Course Registration Guide

ACTION 1:

Finding a CRN

To register for your classes, you will need to find each course’s CRN (course registration number).

1. Go to the MSU Bozeman student homepage at www.montana.edu/students/
2. Click on the link to “MyInfo.”
3. Click on “Schedule of classes - find CRN here”
4. Select Term “2018 Fall Semester”
5. Find classes by searching by Subject List or Subject Index

6. The CRN is a unique 6-digit course identification number (listed in the third column).
   - This is a number that you will input when you register for a class.
   - If your class includes a lab or recitation section, you will need to input an additional CRN for the lab or recitation section.
   - Check to see if there are seats available in the desired class (green means seats are available, and red means the class is full).
   - If there are no seats available see section "Troubleshooting" on page 15.
ACTION 2:

Logging into MyInfo

** Before you register for your classes, make sure you have the CRNs required for each course**

1. Go to the MSU Bozeman student homepage at www.montana.edu/students/

2. Click on the link for MyInfo.

3. Click on “Log into MyInfo”

4. Enter your MyInfo user ID.
   - Your student ID number with a dash in front of the first number (example: -01234567).
   - Your ID is on the Profile section of your My Global Connection account.

5. Enter your MyInfo PIN.
   - Your PIN is your birthdate. For example, if you were born on April 9, 1992, your PIN would be 09apr1992. All letters are lowercase and should be entered without spaces or dashes.
ACTION 3.A.:

Creating a schedule in “CatCourse” and Registering for Classes

1. To create a schedule in “CatCourse”, log into “MyInfo” using the steps listed above.
2. Click on “Student Services.”

From your MyInfo menu, click on “Student Services”.

Have you setup your new Student Email powered by Google Account? Email Address: Champ T. Bobcat

Welcome, Champ T. Bobcat, to the Montana State University

Have you setup your new Student Email powered by Google Account? Email Address: Champ T. Bobcat

Undergraduate Admissions Checklist
Check your Undergraduate Admissions status

Personal Information
View your address(es), phone number and email address(es)

Student Services
Apply for Admission; Register; View Insurance; View your academic records;

Electronic Billing and Payment
Review your current Web Bill; View your most recent Electronic Billing & Payment Statement

Financial Aid
View your Financial Aid Awards; Accept your Financial Aid Awards; View your status

Employee Services
View your leave history or balances, job information, pay stubs and more

Communications
University Communications

MyApps
A list of applications you can access
3. Click on “Registration.”

4. Click on "CatCourse"
5. Select “2018 Fall Semester” and click submit.

6. You may be asked to verify or add a preferred email address; please do so.

7. You may be asked to either “Waive your Health Insurance” (choose this option if you have insurance) OR select the school’s Insurance if you do not have your own insurance, you must select the School’s insurance.

Before registering, please select ELECT or WAIVE insurance.

All MSU students are required to have health insurance if enrolled for 6 or more credits.

If you have other medical insurance coverage, you may WAIVE the University sponsored student insurance plan.

If you do not have health insurance coverage, or you wish additional coverage, you may ELECT the student insurance program.

Blue Cross Blue Shield of Montana underwrites the student insurance program. For information about the health insurance policy offered to students, click HERE.

Important Notice: If you have Montana Medicaid, please ELECT the MSU student insurance plan. This includes the new expanded Medicaid "HELP" program. Montana Medicaid will pay your student insurance premium if you fax or send them a copy of your fee statement showing the insurance charge. The student policy will be your primary insurance carrier and Medicaid will be secondary. The Student Insurance office will assist you in submitting your fee statement to Medicaid.

If you are covered by Healthy Montana Kids (for people under age 19), please WAIVE the student insurance.

Notice: Knowingly furnishing false information to any University official, faculty member or office is a violation of the Student Conduct Code and is subject to the disciplinary sanctions of the code.
8. Select 2018 Fall Semester” (or appropriate term) and click save And Continue.”
9. Click the “Add Courses” button to add classes to your schedule

10. To add courses by Subject, use the pull-down menu to select a subject from the alphabetical list. You can also type a keyword into the search box to find a Subject.
11. After selecting a Subject, choose the specific course. Note: if a desired course is not listed, it is likely either not offered for the selected term, or is closed.

12. Click "Add Course" to add the course to your course list.

13. When you have added all of your desired classes, click Save and Close.”
14. Scroll to the bottom and click "Generate Schedules" to generate your schedule possibilities. Then, click "View" to see each one. There may only be one option available. There also might not be a schedule that is possible with your desired classes. In this case, you will need to change one or more of the conflicting classes.
15. If you like your generated schedule, click “Send to Registration Cart” and click OK.

16. You will be directed to the “CatCourse Registration Cart”. Make sure all of the boxes are checked and click "Register". You should now be registered for your classes.
ACTION 3.B.:  

Registering for Classes: METHOD 2

1. To register for classes, click on “Student Services”.
2. Click on “Registration.”
3. Click on “Add/Drop Classes.”
4. The next window is the “Advisor Verification Number” page. Enter your Alternate Pin (located on your My Global Connections Application under profile).
5. You will be asked to verify or add a preferred email address; please do so.
6. You will be asked to either “Waive your Health Insurance” (choose this option if you have insurance) OR elect the School’s Insurance. If you do not have your own insurance, you must select the School’s insurance.
7. Select 2018 Fall Semester” and click submit.
8. You may encounter a hold placed on your account. To resolve this, follow the steps that are listed under the “Troubleshooting” section of this document.
9. The next window is the “Add Classes Worksheet.” If you know the CRN’s (course reference numbers) of the courses you want, simply enter them into the boxes and click on “Submit Changes.”

ACTION 4:

Changing your course schedule

• If you need to change our course schedule, follow the same process as you did to register for your classes.

Viewing your class schedule

1. Go to the MSU Bozeman student homepage at www.montana.edu/students/.
2. Click on the link to “MyInfo.”
3. Click on “Enter Secure Area.”
4. Enter your MyInfo user ID.
   • Your student ID number with a dash in front of the first number (example:-01234567).
5. Enter your MyInfo PIN.
Course Registration Guide

- Your PIN is your birthdate. For example, if you were born on April 9, 1992, your PIN would be 09apr1992. All letters are lowercase and should be entered without spaces or dashes.

6. Click on “Student Services”.

7. Click on “Registration.”

8. Click on “Student Detail Schedule” OR “Student Schedule by Day and Time”

ACTION 5:

Finding your “Net ID”

1. Click the link to “MyInfo” on the MSU Bozeman student homepage.
2. Log in to “MyInfo” and click “Personal Information”.
3. Click “View IDs” to view your “MSU ID” and your “Net ID”

TROUBLESHOOTING

- You need to register for the credit part of the course and the additional, non-credit component at the same time (CHMY 121n 001 at 4.00 credits and CHMY 121 018 at 0.00 credits). Please be advised that some courses have three components; for example a lecture, lab and recitation.

- Closed sections of a course indicate that all of the seats for the class are full or the Instructor is only allowing students in with written permission. Contact the department advisor to discuss enrollment in the course. Follow the link at http://www.montana.edu/academics/colleges/ to find information about departments and their contacts.

- Many of the upper division courses (300’s and 400’s) have prerequisite classes. To register for the upper division classes, you may need to contact the department chair or advisor to gain entry into the class. You may also need to provide a copy of your academic transcript for the department advisor. You can access this from your online study abroad account.
  - If you are registering for business courses, please contact Brenda Truman directly bstruman@montana.edu or Liz Greenfield at lgrant@montana.edu.

- Holds: You may receive a notification that there is a hold on your account. If the system indicates that you have a hold on your account that prevents registration.
  1. Go to your MyInfo, and click on “Enter Secure Area.”
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2. Click the “Student Services” tab at the top of the page
3. Click “Student Records”
4. Click “View Holds.”
   i. You may have a hold on your account because of required health forms. Submit your immunization records to the Office of International Programs to have this hold removed. After the hold is removed, you may register for your courses.

- **Registration for Graduate level courses**
  1. Go to the Graduate forms page at [http://www.montana.edu/gradschool/forms.html](http://www.montana.edu/gradschool/forms.html)
  2. Click on the “Petition to Reserve/Register for Credits” document. This is under “Forms for Current Students”
  3. At the top of the document, check the “Register for a graduate class as a foreign exchange student” box. Fill out the document and submit to the Registrar’s Office.

**You will not be able to submit the paperwork for graduate level classes until you attend orientation.**

If you have questions, contact [gradschool@montana.edu](mailto:gradschool@montana.edu)

**GLOSSARY**

**CatCourse:** This web page is used to help design a class schedule and provide a way of registering for classes.

**CRN:** CRN stands for course registration number. It is a 6 digit number that is used for class registration that is not conducted via the internet. You will need to know this number if you are registering for graduate level courses.

**MyInfo:** This is where you register for classes. You can also see your personal information such as health records, financial information, and academic records.

**MSU ID:** This is the number that you will use to log into “MyInfo” (also known as GID).

**Net ID:** This is the number that you will use to log into “D2L”, the online portal where you will access material for your classes during the academic semester.