Spring Orientation
Transfer Student Checklist

OPTION 1
(Monday, November 18 – Friday, January 3)
Complete each step of this checklist in the order listed.

You can access your student information online through your My Info account. To log into My Info, go to www.montana.edu/myinfo, then “Log in to MyInfo” by entering your Net ID and Password. Instructions for logging in the first time are found on that page under “Claim/Reclaim NetID.”

1. **Undergraduate Admissions Checklist:**
   Check on the status of your application by looking at the Undergraduate Admissions Checklist found through your My Info page (see above instructions). You can also see updates on housing, financial aid, and other information.

2. **Immunizations:**
   Students will not be allowed to register for classes until all MSU immunization requirements are met. Required immunizations include two MMRs (measles, mumps, rubella) and completion of MSU’s Tuberculosis (TB) Screening Form. Information about these requirements can be found at the MSU Student Health Service website. First-time users must register to access this secure website. You will need your MSU Student ID number to register. Students may also email immunization records and their TB form to immune@montana.edu.

3. **Schedule an Appointment:**
   Schedule an appointment with an advisor in your academic department at least one week prior to your arrival on campus. Appointments can be made weekdays from Monday, November 18, through Friday, January 3. Advisors are NOT available without a prior appointment. If you do not already have personal copies of your transcripts from all previous colleges you attended, please obtain copies of them to take with you to your advising appointment.

   **PLEASE NOTE:** Some colleges/departments have limited visitation days throughout finals week and winter break. If you are unable to find a time that works for both you and your college/department, you will need to attend the Transfer Orientation on Thursday, January 9, and Friday, January 10.

4. **Registration Materials:**
   Prior to your advising appointment, please stop by the Orientation Office (103 Strand Union) to pick up important registration materials.

5. **Parking:**
   Students are responsible for their own parking while on campus for the Option 1 Transfer Orientation. Parking permits are required for all motor vehicles to park on campus. Visitors are welcome to park in the numbered stalls in the Parking Garage, the back-in parking on Harrison Street, and at the Stadium. Please see the Parking Services visitor website for information on how to purchase your parking: www.montana.edu/parking/directions.html.
6. **Advising and Registration:**
Meet with your advisor to map out a schedule of classes for spring semester. **Please bring personal copies of your transcripts with you to this appointment.**

7. **Math Requirements:**
The Department of Mathematical Sciences strictly enforces the prerequisite requirements for all mathematics and statistics courses. Please refer to the math placement flow chart that indicates which MSU mathematics or statistics course you can enroll in based on your current ACT or SAT Math score.

- If you would like to enroll in a higher-level math course than your score allows, you can attempt a higher placement by taking the **Math Placement Level Exam (MPLEX).**
- If you have passed a math course at another university that fulfills the prerequisite for the course you would like to register for, the course should be listed on our [Transfer Equivalencies website](#).
- If you have any questions regarding mathematics or statistics prerequisites, or the MPLEX, contact the Department of Mathematical Sciences at (406) 994-3601.

8. **Fee Payment:**
After you register for classes, a bill will be created in your MyInfo account. Payments can be made:

- Online at [www.montana.edu/myinfo](http://www.montana.edu/myinfo). Click on “Student Services” → “Students Records” → “Electronic Billing and Payment.”
- By mailing a check and/or money order with a copy of your online bill to MSU Student Accounts, P.O. Box 172640, Bozeman, MT 59717.
- In person at the Cashier Window or the drop box on the first floor of Montana Hall. Cashier hours are 8:00 a.m. – 5:00 p.m., Monday through Friday, excluding holidays.

For additional information regarding bill confirmation (fee payment), please visit the MSU Student Accounts website. **If you have any questions regarding bill confirmation (fee payment), please contact Student Accounts at (406) 994-1991 or studentaccounts@montana.edu.**

9. **Housing:**
Secure housing for spring semester, if you have not already done so. **Fill out a housing application through your Undergraduate Admissions Checklist on My Info.** If you plan on living off campus, you must fill out a Housing Exemption Request Form. Submitting a Request for Exemption from the First Year Live-In Requirement is not a guaranteed approval to be exempt from this university requirement. If you have any questions, please contact Residence Life at (406) 994-2661 or housing@montana.edu or Family and Graduate Housing at (406) 994-3730 or fgho@montana.edu.

10. **Student ID:**
Stop by the CAT CARD Office (lower level of Miller Dining Commons) to get your I.D. card. CAT CARD office hours are 8:30 a.m. – 4:30 p.m., Monday through Friday, excluding holidays.