To find your Undergraduate Admissions Checklist:

• Click “Undergraduate Admissions Checklist”

Transfer students MUST register for one of the following Checklist (OPTION 1). This option requires you to Program Registration attend the Transfer Student Orientation Program on Tuesday, August 22.

• Go to www.montana.edu/myinfo/
• Log into MyInfo by entering your User ID and PIN

OPTION 1

OPTION 1: Transfer Student Checklist

For this option, complete the following Transfer Student Checklist (OPTION 1). This option requires you to spend one weekday on campus between Monday, April 17 and Friday, August 18. To select this option, please register for “OPTION 1” online and complete the Option 1 checklist.

The second way to complete the orientation process is to attend the Transfer Student Orientation Program on Tuesday, August 22. To select this option, please register for “OPTION 2” online. A detailed confirmation email will be sent after registering for Orientation. Please complete each step on the Transfer Student Checklist (OPTION 2).

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 406-994-3763, if you have any 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/ 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.

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

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/ 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.

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 or universities sent to us at: MSU Admission Office, P.O. Box 172918, Bozeman, MT 59717.

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 classes, have your Final official transcripts from all previous colleges or universities sent to us at: MSU Admission Office, P.O. Box 172918, Bozeman, MT 59717.

4. Immunizations

Students cannot register for classes until MSU immunization requirements are met. For more information on these requirements, please contact Student Health Service:

- Tel: 406-994-2231
- Fax: 406-994-3661
- immuneservices@montana.edu
- www.montana.edu/health/immunization.html

Please submit your immunization records at least two weeks prior to arriving at Orientation to ensure you will be able to register for classes.

5. Parking

The Office of Admissions would like to provide complimentary parking for transfer students completing Option #1. To obtain a parking code, please call the Office of Admissions at 406-994-2232. When arriving on campus, park in the Hourly Pay Parking area in the parking garage accessible from S. 7th Ave.

After parking your car in this area, access a pay machine located on the edge of the lot. To obtain your complimentary parking receipt, select “Purchase Ticket” from the main menu. Then select “I have a coupon” and enter coupon code. The pay machine will issue you a parking receipt.

Return to your vehicle and display the receipt on the dash in your car.

Cars without visible receipts will be ticketed. Please note: we are unable to reimburse students who pay for their own parking.

6. Registration Materials

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

- If you do not have copies of your transcripts, you may pick up copies from your Admissions Evaluator at this time.

7. 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.

8. Math Requirements

The Department of Mathematical Sciences strictly enforces the prerequisite requirements for many math and science courses.

- If you have 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 Equivalencies web page at https://atlas.montana.edu/9030/ijjsbagent/entwodkterr_e_selaste.
- To determine your math level, go to www.math.montana.edu/Math%20FlowchartE2.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 (MPLLEX). For more information about the MPLLEX, please visit www.math.montana.edu/undergrad/mplex.html.

- If you have any questions regarding mathematics or statistics prerequisites or the MPLLEX, contact MSU Testing Services at 406-994-6984 or testing@montana.edu.

9. Housing

Secure housing for fall semester, if you haven’t already done so. Family & Graduate Housing: 406-994-3730

Residence Life: 406-994-2661

10. 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 172640, Bozeman, MT 59717.
- In person at the Cashier Window or the drop box on the first floor of Montana Hall. Cashier hours are 8:30 – 4:30, Monday – Friday.
- If you have a zero balance due to your costs 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 or 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 406-994-1991 or studentaccounts@montana.edu.

11. Payment Plan Information

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 172640, Bozeman, MT 59717.
- In person at the Cashier Window or the drop box on the first floor of Montana Hall. Cashier hours are 8:30 – 4:30, Monday – Friday.
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If you have any questions regarding attendance confirmation (fee payment), please contact Student Accounts at 406-994-1991 or studentaccounts@montana.edu.