MONTANA STATE UNIVERSITY
Office of International Programs

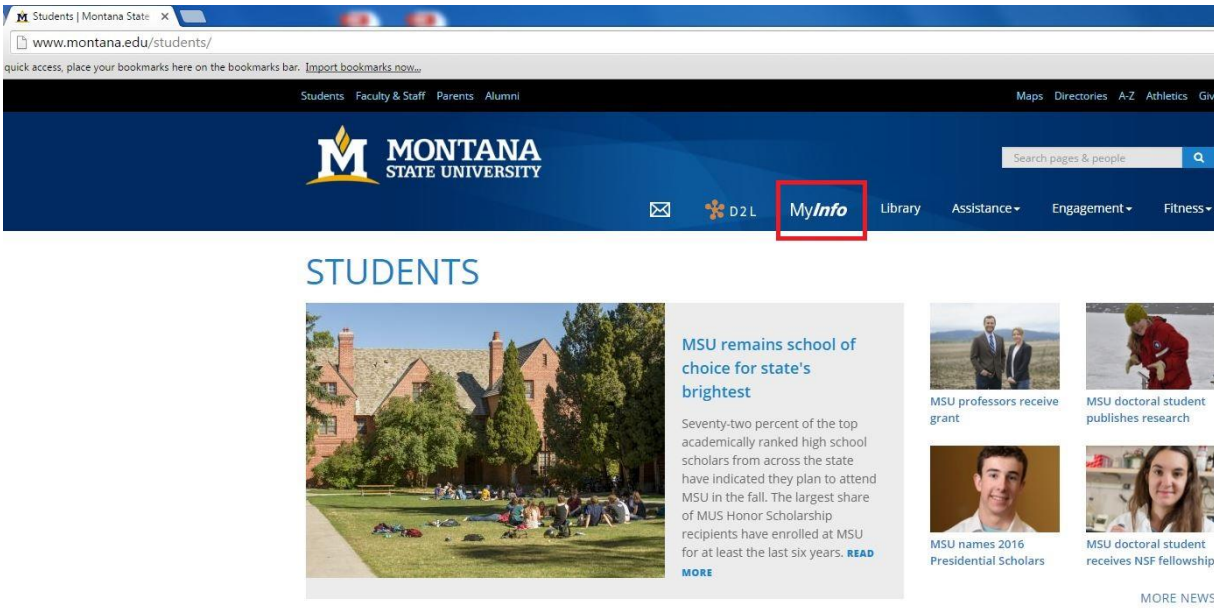
Course Registration Guide

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."



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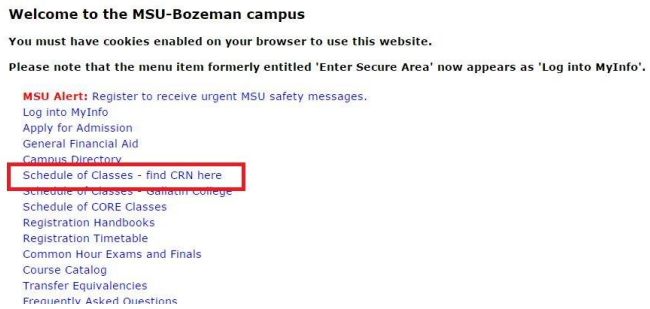
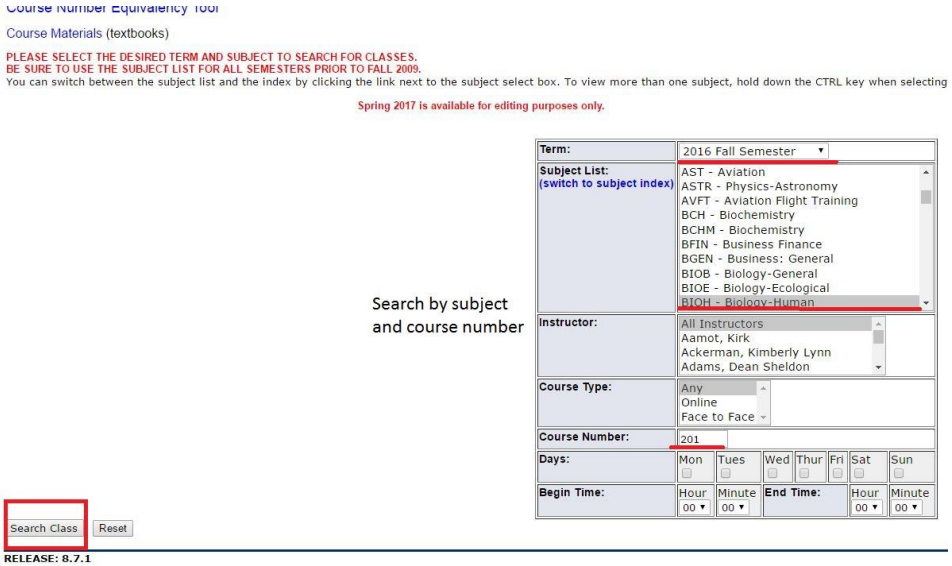
3. Click on “Schedule of classes- find CRN here”



4. Select Term “2016 Fall Semester”



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5. Find classes by searching just by subject OR by subject AND course number
6. The CRN is a 6 digit number (listed in the third column).
    - This is number that you will input when you register for your class.
    - If your class includes a lab or recitation section, you will need to input an additional CRN for the lab section or recitation section.

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 to “MyInfo.”

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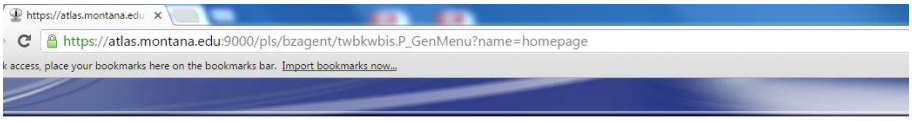
3. Click on “Log into MyInfo”

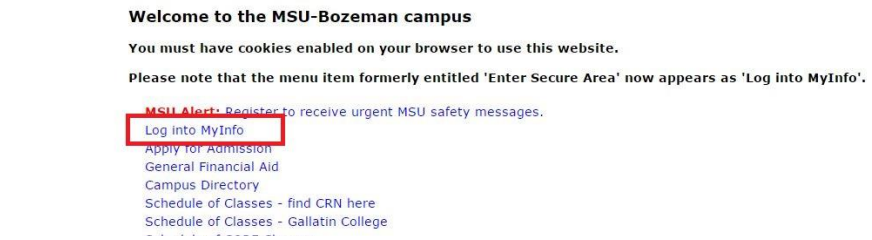
4. Enter your MyInfo user ID.

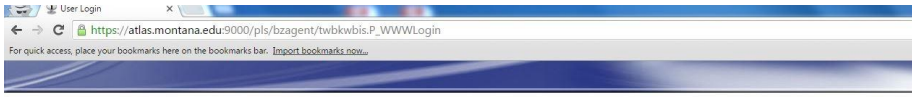
   - Your student ID number with a dash in front of the first number (example: -01234567).

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.







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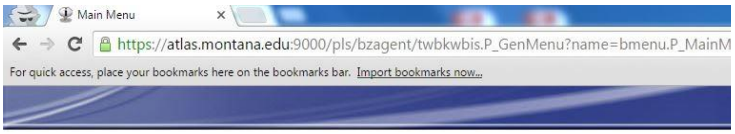
ACTION 3:

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."



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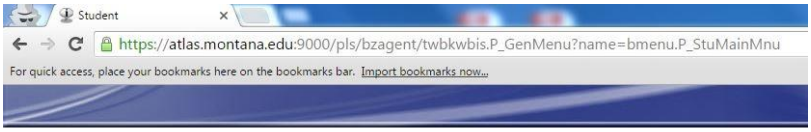
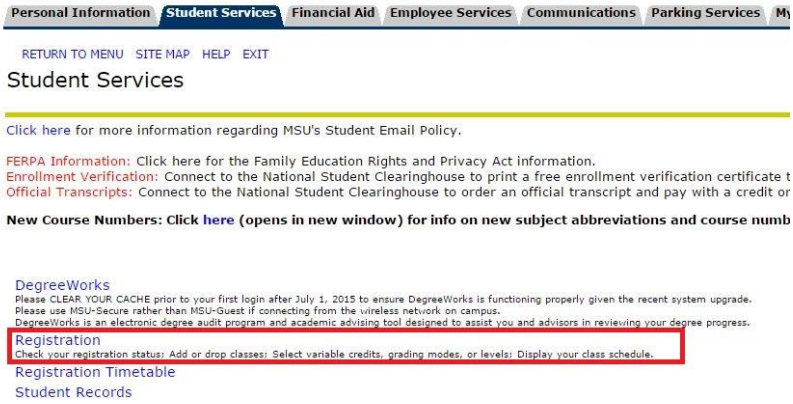
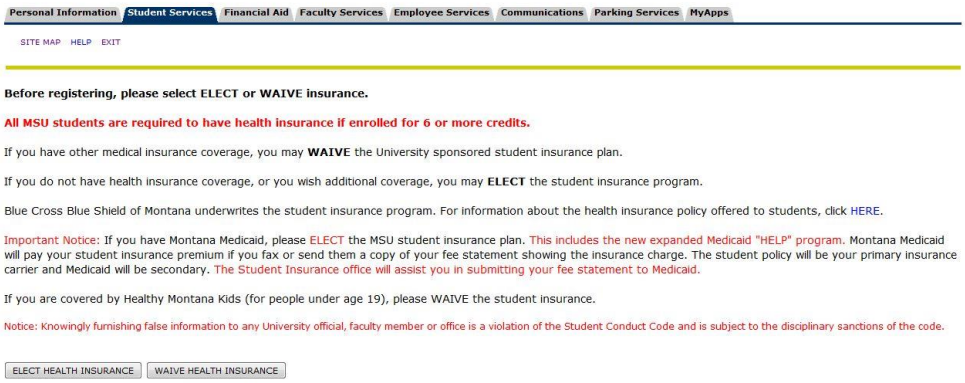
3. Click on “Registration.”





4. You will be asked to verify or add a preferred email address; please do so.
5. You will be asked to either “Waive your Health Insurance” (choose this option if you are currently covered by your own policy or your parents’ policy) OR elect the School’s Insurance. If you do not have your own insurance, you must select the School’s insurance.



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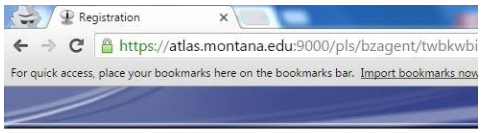
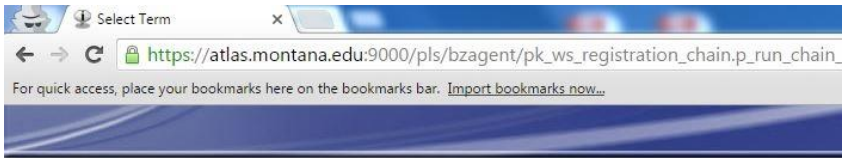
6. The next window is the "Advisor Verification Number" page. Enter the 6 digit number included in your registration email. **This is your Advisor Verification Number: 145236**
7. Click on "CatCourse."



8. Select "Fall 2016" and click submit.



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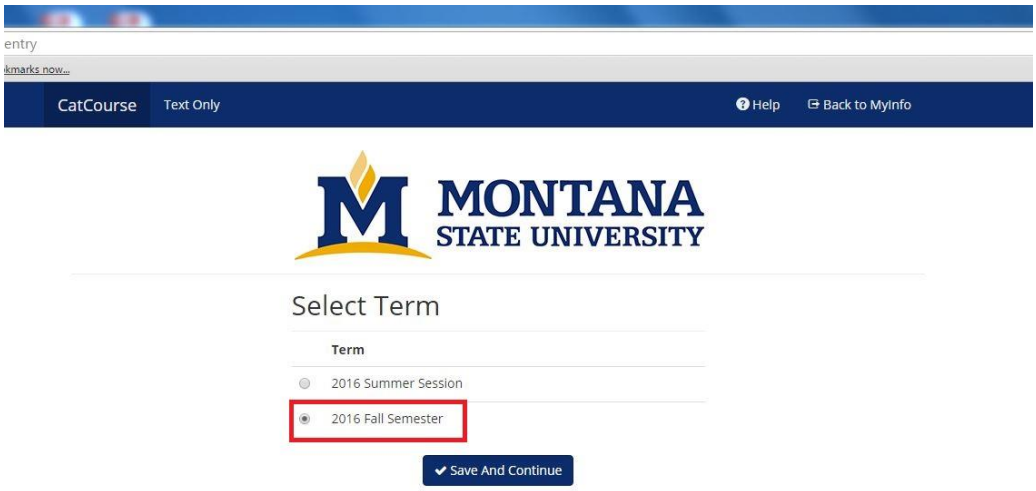
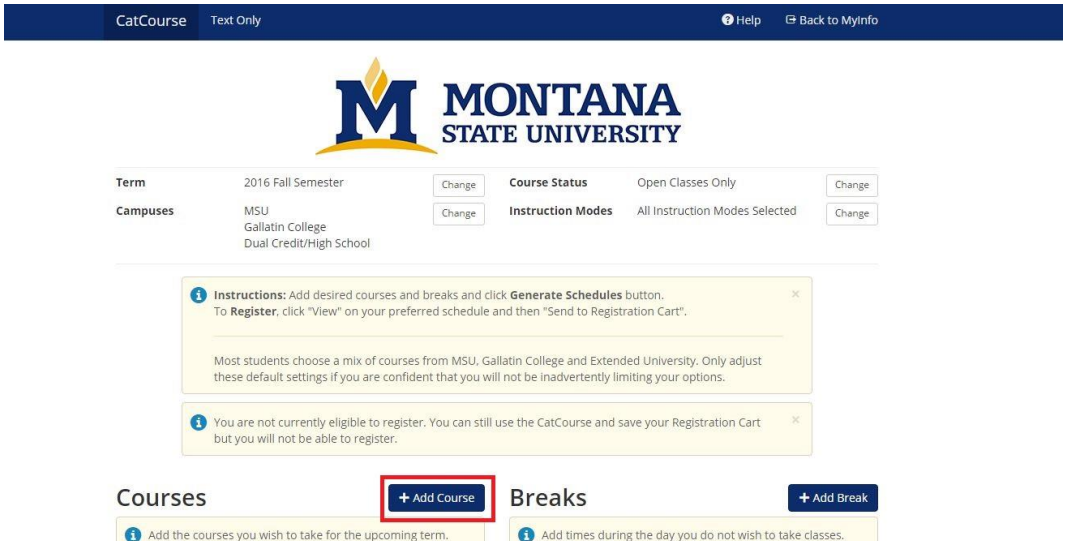
9. Select “Fall 2016” and click “Save And Continue.”



10. Click the “Add Courses” button to add classes to your schedule



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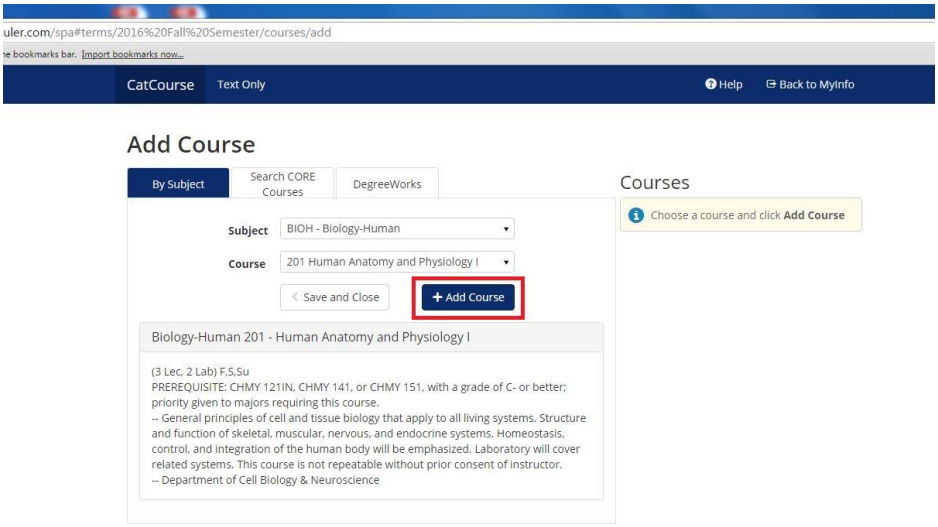
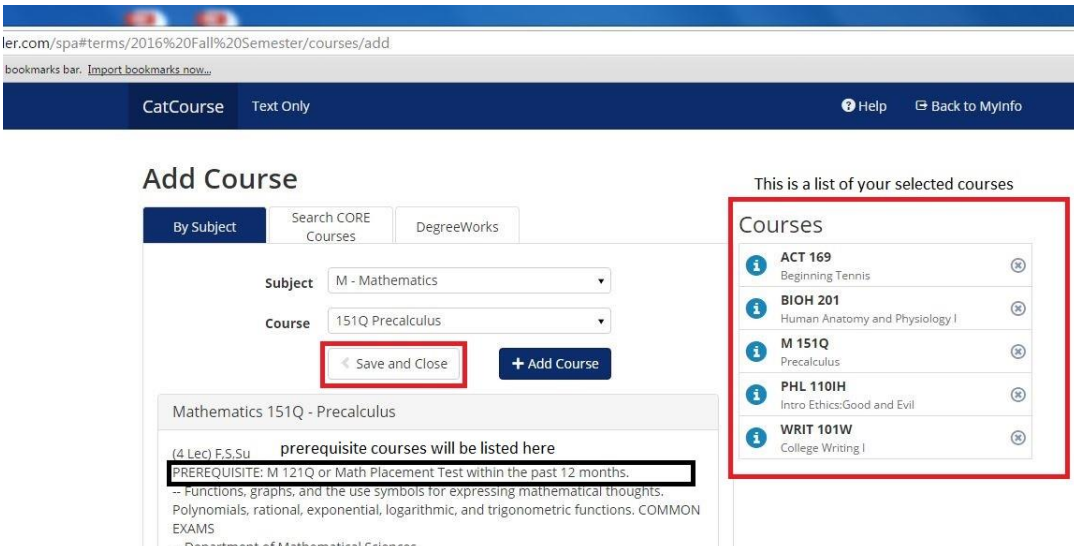
11. Select course by subject and course number.



12. When you have added all of your desired classes, click “Save and Close.”



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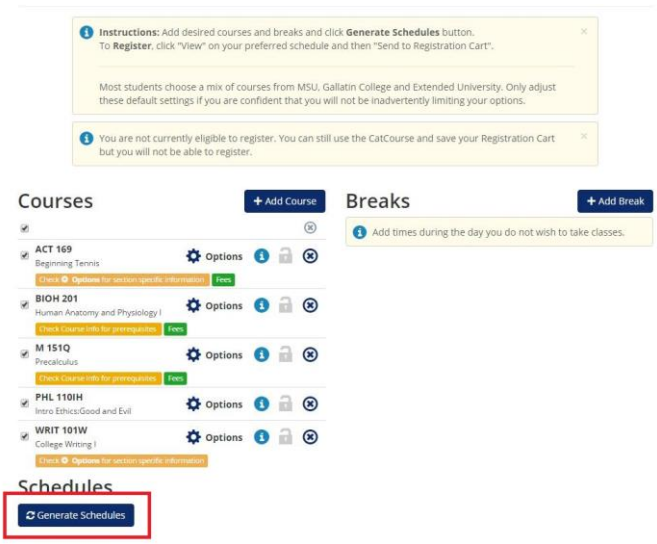
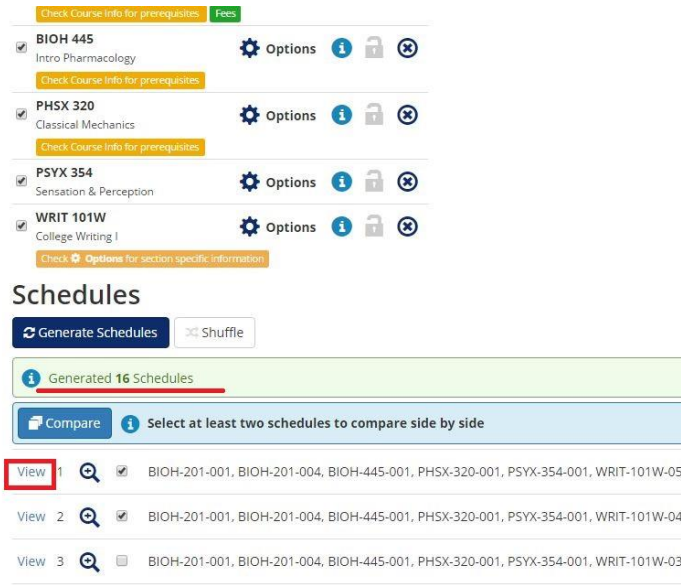
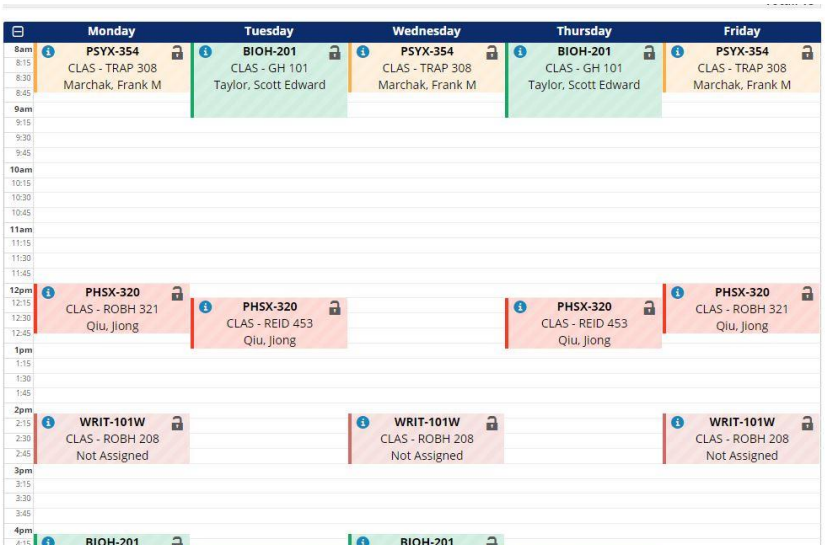
13. Scroll to the bottom and click “Generate Schedules” to your schedule possibilities. Then, click “View” to see each one.
    - There may only be one option available. There also might not be a schedule that is possible with your desired classes. In this case, you will need to change one or more of the conflicting classes.







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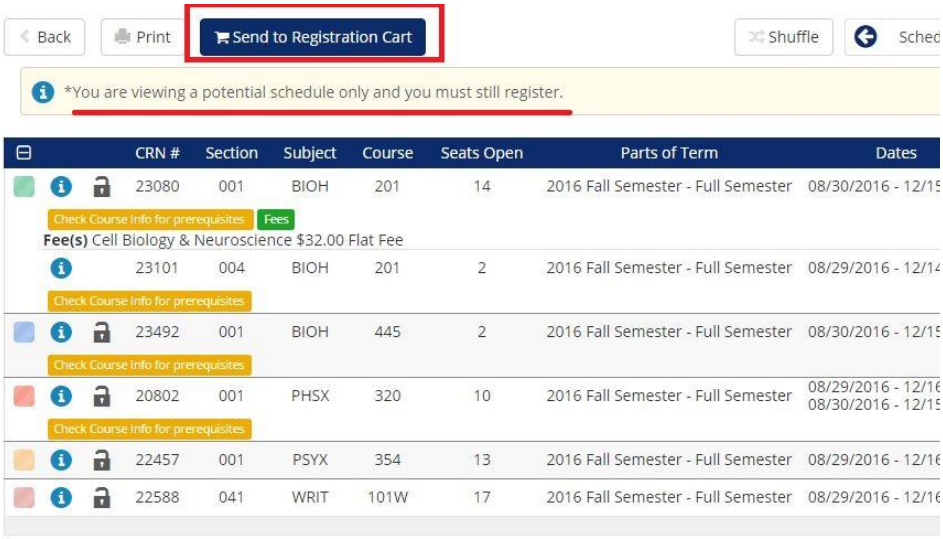
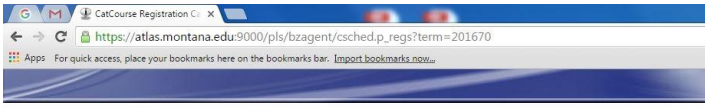
14. If you like your generated schedule, click “Send to Registration Cart” and click “OK.”



15. 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.

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Course Registration Guide

ACTION 3:

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. You will be asked to verify or add a preferred email address; please do so.
5. You will be asked to either "Waive your Health Insurance" (choose this option if you are currently covered by your own policy or your parents' policy) OR elect the School's Insurance. If you do not have your own insurance, you must select the School's insurance.
6. Select "Fall 2016" and click submit.
7. The next window is the "Advisor Verification Number" page. Enter the 6 digit number: **145236**
8. You may encounter a hold placed on your account. To resolve this, follow the steps that are listed under the "Problems with Registration" 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 your 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.

- 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”

PROBLEMS WITH REGISTRATION

- 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). 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. Find information about the departments and their contacts, follow the link at http://www.montana.edu/academics/colleges/.

- 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 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.

- **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.”
    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
  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

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.