Program Registration
Transfer students MUST register for one of the following Orientation options in order to register for courses. Please register online through your Undergraduate Admissions Checklist. To find your Undergraduate Admissions Checklist:
• Go to www.montana.edu/myinfo/
• "Log into MyInfo" by entering your User ID and PIN
• Click "Undergraduate Admissions Checklist"

OPTION 1 For this option, complete the following Transfer Student Checklist (OPTION 2). This option requires you to spend one weekday on campus between Monday, April 12 and Friday, August 17. To select this option, please register for "OPTION 1" online and complete the Option 1 checklist.

OPTION 2 The second way to complete the orientation process is to attend the Transfer Student Orientation Program on Tuesday, August 21. To select this option, please register for "OPTION 2" online. A detailed confirmation email process is to attend the Transfer Student Orientation Program on Tuesday, August 21.

College of Nursing students who are attending classes on another campus do not need to complete either of these Orientation options. Please contact the College of Nursing at 406-994-3783, if you have questions about your requirements.

Veterans’ Orientation Contact Veteran Services for information or to register: 406-994-3661 or email vets@montana.edu.

Housing for Option 1 Housing is available for a nominal fee while you are on campus completing Orientation. Please visit the Conference & Event Services Summer Housing website at www.montana.edu/cs/accommodations.html at least one week prior to your arrival on campus to make arrangements. Please note: Housing is only available for those who choose Option 1.

TRANSFER STUDENT CHECKLIST | OPTION 1

April 17–August 18 Complete each step of this checklist in the order listed.

1. Register for Orientation Register for "OPTION 1" online through your Undergraduate Admissions Checklist (See instructions at beginning of brochure). From here you can also check on the status of your application as well as updates on housing, financial aid and other information. Your transcripts will not be evaluated until you have registered for an Orientation.

2. Schedule an Appointment Schedule an appointment with an advisor in your department at least one week prior to your arrival on campus. Academic Advisors are NOT available without a prior appointment and advising cannot be done over the phone. If you don’t already have personal copies of your transcripts from all previous colleges you attended, please be sure to obtain copies of them to take with you to your advising appointment. Please note: Some departments have limited advising times throughout the summer. If you are unable to make an appointment, you will need to attend the formal Orientation Program on Tuesday, August 21.

3. Transcript Evaluation If you are currently enrolled in classes at the time of your Orientation appointment, bring a copy of your current transcript, including in-progress work, to your meeting. Once you have completed your courses, have your final official transcript(s) from all previous colleges or universities sent to us at: MSU Admission Office, P.O. Box 171590, Bozeman, MT 59717.

4. Immunizations Students cannot register for classes until all MSU immunization requirements are met. For more information on these requirements, please contact University Health Partners Medical Services: Tel: 406-994-2311 Fax: 406-994-2504 immune@montana.edu www.montana.edu/health/immunization.html.

5. Transcript Evaluation If you are currently enrolled in classes at the time of your Orientation appointment, bring a copy of your current transcript, including in-progress work, to your meeting. Once you have completed your courses, have your final official transcript(s) from all previous colleges or universities sent to us at: MSU Admission Office, P.O. Box 171590, Bozeman, MT 59717.

6. Immunizations Students cannot register for classes until all MSU immunization requirements are met. For more information on these requirements, please contact University Health Partners Medical Services: Tel: 406-994-2311 Fax: 406-994-2504 immune@montana.edu www.montana.edu/health/immunization.html.

7. Transcript Evaluation If you are currently enrolled in classes at the time of your Orientation appointment, bring a copy of your current transcript, including in-progress work, to your meeting. Once you have completed your courses, have your final official transcript(s) from all previous colleges or universities sent to us at: MSU Admission Office, P.O. Box 171590, Bozeman, MT 59717.

8. Registration Materials Prior to your advising appointment, please stop by the Orientation Office, 103 Strand Union, to pick-up registration materials.

9. Advising and Registration Attend your departmental advising appointment to outline a schedule of classes for fall semester. Please bring copies of your transcripts with you to this appointment.

10. Math Requirements The Department of Mathematical Sciences strictly enforces the prerequisite requirements for many math and science courses. If you have a passed a math course at another university that fulfills the prerequisite for the course you would like to register for, that should be reflected on our Transfer Equivalences web page at https://atlas.montana.edu/ptb/ptb/evaluations.html. To determine your math level, go to http://www.math.montana.edu/undergrad/documents/MAEarchyFlowchart.pdf. You will be allowed to register for the appropriate math course based on your ACT or SAT scores, if submitted to MSU, or transfer credits from another institution. You will need to take the appropriate math course based on this placement, or you can enroll in a higher-level math course than your score allows by taking the Math Placement Level Exam (MPLEX). For more information about the MPLEX, please visit www.montana.edu/undergrad/mplex.html.

11. Housing Secure housing for fall semester, if you haven’t already done so.

12. Attendance Confirmation (Fee Payment): Your semester bill will be created shortly after you register for classes. You can access your semester bill in your MyInfo account.

Payments can be made in the following ways:
• Online at www.montana.edu/myinfo/, "Log into MyInfo" by entering your user ID and PIN, then click on "Electronic Billing Payment.
• Mail a check and/or money order with a copy of your online bill to MSU Student Accounts, P.O. Box 172190, Bozeman, MT 59717.
• In person at the Cashier Window or the drop box on the first floor of Montana Hall. Cashier hours are 8 AM – 4:30 PM, Monday – Friday.
• If you have a zero balance due to other credits being paid from other sources such as financial aid, you still need to confirm your attendance. You can do so by contacting the Student Accounts Office through My Info by clicking on the "confirm" button at the bottom of your online bill.

If you have any questions regarding attendance confirmation (fee payment), please contact Student Accounts at 406-994-1999 or studentaccounts@montana.edu.

TRANSFER STUDENT CHECKLIST | OPTION 2

August 21 Complete each step of this checklist in the order listed.

1. Register for Orientation Register for "OPTION 2" online through your Undergraduate Admissions Checklist (See instructions at beginning of brochure). From here you can also check on the status of your application as well as updates on housing, financial aid and other information. Your transcripts will not be evaluated until you have registered for an Orientation.

2. Immunizations Students cannot register for classes until all MSU immunization requirements are met. For more information on these requirements, please contact University Health Partners: Tel: 406-994-2311 Fax: 406-994-2504 immune@montana.edu www.montana.edu/health/immunization.html.

3. Transcript Evaluation After you have completed your spring and/or summer courses, have your official transcript(s) from all previous colleges or universities sent to us at: MSU Admissions Office, P.O. Box 172190, Bozeman, MT 59717.

4. Math Requirements The Department of Mathematical Sciences strictly enforces the prerequisite requirements for all mathematics and statistics courses. See #8 under Option 1 for details on MPLEX.

5. Housing Secure housing for fall semester, if you haven’t already done so.

6. Attendance Confirmation (Fee Payment): Your semester bill will be created shortly after you register for classes. You can access your semester bill in your MyInfo account.

Payments can be made in the following ways:
• Online at www.montana.edu/myinfo/, "Log into MyInfo" by entering your user ID and PIN, then click on "Electronic Billing Payment.
• Mail a check and/or money order with a copy of your online bill to MSU Student Accounts, P.O. Box 172190, Bozeman, MT 59717.
• In person at the Cashier Window or the drop box on the first floor of Montana Hall. Cashier hours are 8 AM – 4:30 PM, Monday – Friday.
• If you have a zero balance due to other credits being paid from other sources such as financial aid, you still need to confirm your attendance. You can do so by contacting the Student Accounts Office through My Info by clicking on the "confirm" button at the bottom of your online bill.

If you have any questions regarding attendance confirmation (fee payment), please contact Student Accounts at 406-994-1999 or studentaccounts@montana.edu.