Spring Orientation  
Transfer Student Checklist  
**OPTION 1**  
(November 17 - January 6)  
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](http://www.montana.edu/myinfo), then “Log into MyInfo” by entering your User ID and PIN. Instructions for logging in the first time are found on that page.

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

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](http://www.montana.edu/studenthealth) 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 immunizations records and TB form to [immune@montana.edu](mailto: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 November 17 through January 6. **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, will attend the Transfer Orientation on Monday, January 9 and Tuesday, 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. One item you will receive is an Advising Verification Form. This item will be needed in step 6.

5. **Parking:**  
   Please park in the Visitor Pay-and-Display Parking Lot on 7th Ave., between Grant St. and Kagy Blvd., just south of the construction zone. The Office of Admissions will provide complimentary parking on the date of your visit. Please contact the Office of Admissions at 406-994-2452 ahead of time for a parking coupon code. You must provide the advisor name, date and time of your Orientation during your call. After parking your car in this Pay-and-Display Lot, please go to one of the automated walk up kiosks 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’. When prompted, enter coupon code. The kiosk 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/families who pay for their parking at the kiosk.
If this lot is full, please stop by the Office of Admissions in Room 201 of the Strand Union Building to pick up a parking hang tag prior to parking your car on campus. The parking hang tag will allow you to park in any of MSU’s SB, E, D, or F permit lots. You may be ticketed if you park without a hang tag. Please do not park in the Residential Parking District area, which surrounds the campus.

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. Be sure to have your advisor sign your Advising Verification Form (see step 3) before you leave. Take the signed form, along with a completed schedule worksheet, including course numbers, to the Registrar’s Office, 101 Montana Hall. You will then be given your registration pin. While you are there, please be sure ALL addresses are current with the Registrar’s Office.

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, that should be reflected 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:**
You are responsible for paying all necessary fees or bill confirmation at MSU by 4:30 p.m. on Friday, January 6, if you registered on or before January 1. If you registered on or after January 2, you are responsible for paying all necessary fees or bill confirmation at MSU by 4:30 p.m. on Wednesday, January 18. After that time, a $40 late fee will be assessed. Payments can be made:
- Online at [www.montana.edu/myinfo](http://www.montana.edu/myinfo) (Click on “Electronic Billing and Payment”).
- 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 8:00a.m.–5:00p.m., Monday-Friday. 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.
- Family & Graduate Housing (406) 994-3730
- Residence Life (406) 994-2661

10. **Student ID:**
Stop by the CAT CARD Office (134 Strand Union Building) to get your I.D. card. CAT CARD office hours are 8:30 a.m. – 4:30 p.m., Monday through Friday, excluding holidays.