:** This plan permits qualified applicants to pay a minimum of one-fourth of the applicable university charges at the beginning of the semester with the balance being deferred until later in the semester. A nonrefundable processing fee is assessed for each approved application. Tuition Payment Plan applications or additional information may be obtained from the Student Accounts Office in person or on the Student Accounts Office Web site.

Optional Fees
For students taking six credits or less ONLY.

These fees are regularly assessed to full-time students, but not to those students taking six credits or less. The option to pay is available if the following services are desired:

Health and Dental Fees
This fee allows students to use the Health and Dental Services, as well as the pharmacy.

Athletic Fee
This fee is used to support the Bobcat Athletic Program. It allows students to receive free or discounted tickets to all MSU athletic events.

Associated Students of Montana State University (ASMSU) Fees

These fees include the following:

1. ASMSU Activity Fee provides for the operation of the student government and its committees. Students paying this fee may vote, use the ASMSU Legal Services, and use the ASMSU Tutorial Services.
2. ASMSU Intramural Fee contributes to the operational cost of intramural facilities and programs. Students paying this fee may participate in intramural programs and use intramural facilities.
3. ASMSU Bus Fee funds the Streamline Bus Transit (www.streamlinebus.com) which students may use.
4. ASMSU Student Sustainability Fee contributes to the promotion and implementation of sustainability practices.
5. ASMSU Student Organization Fee supports Registered Student Organizations.
6. ASMSU Press Fee provides funding for the student Newspaper, *The Exponent*.
7. ASMSU Student Leadership Fee provides funding for the MSU Leadership Institute.
8. ASMSU Outdoor Recreation Fee provides funding for the Outdoor Recreation Program.
9. ASMSU Student Recreation Facility Fee and O&M Fee provides funding to build and maintain a facility where students can participate in sports outside all year.

Program Fees

- Students who have declared a major, minor, or double-major in Film and Photography are charged a program fee of $320 per semester beginning their sophomore year.
- Students who have declared a major in Art are charged a program fee of $182.00 per semester.
- Students who have declared a major in the College of Engineering will pay an additional program fee each semester ($94.85 for freshmen, $135.65 for sophomores through graduate level, and $53.85 for all levels during the summer).
- Students who have enrolled in a class within the Jake Jabs College of Business and Entrepreneurship will pay an additional $21 per credit for each course.
- Students who have declared a major in Music Technology will pay an additional $152.25 program fee each Fall and Spring semester.
- Students enrolled in Graduate Nursing classes will pay an additional $50.00 per credit.
- Undergraduate nursing students will pay an additional $35.00 per credit.
- Students who have enrolled in a Math or Statistics course will pay an additional $6.05 per credit for each course

TUITION PAYMENT PLAN

The Tuition Payment Plan is an installment plan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and/or room and board charges on regular fee payment day. This plan is available to all students with these exceptions: students whose financial aid is ready at fee payment day and is equal to or greater than fees charged, students who are in default on a Perkins/Nursing loan, or students who have a poor repayment history at Montana State University in Bozeman.

General Instructions

1. Go to http://www.montana.edu/wwwbu/studentaccts.html and click on the Tuition Payment Plan link for information on how to submit an application. A nonrefundable processing fee will be added for each approved application. **Application Deadline for Spring 2019 is January 4, 2019.**

2. Please note: All available financial aid credited to your university account will be applied to the total charges for the semester. The remaining balance will be divided into 4 payments with the first payment due on January 4, 2019. A late fee will be assessed for each installment payment which is late.

3. Payment Plan installments, as well as any other outstanding charges due Montana State University-Bozeman, are to be RECEIVED on or before the due date.

> **SPRING**
> **Second installment payment due February 1**
> **Third installment payment due March 1**
> **Fourth installment payment due April 1**
>
> **FALL**
> **Second installment payment due October 1**
> **Third installment payment due November 1**
> **Fourth installment payment due December 1**

Montana State University reserves the right to reject or decline any application and to require a guarantor on any tuition payment plan.

FINANCIAL AID

Office of Financial Aid Services
Phone: 406-994-2845
Fax: 406-994-6962
Web: www.montana.edu/wwwfa
E-mail: finaid@montana.edu

Student Accounts Office
Phone: 406-994-1991
Fax: 406-994-1954
E-mail: studentaccounts@montana.edu

Financial Aid Priority and Deadline Dates

November 16, 2018	Last day to apply for Fall 2018 assistance
December 1, 2018	Priority FAFSA filing date for 2019/2020 Academic Year
March 31, 2019	Priority application date for Summer Session 2019
June 30, 2019	Last day to complete a FAFSA for 2018-2019 Academic Year

Satisfactory Academic Progress
To receive financial aid, you must meet all Satisfactory Academic Progress Policy standards. This policy is available at Financial Aid Services and on the Web at **http://www.montana.edu/financialaid/sap.html**. Communications are sent at the end of each term if standards are not achieved. However, it is your responsibility to know if your academic performance meets the standards.

Change in Enrollment Status On or Before the 15th Class Day
The disbursement of your aid is contingent upon the number of credits for which you are enrolled at the time your aid is disbursed. Changes to your enrollment after the date of disbursement MAY negatively impact financial aid funds that you received. Please contact the financial office regarding enrollment changes such as drops or withdrawals that occur prior to and after the 15th day of class instruction. This would include retroactive drops. As financial aid becomes aware of such changes, overpayments of aid will be evaluated. Overpayments will result in a bill from the Student Accounts Office. Withdrawing after the 15th will not affect your aid if you actually begin and engaged in the course. However, the "W" is considered earned and can have an impact on your ability to maintain Satisfactory Academic Progress for future aid eligibility.

Withdrawing from the University
If you have accepted your bill (confirmed your charges/paid fees with the Student Accounts Office) and you decide to stop attending classes at MSU, you must officially withdraw from the university by contacting the Office of the Registrar, room 101

Montana Hall (undergraduate students), or the Graduate School (graduate students).

A withdrawal can occur anytime, it does not matter if it occurs before or after the 15th class day and whether you receive no grade or a grade of 'W'. For financial aid purposes, the withdrawal date will be assessed by your first date of contact to the respective offices listed above or on some documented date of academic engagement after that initial contact. If you never attend any class, make this known upon completing your semester withdrawal.

Unofficial withdrawals occur when no contact is made to the above offices and when you have received some combination of passing and non-passing grades. If you earned all non-passing grades ("F", "I", "N", "W", "NR") at the end of the semester, it will be determined that you unofficially withdrew and the amount of Title IV aid to be returned for the payment period will be calculated based on the latest date recorded as "last date of attendance" by your professor(s). If your "last date of attendance" cannot be determined, the amount of Title IV aid to be returned for the payment period will be calculated as if you withdrew at the 50 percent point of the semester.

Using the last date of attendance, the Office of Financial Aid Services will perform calculations to determine how much of your federal financial aid has been earned and kept and how much must be returned per federal regulation. If you received federal funds for which were not earned or that you were not eligible for (no academic engagement), these federal funds will be returned to the Department of Education, and you will receive a bill from the Student Accounts Office.

If you have any student loans, remember that it is your responsibility to keep the lender/loan servicer up to date regarding any changes too your address and enrollment. Changes in enrollment will initiate your loan(s) entering repayment. Future enrollment of at least half-time can put your loans back into a non-payment status.

University Charges and Financial Aid
Your university charges for the semester will be posted to your university student account maintained by the Student Accounts Office. You should receive an e-mail notification from the Student Accounts Office when your bill is processed. Financial Aid will disburse to your account once all eligibility requirements have been met. This includes most scholarships, grants, and loans. Once your bill is accepted (confirmed), financial aid will be credited to your account and applied against all allowable charges (tuition, fees, housing…..). Work-study funds you earn will not be reflected in your student account.

Bill Acceptance (Confirmation)/Fee Payment

University charges must be Accepted (confirmed) by the date established by the Student Accounts Office. This means that your bill must be paid in full or that arrangements have been made utilizing financial aid and a payment plan. If you do not Accept (Confirm) your Bill by the date established by the Student Accounts Office, it will be assumed you are not attending. This will result in the cancellation of your classes and financial aid. Reinstatement of classes or financial aid will be based on availability at the time reinstatement is requested.

Refund Checks

If your financial aid exceeds your university charges, the Students Accounts Office will refund (pay) the difference to you. Refunds are generated by the Student Accounts Office as soon as possible at the beginning of each semester. Refunds will be by Direct Deposit or mailed to the student if the student has not signed up for Direct Deposit. To sign up for Direct Deposit, choose Electronic Billing and Payment from your MyInfo page, and click on Quik Pay. Please contact the Student Accounts Office regarding any questions you may have about the amount of your refund or when your refund will be processed.

The Student Accounts Office will not release a refund check unless (1) all required financial aid documents and promissory loan notes are completed and returned to the Office of Financial Aid Services, and (2) you have Accepted (Confirmed) your Bill (paid fees) with the Student Accounts Office for the term.

Bobcat Bridge Loan (Short Term Loan)

This is a loan which permits a student, who may be experiencing temporary difficulties, to borrow a small sum of money for a short period of time. No collateral is required for a short-term loan, although the student must identify a reliable source of repayment. In addition, a students should have a cumulative grade-point average of 2.0 or better at MSU, be enrolled for at least six credits as a degree-seeking student, and have a satisfactory repayment record with respect to any previous loan(s) received.

The university reserves the right to reject or decline any application, to determine the amount and a date of repayment for any loan approved, and to require a guarantor. Applications and other information regarding the Bobcat Bridge Loan program may be obtained from Financial Aid Services. Allow up to three (3) working days to process a short-term loan application.

Book Loan

This loan is designed to assist students with money to buy books at the MSU Bookstore before refund checks are distributed. Financial Aid Services will verify that each student requesting a book loan has adequate funds after university charges are paid to cover the costs of the loan.

Funds borrowed are deposited to the student's CatCard no earlier than 10 days prior to the beginning of the term. When the student's financial aid is disbursed, it is applied to the book loan as well as a nonrefundable loan processing fee of $25. This loan may be requested from Financial Aid Services.

Spring Semester 2019

In order to apply for financial assistance for Spring Semester 2019, you must complete a 2018-2019 Free Application for Federal Student Aid (FAFSA). You can fill out the FAFSA on the Web at www.fafsa.ed.gov. You must allow sufficient time for Financial Aid Services to complete all awarding and disbursing steps prior to the end of the semester. Please complete the 2018-2019 FAFSA no later than April 15th, 2019.

GALLATIN COLLEGE

Gallatin College
Spring 2019 Majors

Gallatin College, 101 Hamilton Hall, MSU

MONTANA STATE UNIVERSITY

Southwest Montana residents and MSU students now have access to some of the best benefits of a local two-year college. Courses are taught at various locations including the MSU campus, Gallatin College East (GCE) and other community locations in the valley.

Workforce Program Majors:

Associate of Applied Science (AAS)
- Aviation
- Culinary Arts
- Design Drafting
- Interior Design
- Photonics and Laser Technician

Certificate of Applied Science (CAS)
- Bookkeeping
- CNC Machining
- Health Information Coding
- IT Networking
- Medical Assistant
- Welding

General Education/Transfer Degree Majors (AA/AS):

Associate of Art
Associate of Science

Visit the Gallatin College website: **www.gallatin.montana.edu** or call our office at 406.994.5536 for more information.

New this year

GLOSSARY

Add/Drop Form: You may add classes online until midnight on the 5th day of the semester, and you may drop classes online until midnight on the 10th day of the semester. If you want to add or drop classes past the online deadlines, you must fill out an Add/Drop form, obtain the necessary approvals and signatures, and return it to the Registrar's Office.

Advisor: Meet with your advisor to discuss which courses you should take and to plan your program of study. Your advisor will also provide you with your **Advising and Registration Form (ARF)** containing the alternate PIN needed for course registration.

Alternate PIN: When adding and/or dropping classes within the secure area of My-Info, the system will prompt for the alternate PIN. This is a number on the student's ARF that must be entered the first time classes are added or dropped via MyInfo. Often referred to as the "Advisor PIN." A new PIN is generated each semester.

ARF (Advising and Registration Form): This is the form many students receive prior to each registration period. The student's advisor provides the form, and on the form, along with helpful instructions and useful information, is the student's "alternate PIN," often referred to as the "Advisor PIN." A student cannot register for courses without an Alternate PIN.

Audit: You may enroll in a course and audit it, with the permission of the instructor. You will earn zero credits and receive a grade of "AU." You may decide to audit a course up through the 10th class day of the semester. Auditors pay the same fee as students enrolled for credit.

Brightspace (D2L): The learning management system used by MSU to offer fully online, blended and web-enhanced courses.

CatCourse: MSU's tool for creating a personalized class schedule.

CRN: Course Reference Number. Every course has this number as a unique identifier. Use the CRN when adding and/or dropping courses.

DegreeWorks: A Web-based degree audit and tracking system for students and advisors to monitor progress toward degree completion.

Holds: Holds (financial, academic, etc.) may be placed on your record preventing you from registering for courses, ordering transcripts, or other activities. You may check for holds in the Student Services section of MyInfo.

Learning Management System: A teaching and learning software application, often web-based, used to develop, deliver and manage courses. See Brightspace for MSU's LMS.

MSU NetID Account: Your MSU NetID account is required for many services

on campus that require authentication: MSU-Secure Wi-Fi, Student Lab and SUB Computers, Desire2Learn, iClicker registration, Remote Library use, free McAfee Antivirus, Email/Microsoft Office 365, VPN (remote access), and Z Drive network file storage. You can set your NetID password by visiting http://password.montana.edu.

Online definitions –

- **Online course:** Any course in which all of the required content and interaction take place online.

- **Blended course:** This label refers to a course that is conducted partially online and partially through face-to-face (F2F) interaction to serve a primarily off-campus audience. Both online and F2F activities are required, and there is significantly reduced F2F class meeting time in a blended course compared to the equivalent credit classroom course.

- **Web-enhanced course:** Web-enhanced courses are traditionally scheduled face-to-face class meetings enriched by required use of online tools (such as discussion, chat, gradebook, etc.). In a web-enhanced course, there is no reduced classroom time; in a blended course, there is.

PIN: A Personal Identification Number (PIN) is a security code needed to access your student records and other information via the secure area of MyInfo. Initially, your MyInfo PIN is set to your birthday. If your birthday is January 15, 1982, then your PIN will be 15jan1982. You need a PIN to enter the Secure Area of MyInfo. For help with your PINs, go to http://password.montana.edu.

Restricted Entry: To enroll in a Restricted Entry (Consent of Instructor) course, you must contact the department offering the course.

Retroactive Withdrawal Policy: A retroactive semester withdrawal may be an option for students who, for extraordinary reasons, were unable to complete a semester withdrawal during the semester of their departure from the university. Students who are granted a retroactive semester withdrawal receive "W" grades in all courses for the term/semester requested. Requests for retroactive withdrawals must be submitted no later than three years from the last day of the semester for which the withdrawal is sought. For policy and procedure information, contact the Dean of Students at www.montana.edu/wwwds.

Variable Credits: Requests for courses offered with variable credits (credits appear as a range, i.e., 1-12) will default to the minimum. To change the number of credits in MyInfo, click on the underlined credits, make the change in the box that opens, and select "Submit Changes." Credits may also be changed with an Add/Drop form.

For assistance, call the Registrar's Office, Monday – Friday, 8a.m. – 5p.m. at (406) 994-6650.

SCHEDULE WORKSHEET

	Mon	Tues	Wed	Thurs	Fri
8:00					
9:00					
10:00					
11:00					
12:00					
1:10					
2:10					
3:10					
4:10					
5:10					
eve					

ALTERNATE SCHEDULE WORKSHEET

	Mon	Tues	Wed	Thurs	Fri
8:00					
9:00					
10:00					
11:00					
12:00					
1:10					
2:10					
3:10					
4:10					
5:10					
eve					

Please make corrections to your address and e-mail via the **myinfo** Web site

MONTANA
STATE UNIVERSITY