

How to Register for Classes (Review)

Before Registering for Courses

1. Meet with your **Primary** Advisor (from your Major department).

Majors under Education Department	Major Department	
<i>Education Advising Center - Reid 132</i>	<i>See Major Department for Primary Advisor*</i>	
	<i>~ K-12 Teaching ~</i>	<i>~ 5-12 Teaching ~</i>
Elementary Education, K-8	-----	
General Science Broadfield	Art Education Broadfield	Agriculture Education
Social Studies Broadfield	French Teaching	Biology
Technology Education Broadfield	German Teaching	Chemistry
	Spanish Teaching	English
	Health Enhancement	Family & Consumer Science
	Music Education	History
		Mathematics
		Physics

**** Students are encouraged to meet with the Education Advising Center advisors to plan their progress through the requirements for completing the teacher licensure portion of their degrees.***

2. Pick up your PDF from your **Primary** Advisor – Personal Data Form – containing your alternate PIN. You need the alternate PIN (sometimes called an “Advisor PIN”) to register for classes. Only use the alternate PIN when the My Info system prompts you for the alternate PIN. The only time you need the alternate PIN is when adding or dropping classes.

3. Do you have any holds (immunization requirements, outstanding financial bills, academic problems) on your account? If you do, you may not be able to register for courses. My Info will list any holds on your account, along with a message about which office to contact to correct the situation.

4. Did you enroll in classes the previous semester? If you did not take classes the previous semester and you are a returning student, you will need to complete an “Intent to Register” form. The form is available online via the My Info site.

5. Plan your class schedule using **Schedule of Classes**. By using Schedule of Classes and the “Schedule Worksheet” located on our Education Advising website (www.montana.edu/ehhd/educ/advising) you will be able to eliminate courses with Time Conflicts and speed up the registration process by collecting the CRN numbers you need to enter.

6. It is helpful to have an alternative schedule prepared in case the section you prefer is full.

Registering for Courses

Follow these step-by-step instructions and registering for courses will be easy! If a popup window opens stating “Your changes have already been submitted,” just close the box, refresh your web page (click “resend” if asked) and you will be able to continue where you left off.

1. Go to the MSU-Bozeman homepage at www.montana.edu.

2. Click on the link to “My Info.”

3. Click on “Enter Secure Area.”

4. Enter your My Info user ID; this is your student ID with a dash in front of the first number (example: -09876543) or use your Social Security number without any dashes (example: 111332222).

5. Enter your My Info PIN.

- If you have never entered the secure area before, then your pin is your birthday. For example, if you were born on February 2, 1971, your PIN, if you have never entered the secure area before or if you have had the Registrar’s Office reset it for you, would be 02feb1971, with the 3 character month all lower case.

- If you have entered the secure area of My Info before, then your PIN is whatever you designated.

- If you have forgotten your PIN, proceed to step 6.

6. Forgot Pin? If you have forgotten what your My Info Pin is, enter your user ID as in step four, then click on “Forgot Pin?” This will prompt the system to ask your security questions. Answers to the security questions are case sensitive. You may change the security questions or answers once you have entered the secure area of My Info.

7. Once you have entered the secure area, you will see many options. Explore these different options if you have not previously; learn what My Info has to offer (including Health Insurance Fee waiver, Confirming your bill, viewing your bill). For registering in classes, click on “Student Services.”

8. The Student Services section of My Info also has many useful options to choose from. Please note the links “for more information regarding MSU’s Student Email Policy,” Attendance Confirmation, and more. For registration, click on “Registration.”

9. On the Registration page of My Info, there are many choices. For registering in classes, click on “Add/Drop Classes.”

10. You will be asked to waive your Health Insurance (if you are covered by your own policy or parents'), or elect the School's Insurance. The next two steps, 11 and 12, may occur in the order listed or may be reversed.

11. Now you need to select the term and click on the "Submit" button.

12. The next window to open may be the "Advisor Verification Number" page. This page will open when you are adding classes for the first time for the semester. The number you need to enter in the "Alternate PIN" box is the alternate PIN (often referred to as the "Advisor PIN") found on your PDF form or given to you by the Registrar's Office after you have met with an advisor. Enter the six-digit number and click "Submit."

13. Registration is not allowed at this time? You have a hold? Check the registration timetable and verify you are, indeed, eligible to register now. Check if there are holds on your account preventing registration. From the "Registration" page, click on "Check your Registration Status." If you should be able to register, based on the timetable and registration status, but you are receiving a message stating 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 number—see glossary for more information) of the courses you want, simply enter them into the boxes and click "Submit Changes." The system will be a bit slow as it has to gather data from many different areas, so please be patient.

15. Registration Add Errors?

- 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 credit part 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).
- Time conflict errors indicate two or more of your classes overlap in time. You either need to adjust your courses so there is no time conflict or, if necessary, the Registrar's Office can override this error.
- Sometimes a link error occurs because there is a time conflict; fix the time conflict and you may very well fix the link error.
- Consent of Instructor and Restricted entry means the Instructor or a department administrator has to sign an add form, which you return to the Registrar's Office, allowing you into the course unless the department actually registers you in the class.
- Closed sections of a course indicate all the seats for the class are taken or the Instructor is only allowing students with an Add form.

16. In My Info, 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 on the “Submit Changes” button.

17. To find a class while in the “Add/Drop Classes” area, just click on the “Class Search” button. You can search by subject, instructor, even time. In fact, if you have a time slot you want to fill with a class or two, just select the specific subjects you’re interested in (hold the keyboard “Ctrl” button down while clicking on individual subjects) or all the subjects (click on the first subject, hold the keyboard “Shift” key down and while keeping the key down, scroll to the last subject and click on it—all subjects will be highlighted), select the start time and end time, select the days, and click on “Class search.”

18. If there is a class in the class search that you want, just click on the square check-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, restricted, or requires the consent of the instructor. You may be able to add the course with an Add form if the Instructor will sign it.

19. 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.

20. Once you have registered for classes, your bill will be automatically generated and will be viewable from the “Student Records” portion of My Info. The Student Accounts Office can help with billing and fee questions although many answers may be found by clicking the links on the Web Bill Summary page. Please note, if you are receiving financial aid, loan money, scholarship money, or other third-party money for fees, you **MUST** confirm your bill with the Student Accounts Office. If “Confirm Your Bill” is not a check-box option on the Web Bill Summary page, you must confirm your bill directly with the Student Accounts Office. Failure to pay or confirm your bill by the 15th class day of the semester will result in the loss of your classes.